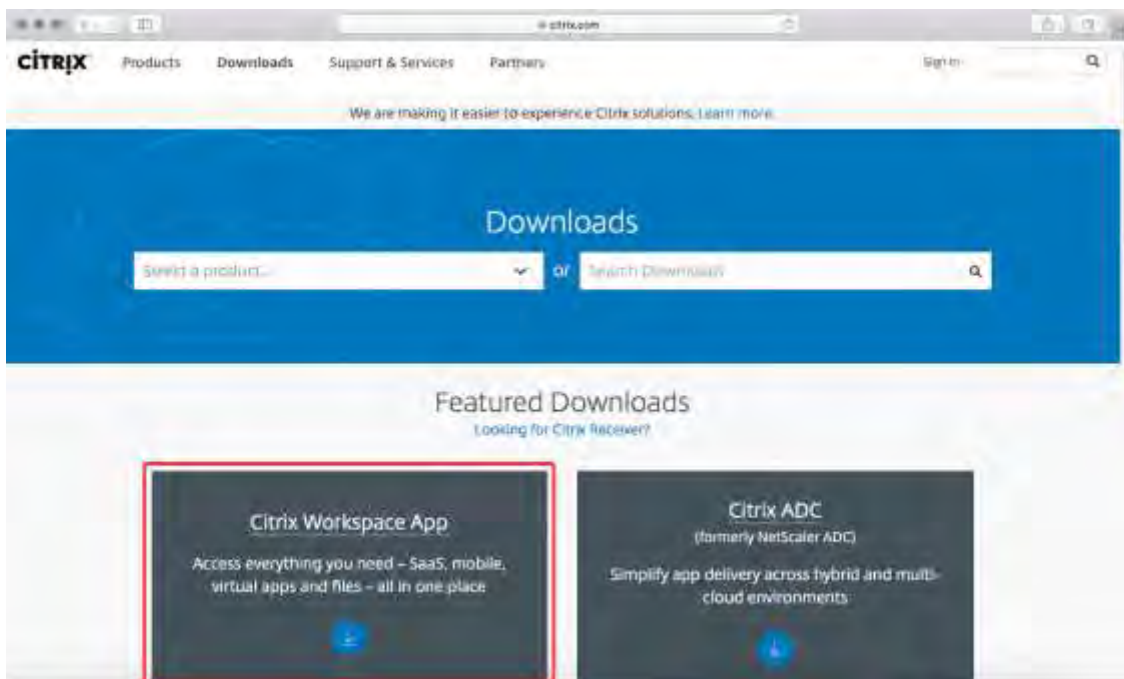


# Accessing the EvergreenHealth Employee Portal

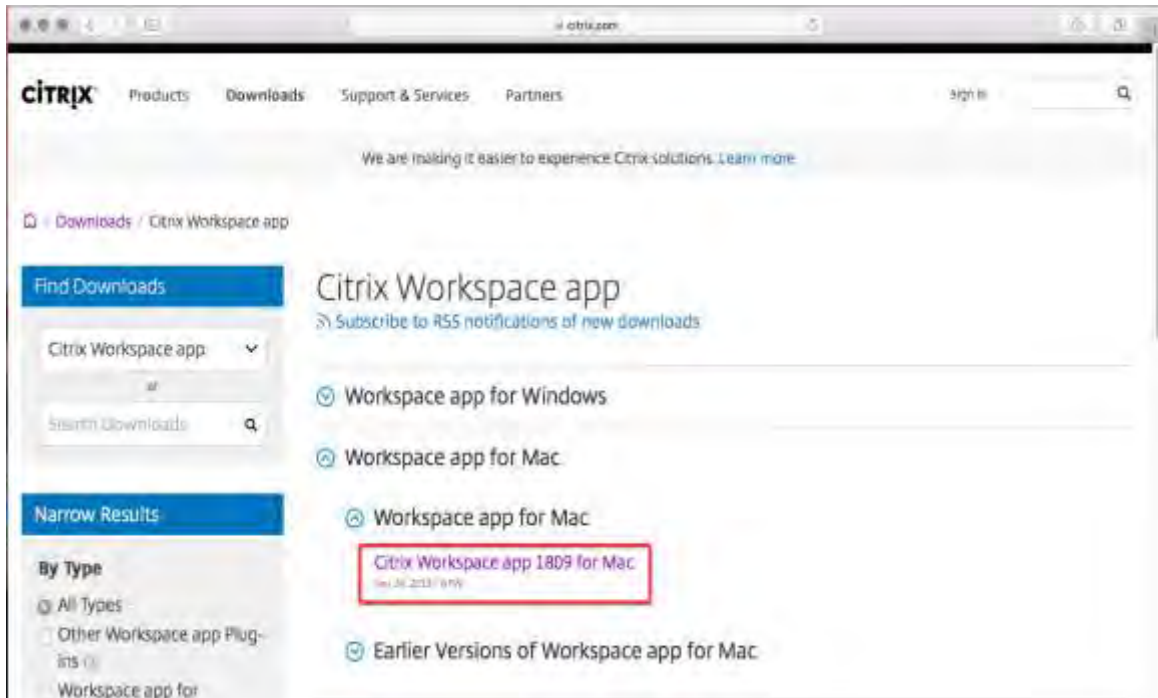
To download the Citrix Workspace App for MAC, follow these steps:

1. From the Safari or Google Chrome browser, navigate to <http://www.citrix.com/downloads>
2. On the Downloads page, navigate to **Featured Downloads**, then **Citrix Workspace App**, and click on the white down arrow in the blue circle.

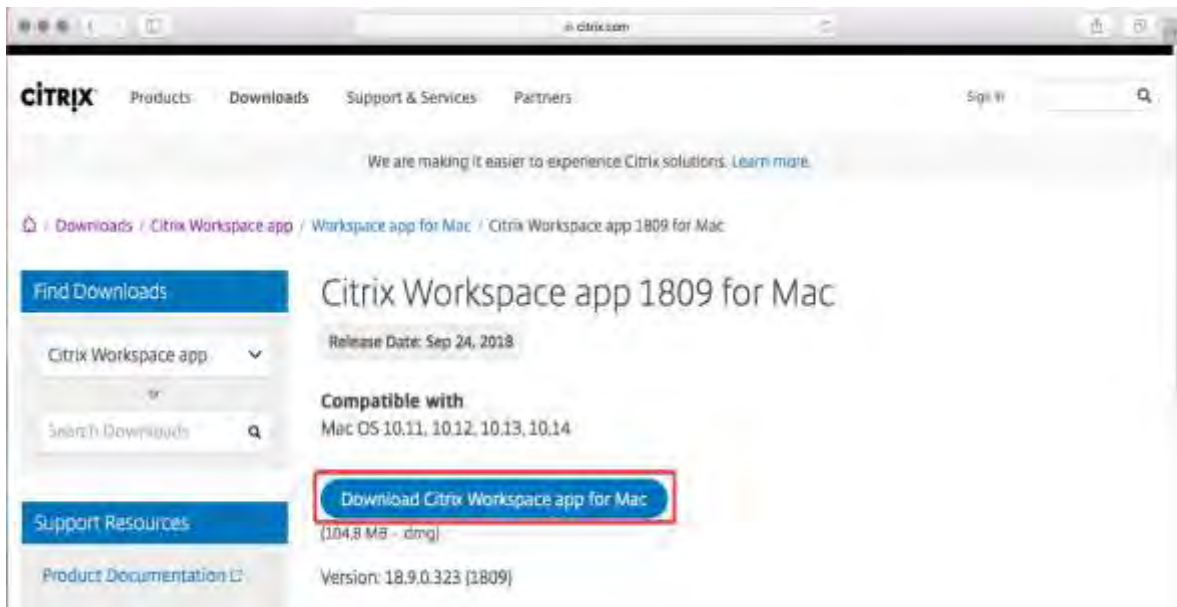


3. On the **Citrix Workspace app** page, expand **Workspace app for Mac**. Then click on **Citrix Workspace app 1809\* for Mac**.

\*Please note version number may change. Download the most current version available.



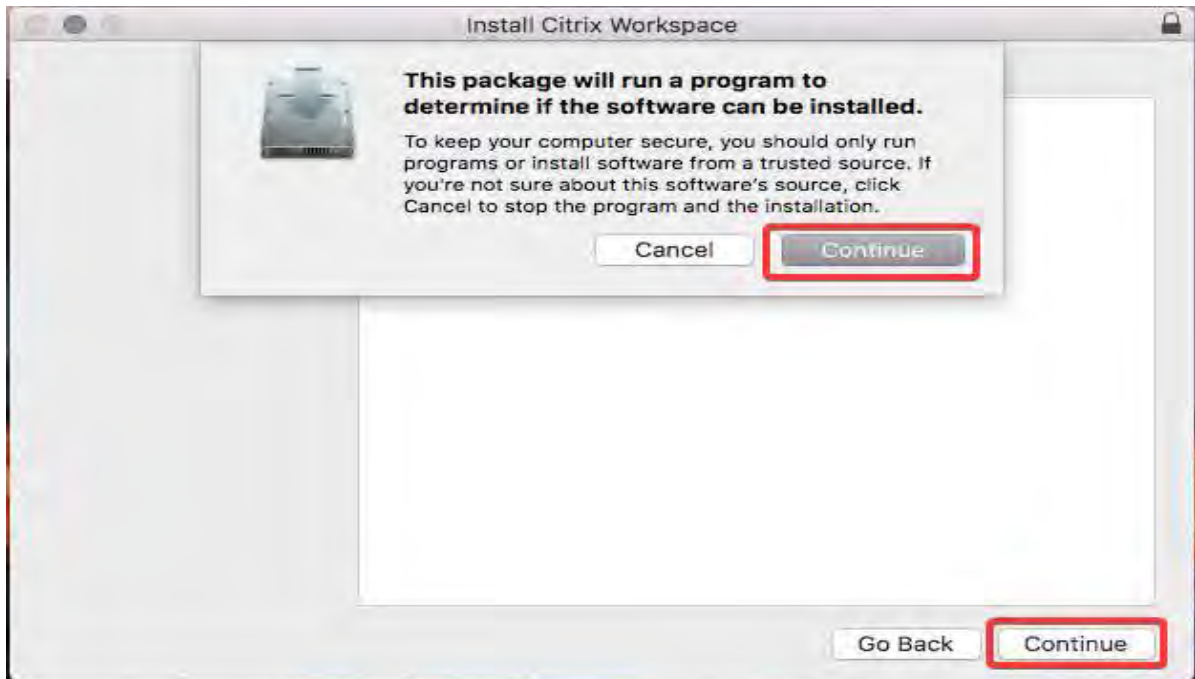
4. On the **Citrix Workspace app 1809 for Mac** page, click the blue button - **Download Citrix Workspace app for Mac**.



5. The download will start and a timed bar will show on your download folder. When it is complete you will Click on **CitrixWorkspaceApp.dmg**. A **Citrix Workspace** box will pop up, click **Install Citrix Workspace**.



6. On the **Install Citrix Workspace** window, click **Continue** on the warning message, then click **Continue** again.



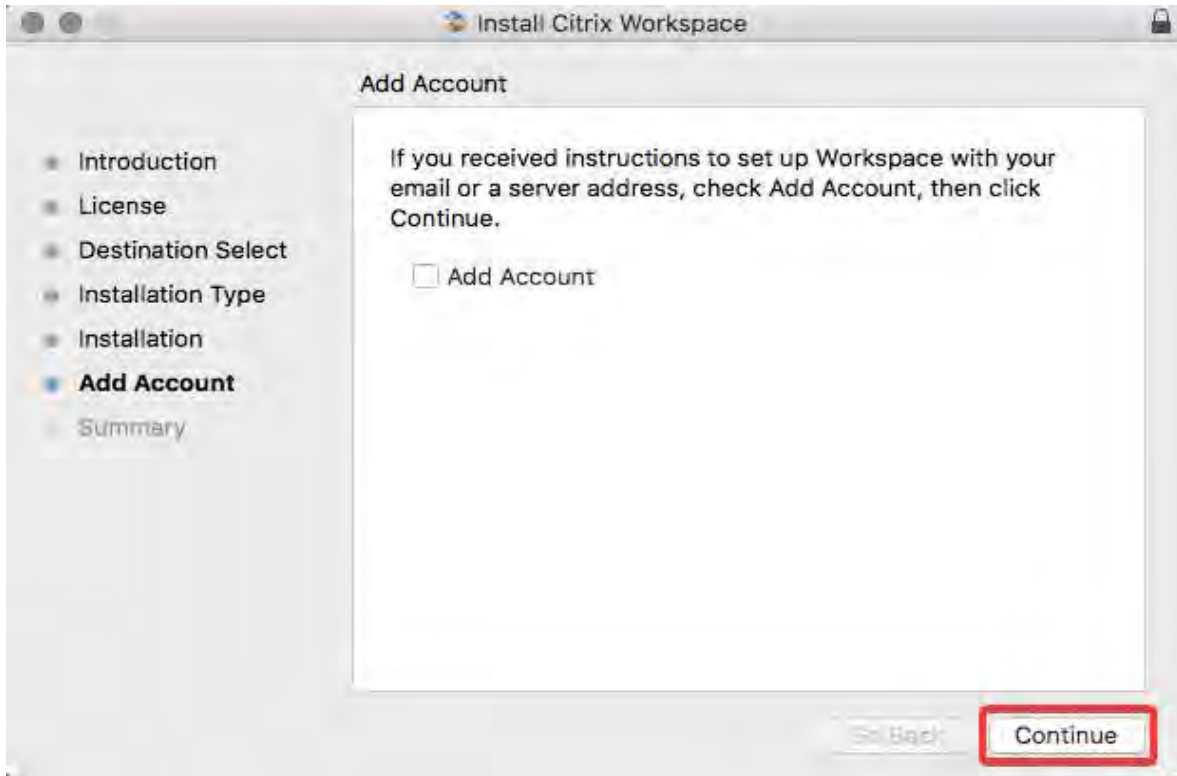
7. On the Welcome to the **Citrix Workspace Installer**, click **Continue**.



8. Enter your personal MAC password to allow application to install. Click **Install Software**.



9. On the **Add Account** screen, leave the **Add Account** box unchecked, click **Continue**.



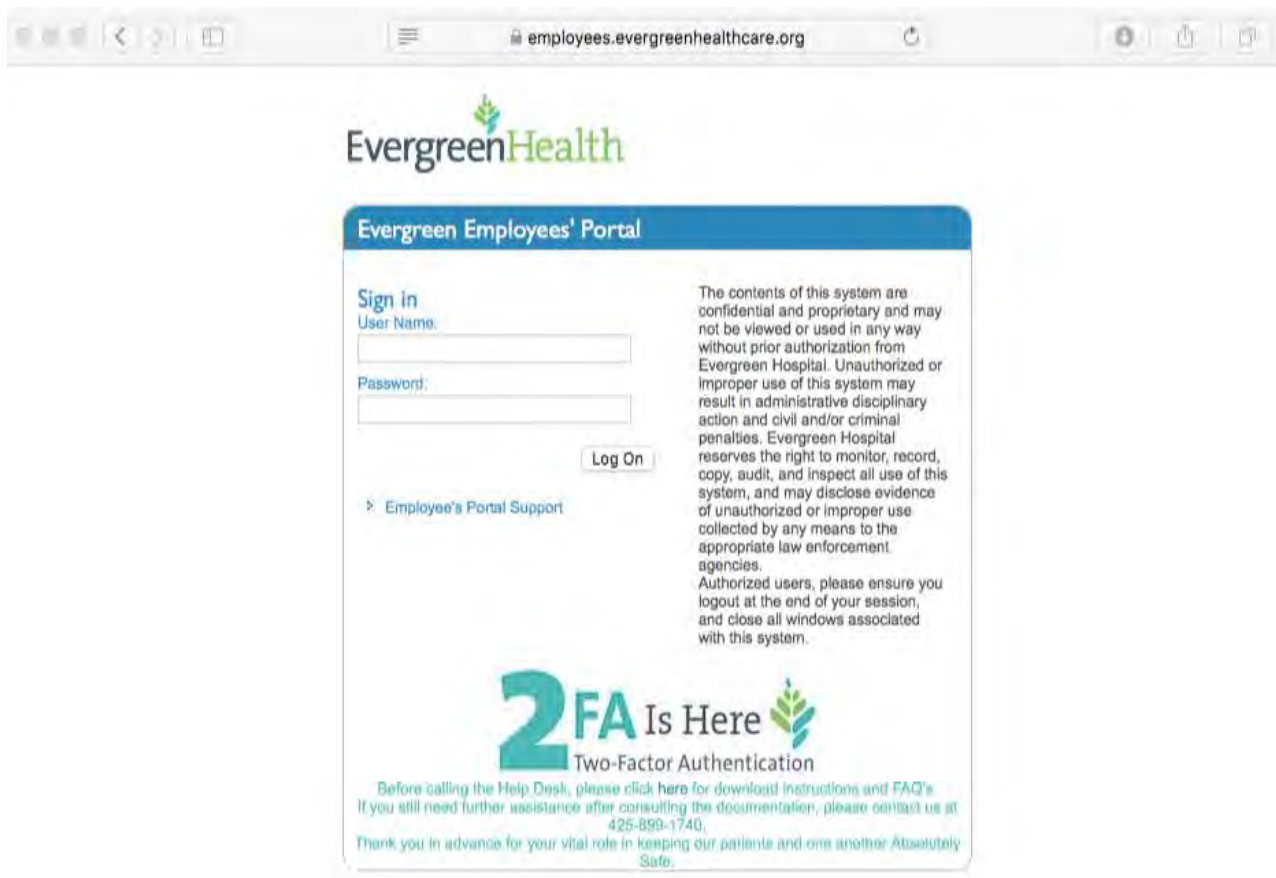
10. On **The Installation was successful** screen, click **Close**.



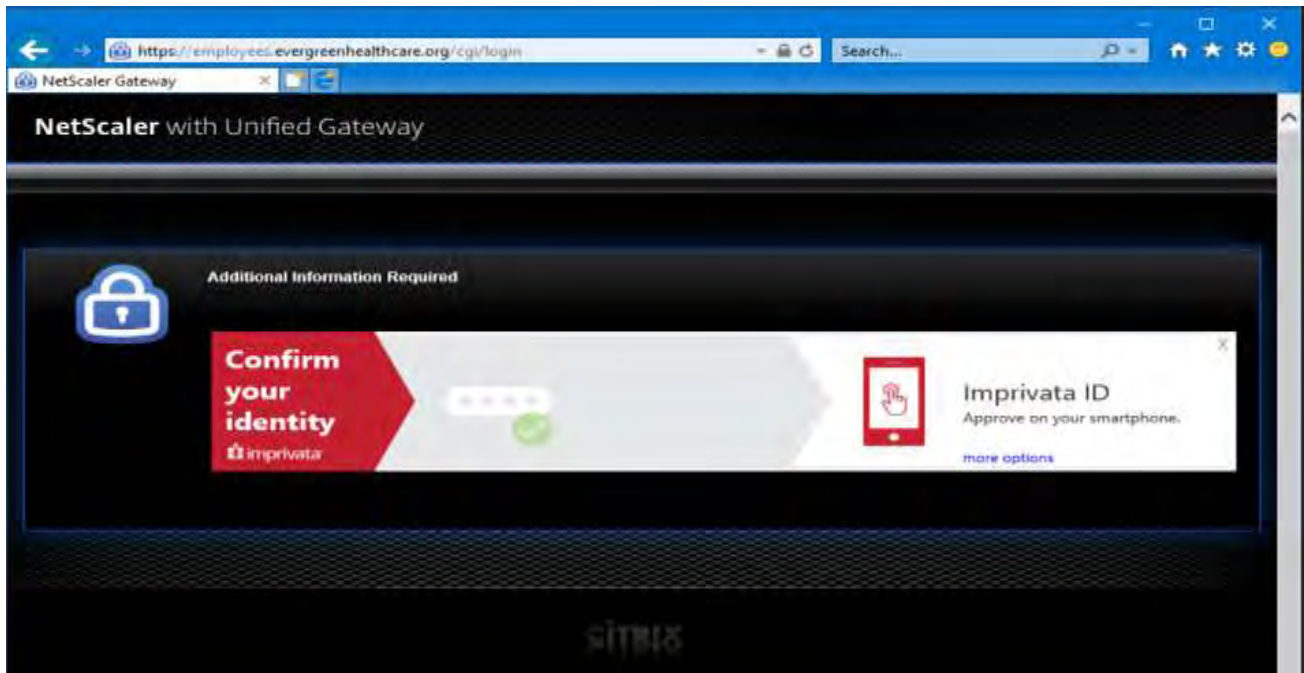
11. Close any open internet browsers, and then re-open your browser and return to the employees portal website:

<http://employees.evergreenhealthcare.org>

12. Login to the Portal using your EvergreenHealth network ID and password:



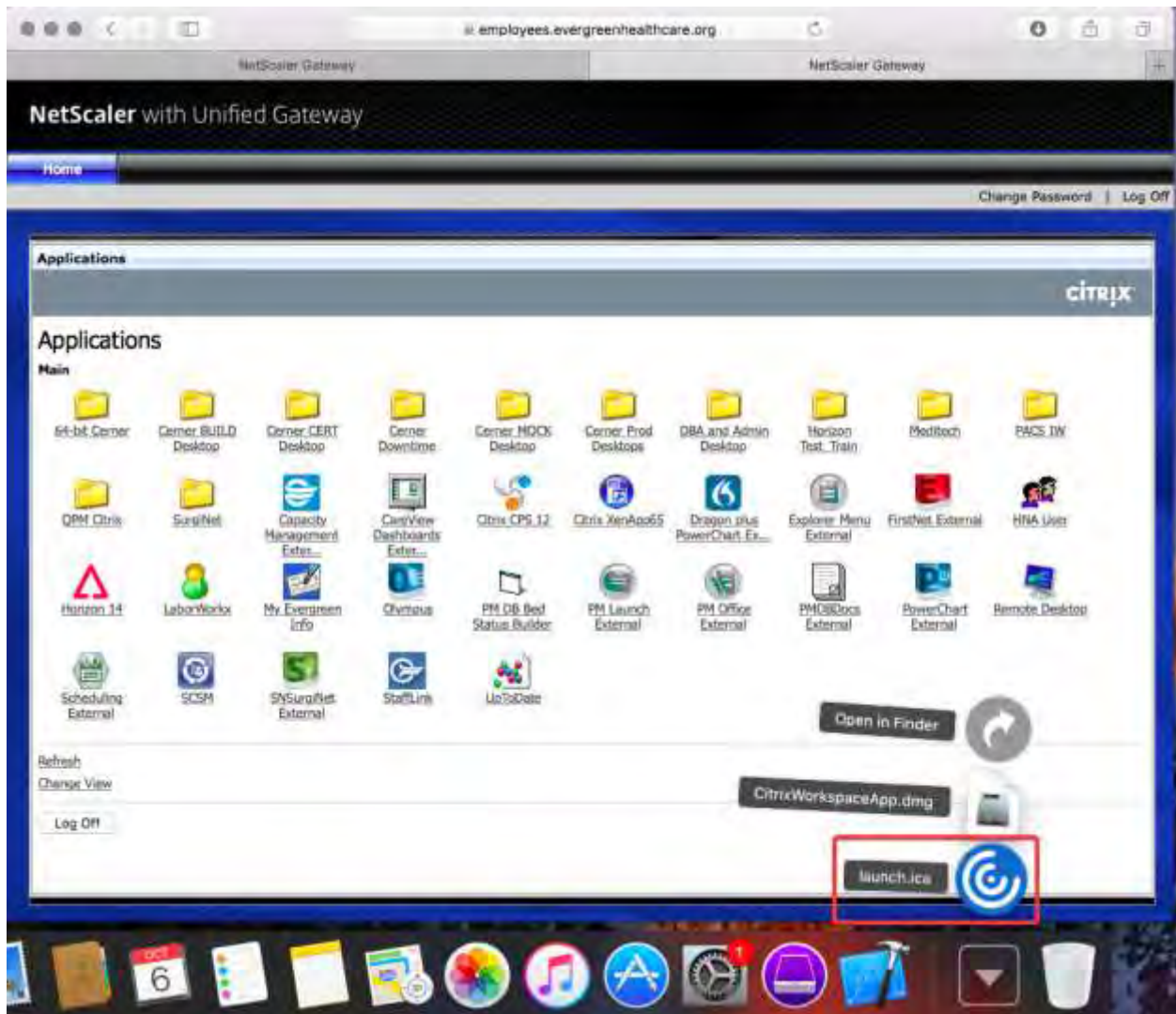
13. Verify your identity with **Evergreen's Two Factor Authentication:**  
More information found here – <https://bit.ly/2q6fHcz>



14. On the **Netscaler with Unified Gateway** page, Click on **My Evergreen Info**:



15. On the **Applications** screen, find the **My Evergreen Info** app and click on it. Click on **launch.ica** and the application will open.



If you have followed all documentation and are still experiencing issues, please contact the Help Desk at 425-899-1740. Primary hours are 7am – 7pm Monday – Friday. Limited support is offered all other hours.