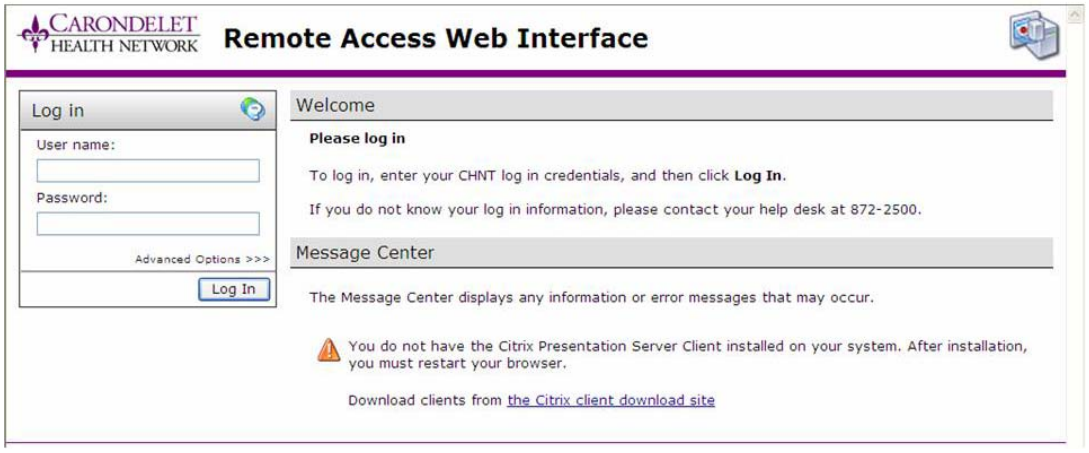
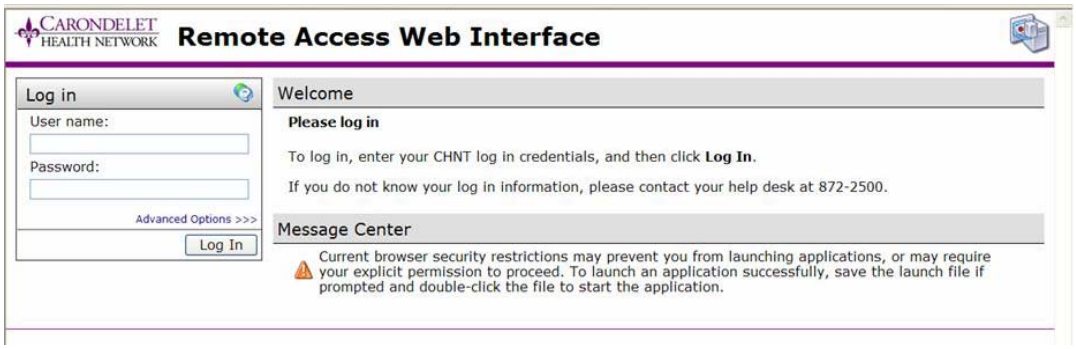
Remote *ACCESS* to the Carondelet Health Network

1. To connect to the Carondelet Health Network computer network
   a. From a network computer: type "***ACCESS***" in the address bar
   b. From a computer outside the network: type **http://Access.carondelet.org**

2. You will see one of the following screens:
   a. Screen 1 if you ***do not have the Citrix Client*** installed on your computer – Go to **Step 3**.



   b. Screen 2 if the ***Citrix Client is installed*** – Go to **Step 6**



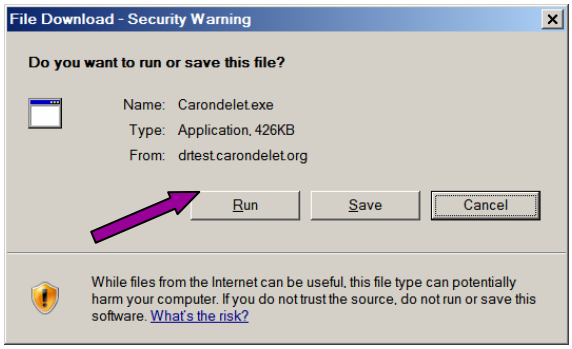
3. If you need to install the Citrix Client, click on the link **"Download clients from the Citrix download site"**

4. You will be taken to the COMPASS Help page

a. Click on the topmost link "**Click here for instructions**".

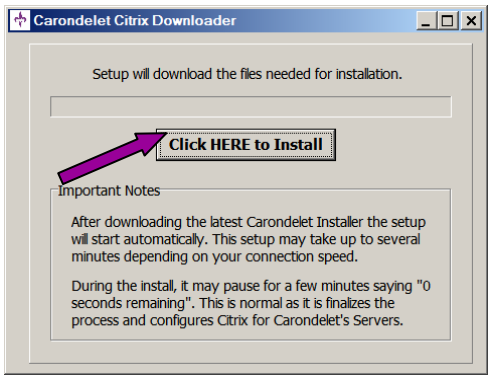
b. Follow step-by-step instructions to install the Citrix Client.

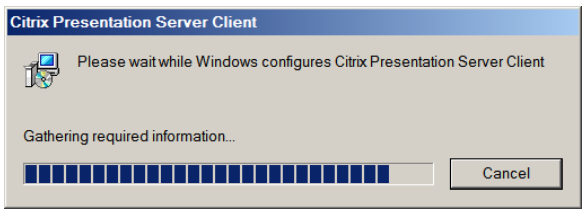
c. Select **Run**



d. Select **Run**

e. Select **Click Here to Install**.



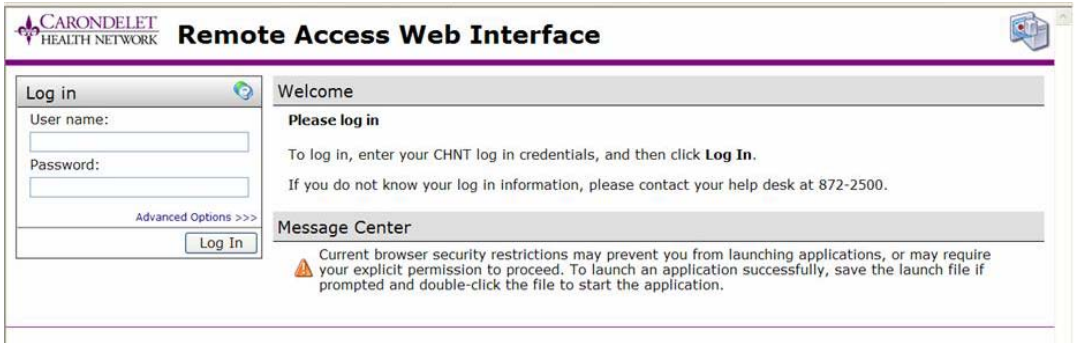


f. After downloading the latest Carondelet Installer, the setup will start ***automatically***. This setup may take up to several minutes to complete, depending on your connection speed.

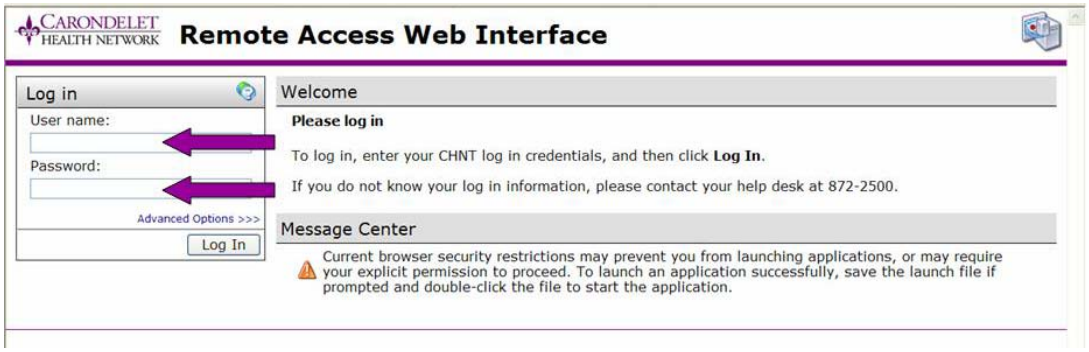
During the install, it may pause for a time indicating "*0 seconds remaining*". This is normal as it finalizes the process and configures Citrix for Carondelet's Servers.

5. **Close** and **Restart** your Browser to activate changes.

a. Type in http://Access.carondelet.org. The following screen will appear



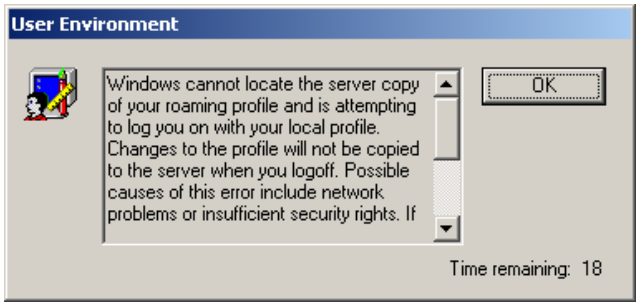
6. Log in with your **CHNT User name** and **Password**.



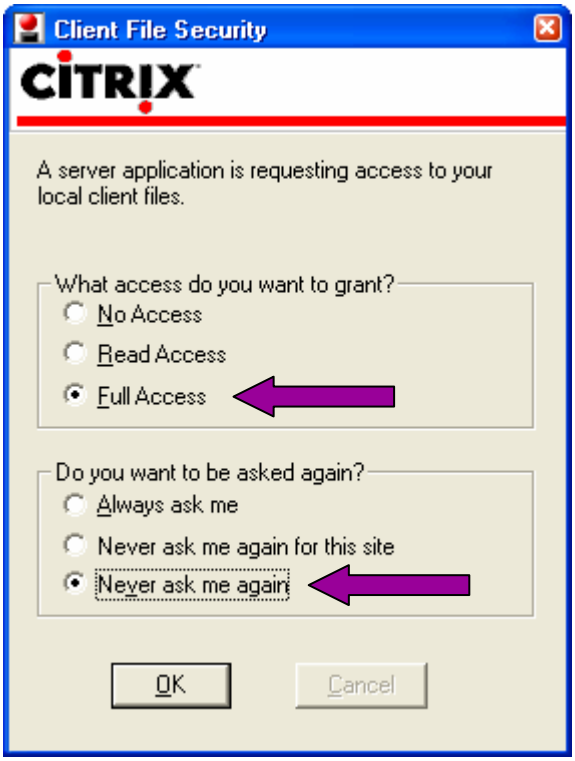
7. The following screen will appear with icons for the applications that you have permissions to access:

8. Click the **Application** you want to access. You may have several applications open simultaneously.

9. If you receive the following message screen, your Access Account has not been set up. Please call the **CHN Help Desk at 872-2500**.



10. After clicking the Application icon for the first time you will receive the following message



a. ***Make sure to select the following options to ensure that this message does not appear again.***

b. Select the option for "**Full Access"**

c. Select the option **"Never ask me again"**

d. Select **"OK"**

11. The selected Application will now open.