Installing Remote Access to St. Anthony’s Applications

STEP 1 = Access and Install (if necessary) the Citrix Plug-in
STEP 2 = Login to the desired application

**Step 1 – Access and Install Citrix Plug-in**

- Open Internet Explorer and navigate to [https://sae-ag.hshs.org/vpn/index.html](https://sae-ag.hshs.org/vpn/index.html)
  (OR use the Colleague Secure Login link on the St. Anthony’s web site)

- Login with your Network (AD) credentials for St. Anthony’s:
  *(you may want to add this page to your favorites for easy access later)*

**OR**

- Open Internet Explorer and navigate to the St. Anthony’s Memorial Hospital web site:

- Click on the Colleague Secure Login link (top of screen)

- Click on the Remote Applications link

- Login with your Network (AD) credentials for St. Anthony’s:
  *(you may want to add this page to your favorites for easy access later)*

- Click the black Download button *(the remainder of STEP 1 is a one-time process per PC. Subsequent logins will take you from this point directly to STEP 2, where you’ll access the applications)*
-Click the Run button, and wait as files copy *(may take a minute or two, depending on your setup)*

-Again click the Run button, and wait for files to copy... *(another minute or two)*

-When the Citrix Setup completes, click the OK button:

-Click on the yellow Information Bar *(at the top of the page)* and select Run ActiveX Control...
-When prompted, click the **Run** button:

![Internet Explorer - Security Warning](image)

-That’s it for installing the required components for remote access. (the preceding setup steps will only be required once per PC)

**Step 2 – Login to the desired application**

-You should now see a list of applications that you have remote access to. If you don’t see the application you want to access, please contact the **St. Anthony’s I.S. HelpDesk** at 217-347-1199 to request access.

![CITRIX](image)

-If you are launching **SAE Meditech** the system should sign you in automatically.

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--For **SAE Sextra PACS** use your **Network (AD)** credentials for St. Anthony’s (same as VPN logon in Step 1)
*** Sometimes the **Meditech** or **3M Client** will be hidden behind the VPN window. If you don’t see your application after choosing it from the **Applications** list above, check your task bar (bottom of your screen) and see if it is running down there. If so, simply click it to get it in view:

-When finished using your application, close it and click the **Log Off** button in the upper-right to disconnect from the St. Anthony’s network.

*If you have any questions, or need assistance with this install, please contact our Helpdesk at 347-1199*