

## Next Generation Citrix Portal: **MyApps** - Live October 19<sup>th</sup>, 2016

Wednesday, October 19th, 2016 will mark a change in how Citrix is accessed system wide. MyApps will be the unified portal for all UHealth Citrix access. Benefits of the new portal:

- Consistency across the UHealth system - same URL/web address internally and externally for all regions
- Frequently used apps/icons, such as Epic PRD, can be favorited for quicker access
- Ability to use web browser for access as well as the new native Citrix receiver client
- Achieves UHealth branding goals across all regions

### Special Note for those that Work Remotely (from home on non UHealth computers)

It is important that remote users check to assure that they have a newer version of Citrix Receiver. It is important that remote users check to assure that they have a newer version of Citrix Receiver **prior to October 19<sup>th</sup>, 2016.**

- Windows computers need Citrix receiver 13.4 or above
- Macintosh computers need Citrix Receiver 12.0 or above

Please refer to this PDF document for all Citrix Receiver installation and troubleshooting steps: [UHealth Citrix Access Gateway](#)

### How to Access MyApps **(Please note change for those accessing from the UPI or UCD network)**

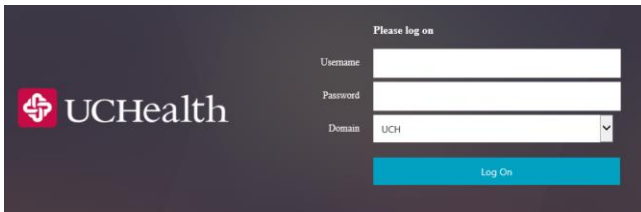
Most current Citrix users will be auto redirected to MyApps. **Two exceptions will be those who work from UCD/UIP and those who have saved shortcuts.** If you work from UCD or UIP buildings or otherwise on the UCD network, you have been using the Epic PRD UCD icon to work in Epic if you've been using the Appweb2 portal. **Starting October 19th, you will begin using the regular Epic PRD as a special "UCD" icon will no longer be needed to access servers in the new UHealth data center.**



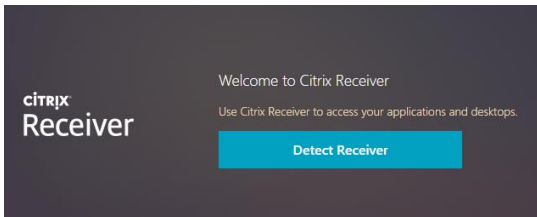
If you have created a personal shortcut in your web browser or on your desktop to get you directly into an application such as Epic, those links will now redirect you to the MyApps portal where you can access all of your applications.

How I currently access Citrix	What will happen on October 19, 2016 when I begin to use MyApps
I use a badge tapper	No Change, badge tap in as usual
I use The Source to get to AppWeb2	Automatically redirected
I use Internet Explorer favorites lists	Automatically redirected
I use CTXApps	Automatically redirected
I use MHSLinks, MHS AppsWeb or MHS AppsLink	Automatically redirected
I use the Epic PRD UCD when I am working from UCD or UIP	This special icon will no longer be needed. A message will launch letting you know that you can now use Epic PRD.
I created a shortcut in my browser or on my desk top	These shortcuts will take you to the MyApps portal
I usually type in the URL	Type in the new URL: <b>myapps.uhealth.org</b>

## Opening MyApps – Externally Accessing (i.e. working remotely, not on UHealth network)



- 1) Use the method above to go to MyApps.
- 2) Login with your username and password.
- 3) **You must select your domain from drop-down menu.**



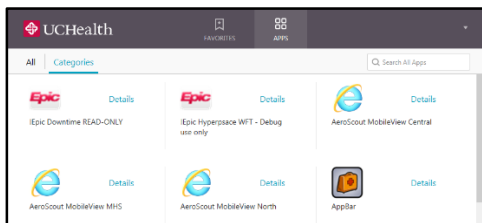
- 4) If your computer does not have a suitable Citrix client installed, you may see this message appear in your browser.
- 5) Some web browsers may display this message even when Citrix Receiver is installed. If this is the case, click the **“Detect Receiver”** button, then click **“Already Installed”** to continue.
- 6) Once logged in, you will be presented with your list of Citrix applications. To launch an application, simply click on the icon.



- 7) If prompted to enter your work email or server address, please ignore and select Cancel.

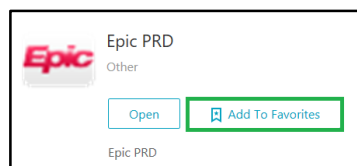
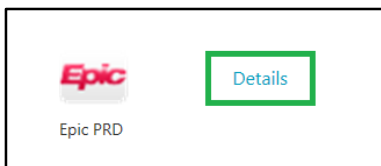
Note: If you do need to upgrade your Citrix Receiver, please refer to this PDF document for all Citrix Receiver Installation and troubleshooting steps: [UHealth Citrix Access Gateway](#).

## Opening MyApps – Internally Accessing (i.e. on the UHealth network)

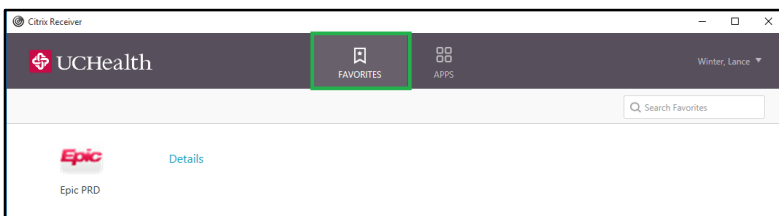


Once MyApps is launched you will be presented with your list of Citrix applications. To launch an application, simply click on the icon.

## Customizing MyApps



MyApps includes a Favorites functionality, which enables quick access to your most frequently used Citrix applications. To add an application as a Favorite, select the **Details** link next to the icon you want to favorite > select the **Add to Favorites** button.



On the main MyApps page, click **Favorites** to access your favorite applications.

Note: Once you have set several apps as your favorites, you can resort the applications by clicking and dragging to the position you would like the app to be located.