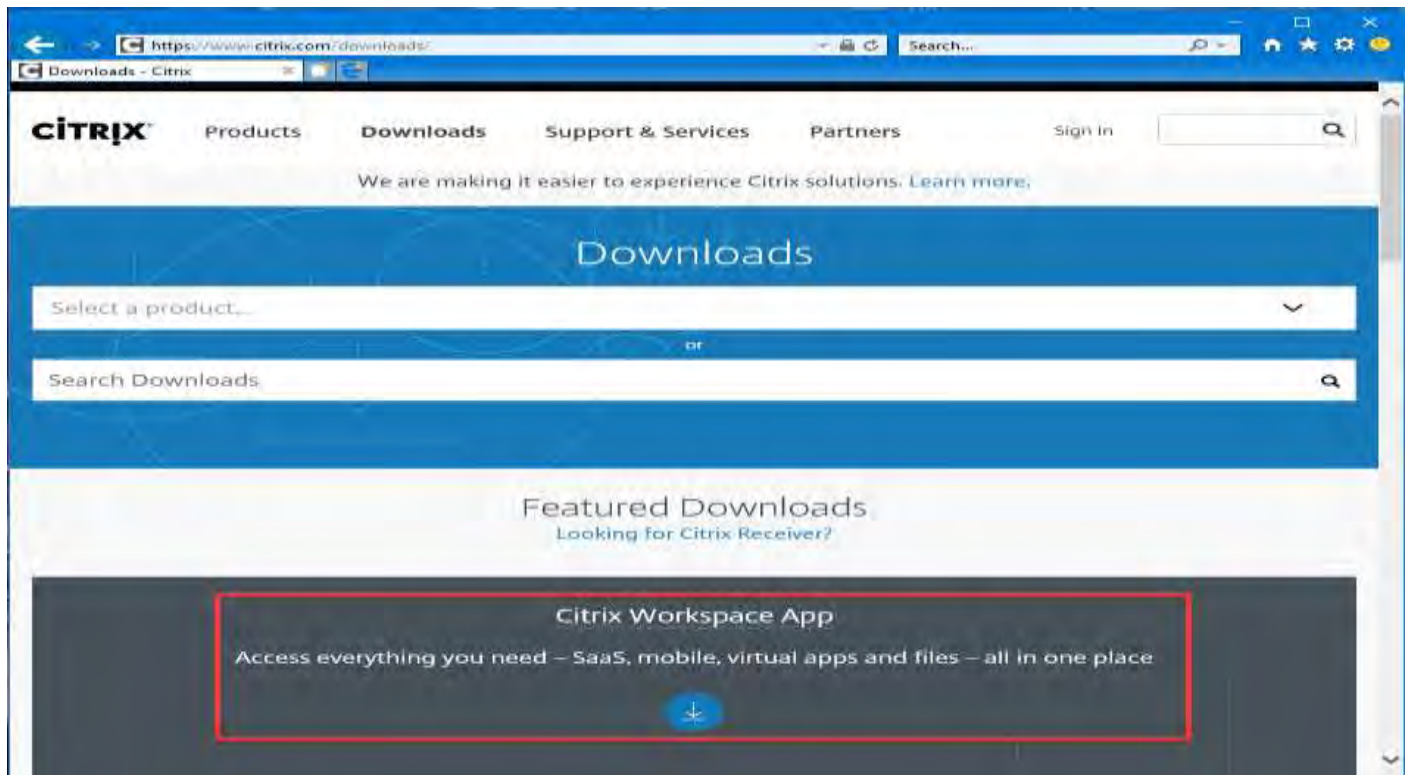


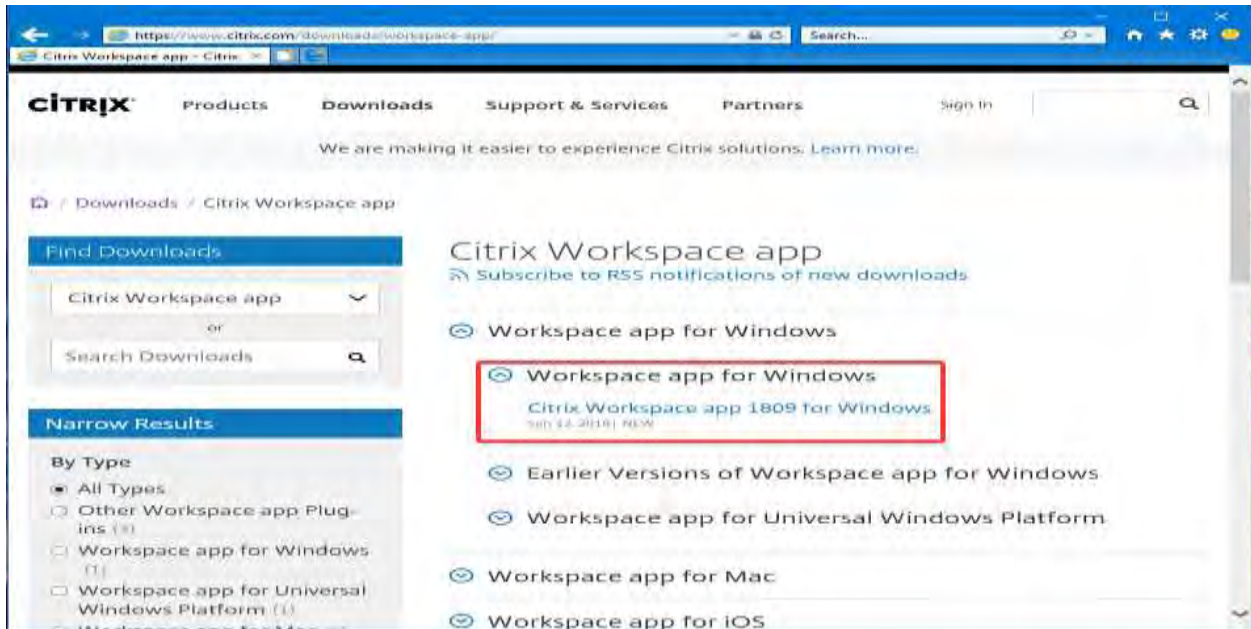
Accessing the EvergreenHealth Employee Portal

To download the Citrix Workspace App for Windows, follow these steps.

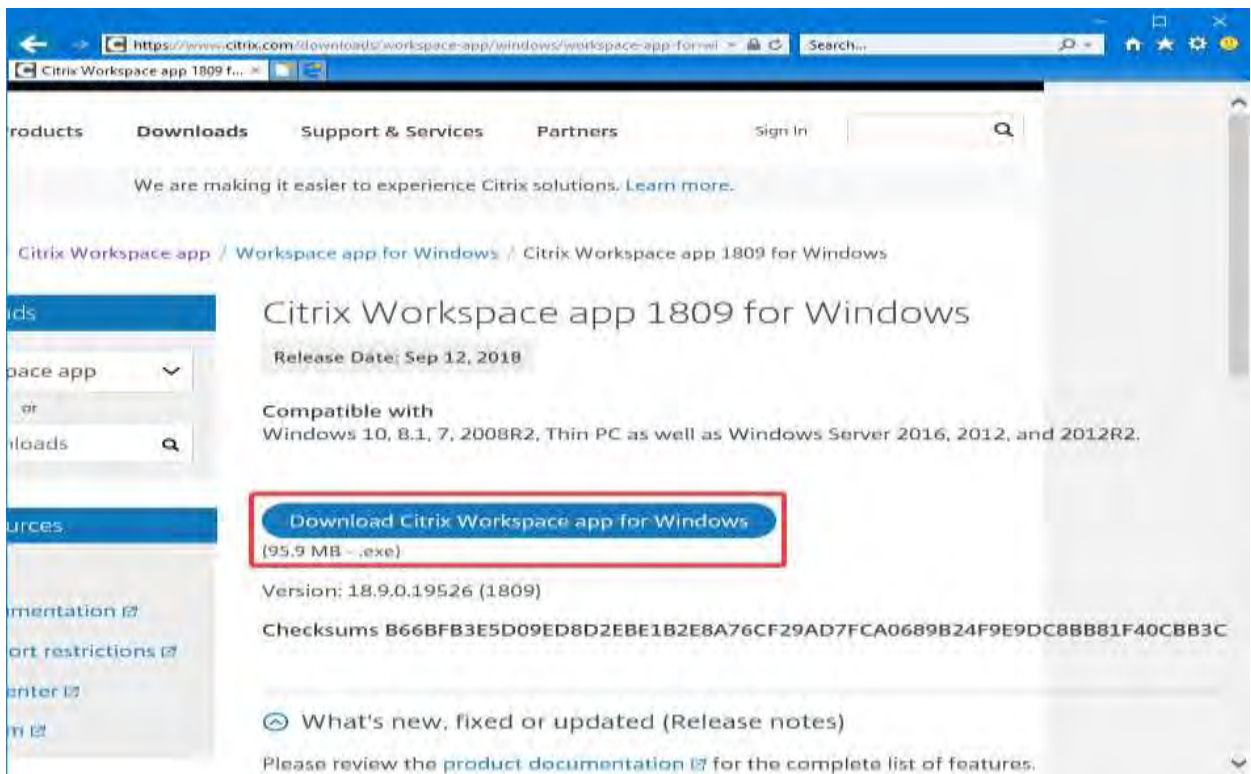
1. From any web browser, navigate to <http://www.citrix.com/downloads>
2. On the Downloads page, navigate to **Featured Downloads**, then **Citrix Workspace App**, and click on the white down arrow in the blue circle.



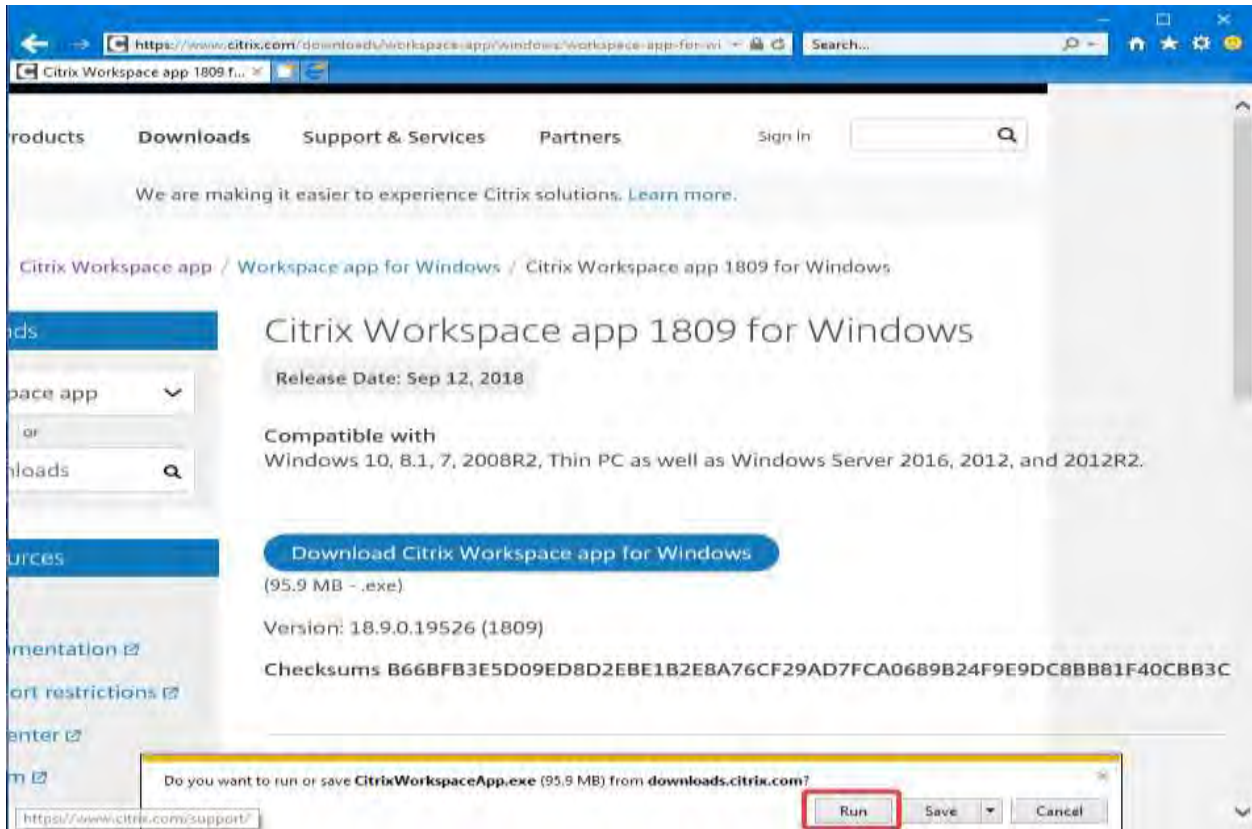
3. On the **Citrix Workspace app** page, expand **Workspace app for Windows**. Then click on **Citrix Workspace app 1809*** for Windows.
*Please note version number may change. Download the most current version available.



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



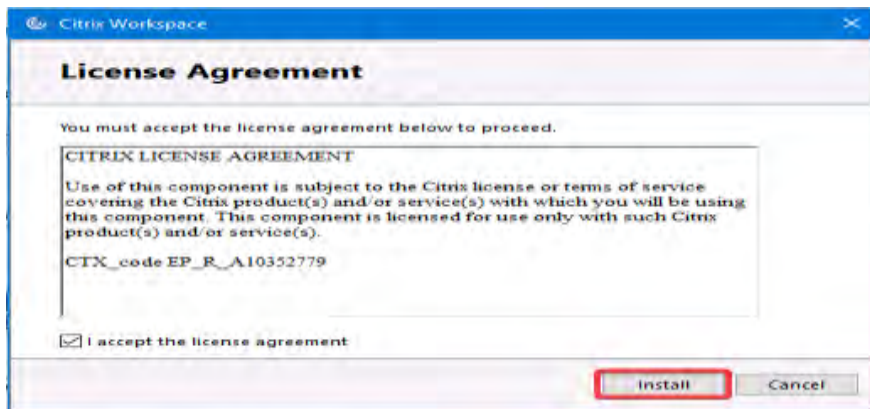
5. Internet Explorer - You will get a prompt at the bottom of the screen that says **Do you want to run or save CitrixWorkspaceApp.exe?** click **Run** (Chrome or Firefox, click on the download at the bottom and run it. If you get a prompt to **Keep** or **Discard**, click **Keep**).



6. A window will open that says **Welcome to Citrix Workspace**, click **Start**.



7. Place a check in the **I accept the license agreement box** and click **Install**.



8. Go through prompts and then you will see **Installation Successful**

9. **Ignore the Add Account screen**, click **Finish**.

10. Close any open internet browsers, and then reopen a browser and return to the portal website.

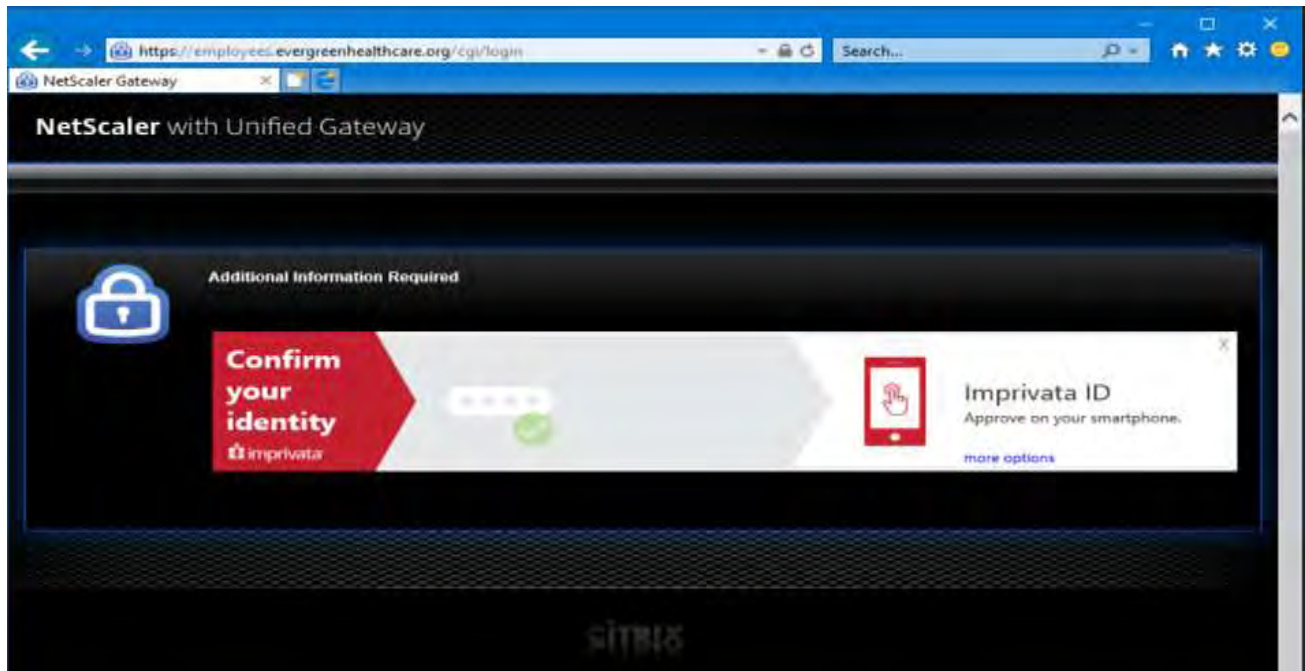
<http://employees.evergreenhealthcare.org>

11. Login to the Portal using your network ID and password.



12. Verify your identity with **Evergreen's Two Factor Authentication.**

More information found here – <https://bit.ly/2q6fHcz>

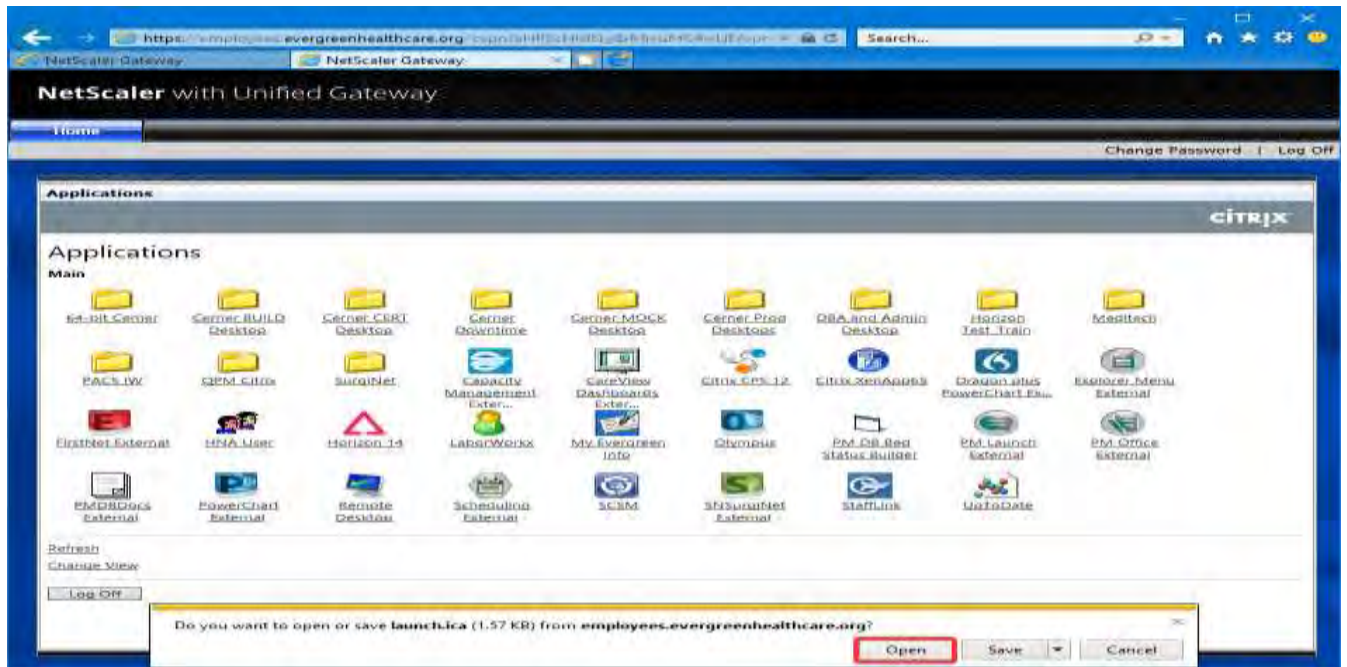


13. On the **Netscaler with Unified Gateway** page, Click on **My Evergreen Info.**



14. On the **Applications** screen, find the **My Evergreen Info** app and click on it.

You will get a prompt at the bottom of the page to open or save **launch.ica**. Click **Open**. (Chrome or Firefox, click on the download at the bottom and run it. **If you get a prompt to Keep or Discard, click Keep**).



At this time, your application will launch. If you get a pop up asking which program to use, select **Citrix Receiver** and put a check mark when it says “**always use this program to launch this application**”.

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.