

# REMOTE ACCESS

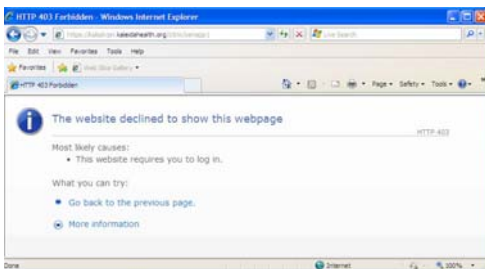
## Getting There

1. Navigate to [www.kaleidahealth.org](http://www.kaleidahealth.org)
2. Click the **Employees** link.
3. Select **Remote Access options**.
4. Click **Access Kaleida Health**.
  - The Kaleida Health Access Gateway screen displays.
5. Enter your **Network User id** and **Password** into the corresponding fields. (Ex: abc123)
6. Click **Log On**.
7. Go to **First Time Users** or **Next Steps**.

## First Time Users—Initial Set-Up

The following steps need only to be completed once.

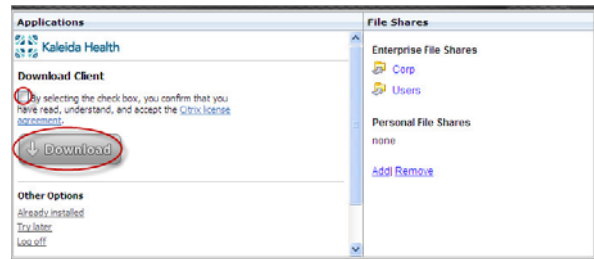
1. Enter your **e-mail address** and click **Submit**.
2. Review and confirm your e-mail address - enter **Y** if correct **N** to modify and then click **Submit**.
3. Enter your **10 digit mobile phone number** (include area code and dashes).
4. Review and confirm your mobile phone—enter **Y** if correct **N** to modify and then click **Submit**.
  - If you **DO NOT** have a mobile phone, enter **999-999-9999**.
  - If you only have a **pager**, enter your **pager number** and call the Technology Assistance Center (716-859-7777).
5. Enter **1** for the country code for your mobile phone and click **Submit**.
6. Review and confirm your country code—enter **Y** if correct or **N** to modify and then click **Submit**.
  - A **passcode** is sent to your mobile phone *and* e-mail address.
  - A **NEW** passcode will be sent to you *each* time you Log On.
7. Enter your **passcode** and then click **Submit**.
  - The following Web-page displays:



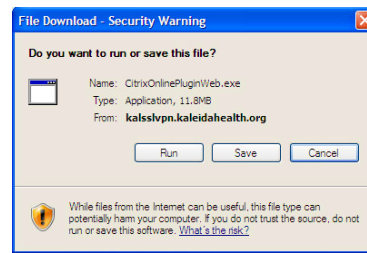
8. **Close** the window by clicking the X in the upper right corner of the screen.
9. Proceed to **Next Steps**.

## Next Steps

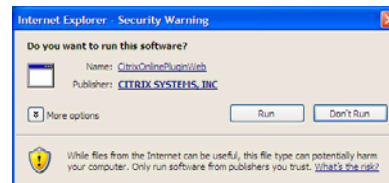
1. Navigate to [www.kaleidahealth.org](http://www.kaleidahealth.org)
2. Click the **Employees** link.
3. Select **Remote Access options**.
4. Click **Access Kaleida Health**.
  - The Kaleida Health Access Gateway screen displays.
5. Enter your **Network User id** and **Password** into the corresponding fields. (Ex: abc123)
6. Click **Log On**. (**Remember**—a **new** passcode will be sent to you).
7. Enter your **new** passcode and click **Submit**.
8. Click the **checkbox** to accept the Citrix license agreement and then click the **Download** button to install the Citrix Plug-in.



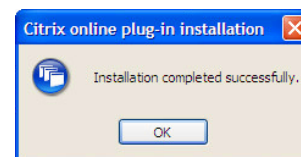
- A File Download—Security Warning dialog box displays.



9. Click **Run**.
  - An Internet Explorer—Security Warning displays.



10. Click **Run**.
11. Click **OK**.

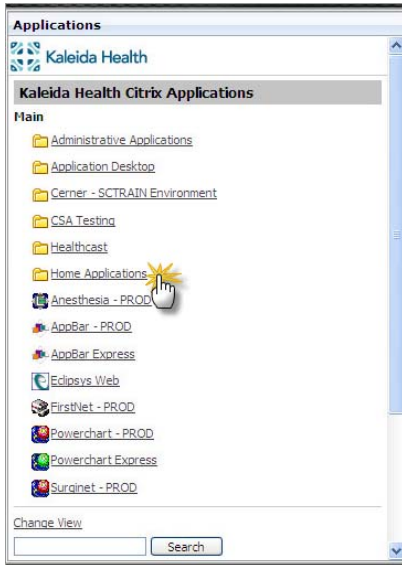


# REMOTE ACCESS (PAGE 2)

## Home Applications

Home Applications allows you access to KaleidaScope and Kronos.

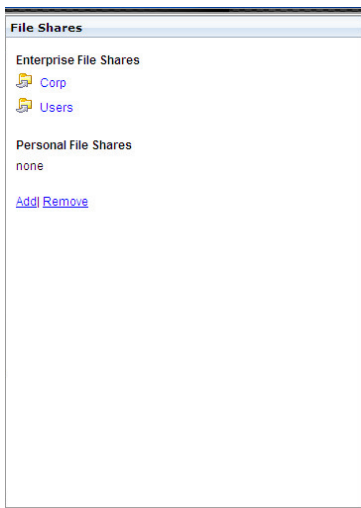
1. Click the **Home Applications** link.



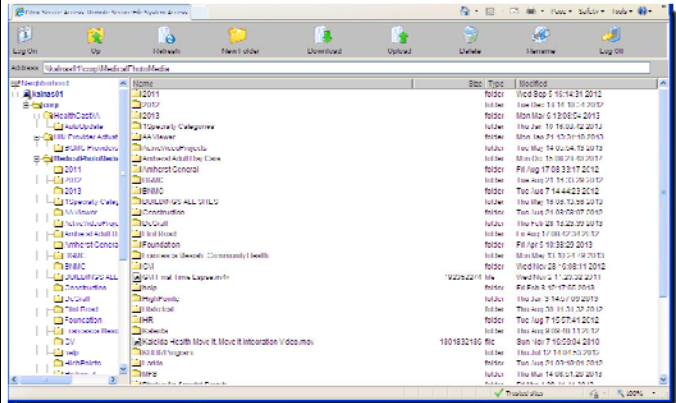
## File Shares

Enterprise File Shares allows you access to the J Drive and your H Drive.

1. Click **Corp** or **Users** to access the desired Drive.



After selecting the J or H drive:, the following window displays:

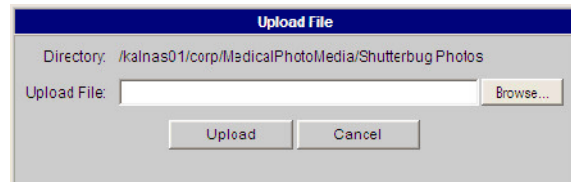


1. Select the appropriate folder from the Neighborhood on the left.
2. Select the file you wish to access from the right and click **Download** from the toolbar.
3. **Save** the file to the desired location.

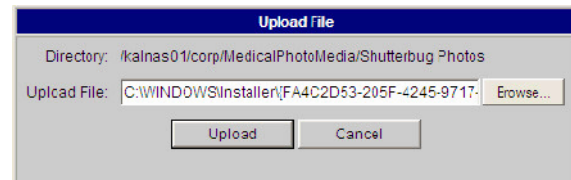


### Saving completed work

1. Once you have completed your work on the file, to save it back to the H or J drive, select the appropriate folder from the Neighborhood column.
2. Click **Upload** from the toolbar.
3. Click **Browse** in the Upload File dialog box.



4. Locate and select the desired file.
5. Click **Open**.
6. Click **Upload**.



7. Exit receiver when finished.