

Employee Self-Service from Home

Quick Reference Guide

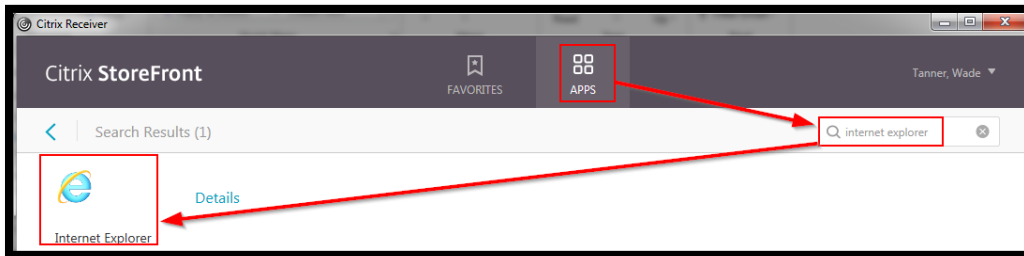
Accessing Self Service from Home

1. Access <http://www.munsonhealthcare.org/Citrix> and select the appropriate installation instructions for your device.



2. Access the Citrix Receiver that was installed in the previous step.

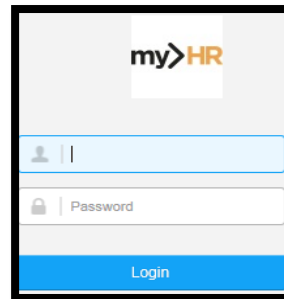
3. From within the Citrix StoreFront application, Select “Apps” enter “Internet Explorer” in the Search box, and select the Internet Explorer icon. The default Munson Intranet page should load.



4. Select my>HR



5. Select the large my>HR logo



6. Enter your username/password, and click Login.

7. The Employee Self-Service bookmark will be on the left side of the screen.

