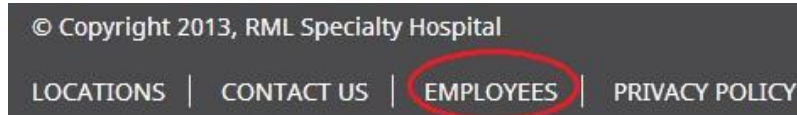# Citrix Login Directions

1. Go to the RML website.

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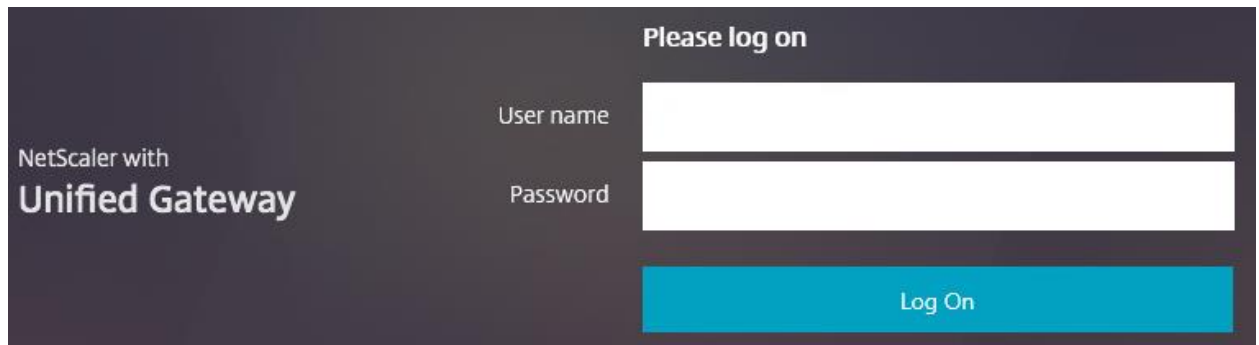

3. Click on the "Citrix (Remote Access to RML)" link.

   ## Resources for Employees

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

4. **UPDATE** Logon page. Instructions for changing password. Can we add link to 411 here too?

5. **UPDATE** 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

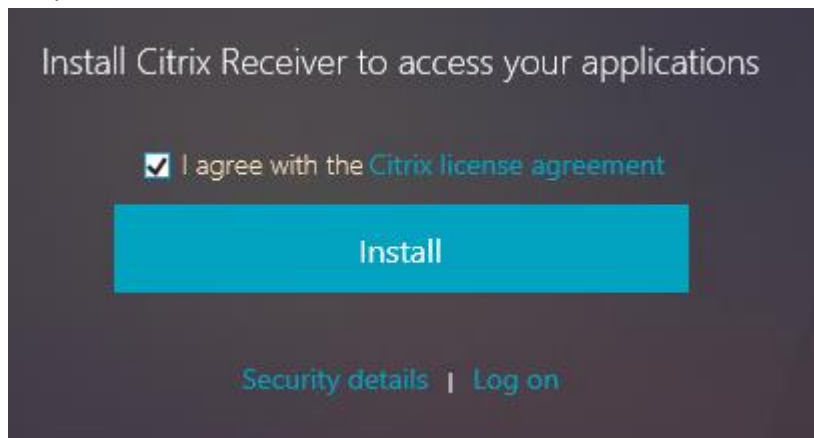Consult your help desk or corporate security policy to learn about your company's password guidelines.
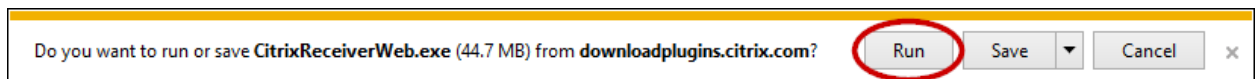
Old password:

New password:

Confirm password:

OK   Cancel

6. **UPDATE** 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) ($, %, #,...)

7. Check the agreement box and click on INSTALL to download the Citrix Receiver.   You do not need to install this if you use a browser that supports HTML5 (which all modern browsers support). However, you will get better performance and more functionality when using the Citrix Receiver, so it is recommended that you install it. Administrative access is not required to complete installation.
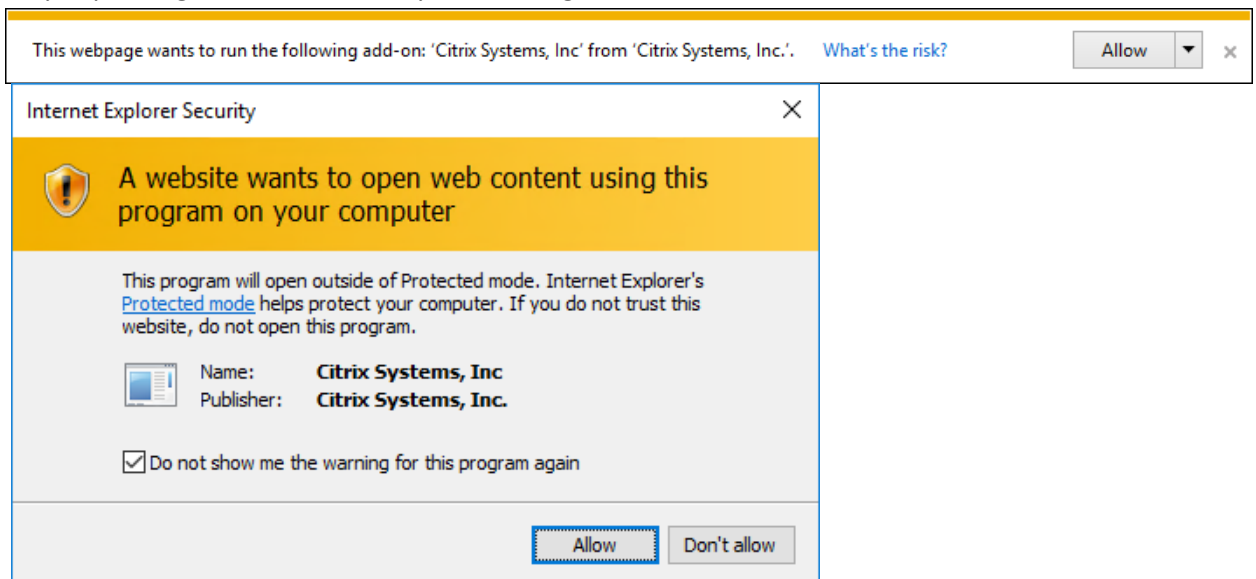
Install Citrix Receiver to access your applications

☑ I agree with the Citrix license agreement

Install

Security details | Log on

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

Do you want to run or save **CitrixReceiverWeb.exe** (44.7 MB) from **downloadplugins.citrix.com**?   Run   Save ▼   Cancel   ×

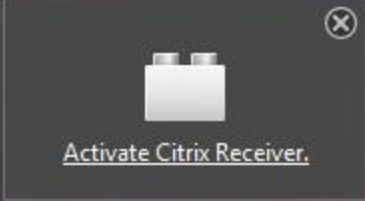9. Click on "Start" and complete the installation wizard.

10. During or after the installation, you may receive one or more of the following warnings. This will vary depending on which browser you are using. These are all safe to allow or run.

Activate the Citrix plug-in

Allow this website to run the Citrix plug-in to access apps.

Activate Citrix Receiver.

Allow *https://apps.rmlsh.org* to run "Citrix Receiver"?
Learn More...

| Allow Now | Allow and Remember |

Open Citrix Receiver Launcher?
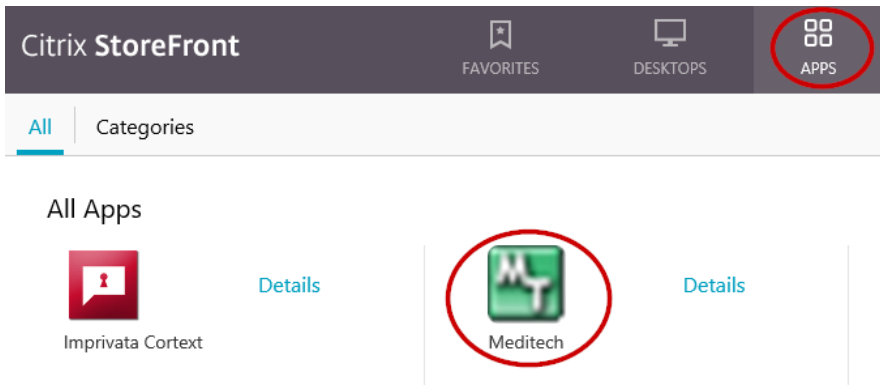
☑ Always open links for Citrix Receiver Launcher

| Open Citrix Receiver Launcher | Cancel |

Citrix Receiver has connected your desktop. To see your desktop, allow pop-ups from this website in your browser.

OK

Go to Desktops or A_____ect Add to Favorites.

Microsoft Edge blocked a pop-up from apps.rmlsh.org.   Allow once ⌄   Always allow   ✕

11. After you log in, you will be on the StoreFront page, where you can access and launch your desktops and apps. For example, you can select the "Apps" tab and then click on the Meditech icon to launch the Meditech app.

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