

StoreFront for Windows – for remote users with personal computers

Citrix Receiver, also known as StoreFront, is the software you will use to connect to the Munson network, while working remotely, using your personal computer. If you are using a Munson laptop, please see the CheckPoint VPN instructions. Imprivata ID is additional security software you will need when connecting remotely from any computer/device. The setup process, outlined below, needs to be completed when working remotely for the first time.

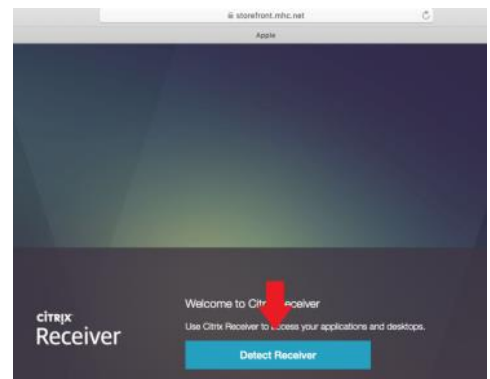
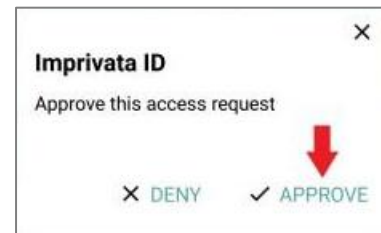
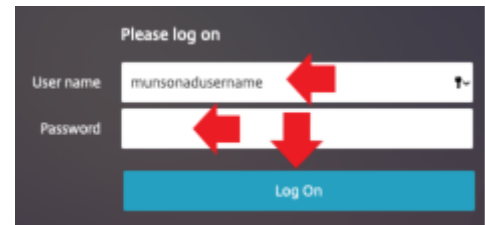
The setup process is as follows, with step-by-step instructions below:

1. Download and install Citrix Receiver “StoreFront” to your home computer.
2. Download and install Imprivata ID on your smart phone or device (or use via SMS Text).
3. Login to StoreFront for the first time, entering Imprivata ID information.

Download Citrix Receiver “StoreFront”

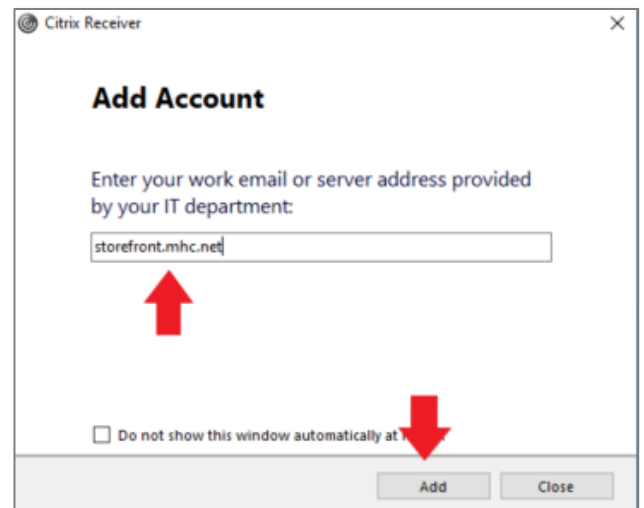
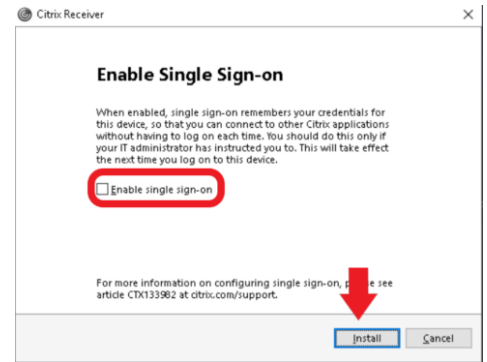
1. Open a Browser and Navigate to:
<https://storefront.mhc.net>
2. Enter a Munson Username and Password
3. On your smart phone/device, click the Accept button
4. Select the "Detect Receiver" button
5. Select the "I Agree with the Citrix License Agreement" checkbox.
6. Click the Download button.
7. After the download, click the RUN or OPEN option to run the downloaded file.

NOTE: If you are not prompted to run the downloaded file, open File Explorer, double-click the Download folder, and double click the Citrix Receiver file you have just downloaded.



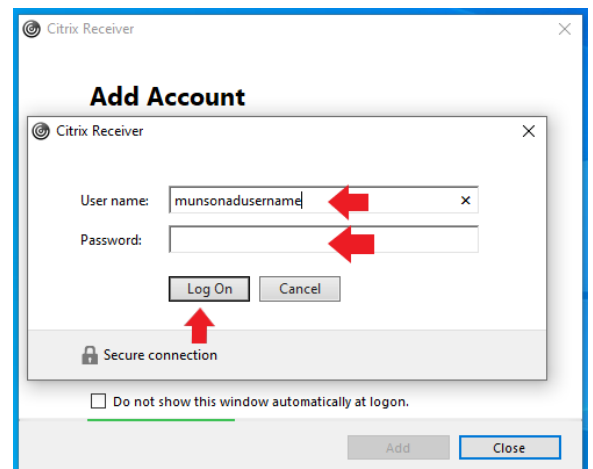
Install and configure Citrix Receiver "StoreFront"

1. Click the Start button
2. Select the "Accept the License Agreement", then click the Next button
3. Do **NOT** Select the "Enable Single Sign On" Checkbox.
4. Click Install button
5. Wait for the Install To Finish
6. Select the "Add Account" Button
7. Enter "storefront.mhc.net" in the "Email your work email or server address provided by your IT department" field.
8. Click the Add button



9. Enter the Munson Username and Password
10. Click the Log On button

Citrix Receiver "StoreFront" is now installed and configured on your computer.



Smart phone/device users follow the steps below to install Imprivata ID on your smart device. SMS text users, skip to the SMS Text only section below.

Imprivata ID Installation Instructions – Smart Phone or other Smart Device users only

It is recommended that you have a smart phone or device (such as an iPad) to use the Imprivata ID app, which is required when working remotely. If you do not have a smart phone/device, skip to the SMS Text instructions below.

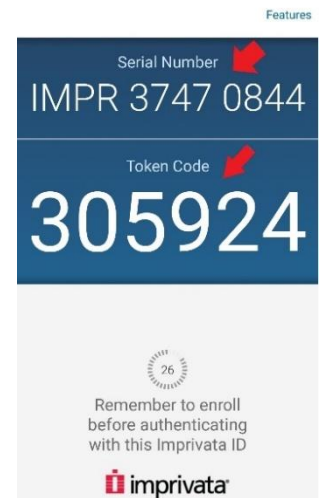
Imprivata ID

1. Install the Imprivata ID app on the smart phone/device – search for “Imprivata ID” from the App Store device (Google Play, App Store, etc.)
2. Once installed, tap to open the Imprivata ID app for the first time. Follow the steps below to setup the app to work on your phone/device, these steps will only need to be completed once.
3. Once open, click the “This is my First Time” option
4. **REQUIRED:** Select “Turn On” on for Fast Access
5. Select “Not Now” for Simplified E-Prescribing
6. Select “Not Now” for Automatic Signout



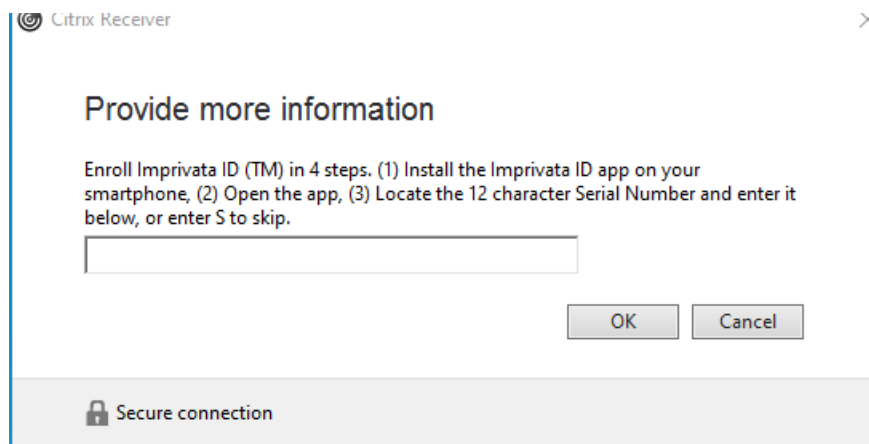
Once setup is complete, see the Imprivata ID information. The Serial Number and Token Code will be required when opening Citrix Receiver “StoreFront” for the first time.

NOTE! Notifications on the smart phone/device will need to be “On” for the Imprivata ID app to complete the login process.

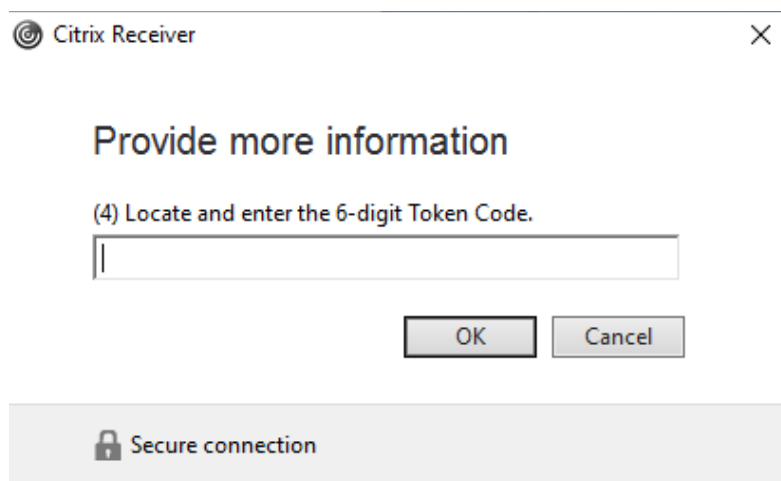


Open Citrix Receiver “StoreFront” – Smart Phone/Device users only

1. Once installed, you should see a Citrix Receiver icon on the desktop or under the Start Menu. Double-click the Citrix Receiver “StoreFront” on the desktop or under the Start Menu to open Citrix StoreFront.
2. Enter your Munson Username and Password, then click the Connect button.
3. Enter the 12 character Imprivata ID Serial Number from your smart phone/device in the response box, then click the OK button.



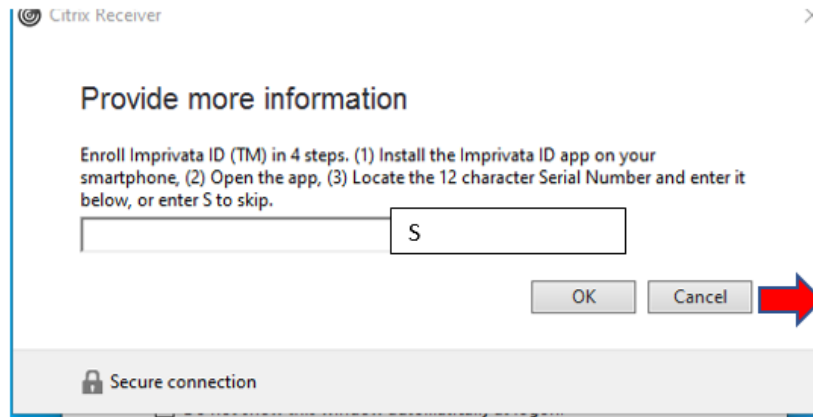
4. Enter the 6 digit Imprivata ID Token Code from your smart phone/device in the response box, then click the OK button.



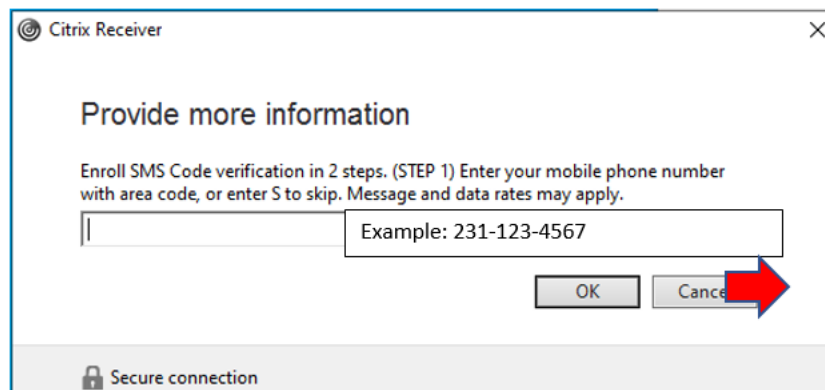
You are now enrolled and ready to use both Imprivata ID and Citrix Receiver “StoreFront”. Now that the setup process is complete, see the instructions on the last page of this handout for the login process.

Open Citrix Receiver “StoreFront” – SMS Text users only

1. Once installed, you should see a Citrix Receiver icon on the desktop or under the Start Menu. Double-click the Citrix Receiver “StoreFront” on the desktop or under the Start Menu to open Citrix StoreFront.
2. Enter your Munson Username and Password, then click the Connect button.
3. Enter the letter “S” in the response box, then click the OK button.



4. Enter your cell phone number including area code in the response box, then click the OK button.



You are now enrolled and ready to use both Imprivata ID and Citrix Receiver “StoreFront”. Now that the setup process is complete, see the instructions on the last page of this handout for the login process.

After Installation/Setup

Once the one-time setup of Imprivata ID and Citrix Receiver “StoreFront” are complete, there are only a few steps to complete when you login remotely.

1. Start the computer
2. Confirm you have an Internet Connection
3. Open the Citrix Receiver “StoreFront”
4. Enter your Munson Username and Password
5. From a smart phone/device – click the ACCEPT option when prompted – OR -
From an SMS cell phone – enter the 6 digit code texted to your phone when prompted
6. Click the OK button

You are now connected to the Munson network and ready to work.

Citrix Receiver “StoreFront” Education:

Click on the APPS tab at the top to see all applications. Click on the Details below each app to add to StoreFront Favorites if desired.

See more instructions in the StoreFront handout available in the How-To Documents or watch the StoreFront webinar located here:

<https://sharepoint16.mhc.net/facility/mhc/InfoSys/Help%20Hints%20and%20How%20To%20Documents/StoreFront%20WEBINAR.pdf>