

Remote Access Instruction Guide - CHKDHS

You can access **Citrix Access Gateway** from any location by typing <https://www.chkd.org> into your web browser using Internet Explorer 6 or higher. This will bring you to the CHKD org site. Follow the listed steps to access the CHKD remote network. **If you have a Pop-Up Blocker, make sure you turn off blocking for this page.**

1. Click on the **For Health Professionals** link, located at the top of the screen

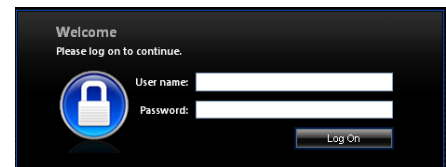


2. Select the **Physician Extranet** link located on the left side of the screen or the **Physician Extranet** button on the right side of the displayed webpage



3. Click on the **Physician Login** button to display the Welcome screen

4. Enter your **User name** and **Password** in the designated fields on the Welcome screen and click the Log On button



- Your user name and password are the same as your Active Directory/Domain credentials used to access email and other network applications.

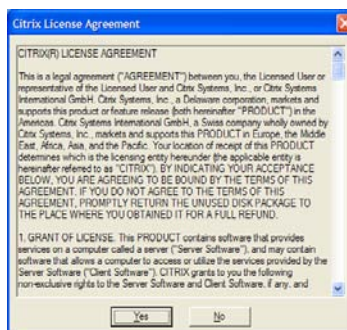
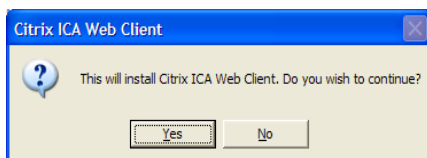
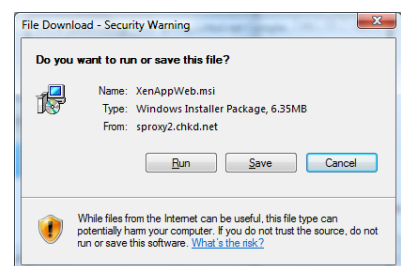
Tips:

- KDRemote.chkd.org should be added to the trusted sites zone, as well as be allowed to produce pop-ups if any Pop-Up Blocker software is used on your pc.
- Windows XP SP2 OS and Internet Explorer 6 and higher are the only supported browsers for KDremote access.
- It is recommended that the latest Microsoft updates be run on your pc.

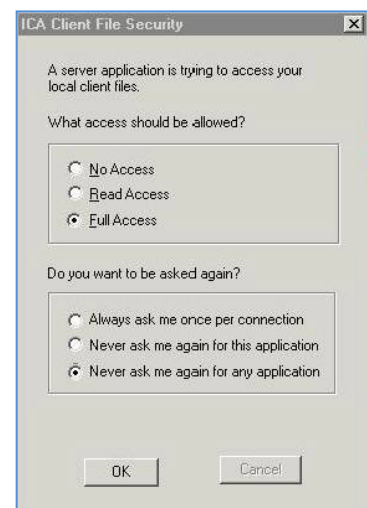
Initial Access Set Up:

You may need to load the Citrix ICA Web client on your computer. The appearance of the prompts may vary depending on your operating system.

1. Once you click to download the Web client, Click on the **Run** button to proceed when this screen appears:
2. Click **Yes** to install the ICA Client and Accept the Citrix License Agreement.



3. Once installed, click to run an app. If the ICA File Security dialog box displays, select **“Full Access”** and **“Never ask me again for any application.”** radio boxes.



Tip: You can download the latest Citrix Client at the following location:

<http://www.chkd.org/Employees/Downloads/Default.aspx>