

# Citrix Login Directions

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1. Go to the RML website.



2. Scroll down to the bottom of the page and click on "EMPLOYEES".



3. Click on the "Citrix (AD integrated)" link.

## Resources for Employees

### Remote Access

- **Citrix** (Remote Access to RML)
- [Optalink Plus Scheduling](#) (Firefox is the preferred browser)
- [PACS](#) (Requires Internet Explorer with [Compatibility View](#))

4. Check the agreement box and click on INSTALL to download the Citrix Receiver. This is needed to open Citrix apps. Administrative access is not required to install.



5. Click "run" to install the Citrix Receiver.



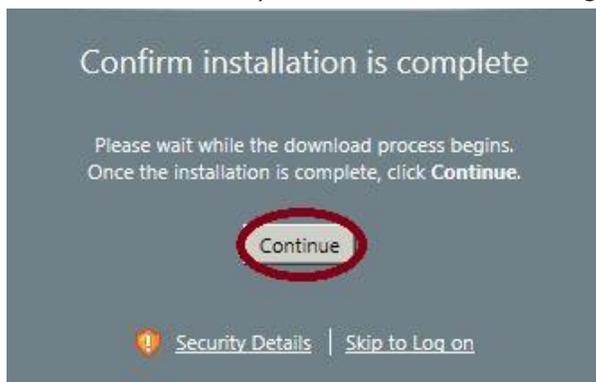
6. Click on "Install" to start the installation.



7. Click "Finish" when the installation is complete.



8. Back on the website, you can click "Continue" to go to the logon screen.



9. If this is the first time you have logged on, or your password has expired, you will be asked to change your password.

### Change Password

Consult your help desk or corporate security policy to learn about your company's password guidelines.

Old password:

New password:

Confirm password:

10. Your password must be at least 8 characters long, cannot contain part of your name or previous password, and are required to have at least 3 of the following four categories:

- English lowercase letter(s) (a, b, c,...)
- English UPPERCASE letter(s) (A, B, C,...)
- Number(s) (1, 2, 3,...)
- Special character(s) (\$, %, #,...)

11. After you log in with your domain credentials, you will get a list of your applications. You might have extra tabs for different types of apps. For example, you can select the “Applications” tab and then click on “Clinical Apps” to access the Meditech app.



12. Switching to the “Desktops” tab will allow you to launch a Citrix desktop.



13. If you get this security warning, click on “Allow” to continue loading the Citrix app. You may want to check the box next to “Do not show me the warning for this program again” to prevent this from popping up every time.



14. Click on “Open” to run the Citrix app.



15. It may take a few moments to load the app as indicated by the following progress bar. Note, this window might be hidden underneath the other Citrix window.



16. This warning allows you to configure if you want Citrix to access your local files. It is okay to allow if you are using a trusted computer, like from your home or office. If you are in public or on an untrusted device, however, you should select “Block access”. This setting does not affect your printers in any way. They will still be available no matter what you select here.

