

# Accessing Aspirus Citrix from a MN Region Computer

MN Region-computers should have a shortcut to Aspirus Citrix on the Desktop:



If not, on the MN Region computer you can open Google Chrome and type in the Aspirus Citrix URL:

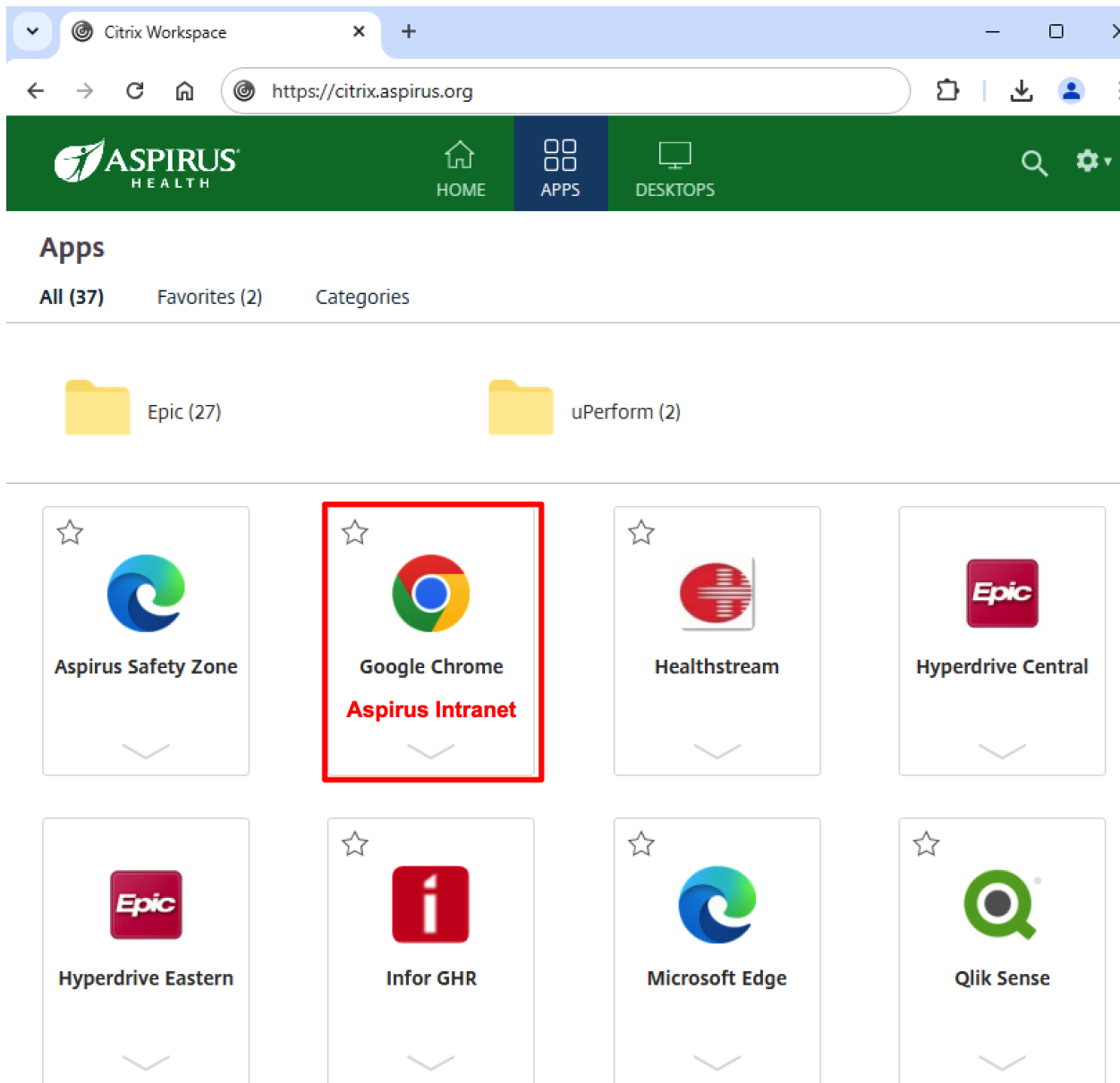
<https://citrix.aspirus.org>



Log into Aspirus Citrix using your Aspirus Account (Network ID) & Aspirus Password:, as shown below. **Tip!** If you're confused about your Aspirus credentials – the username/ID is a six character username; so please use the same password as you do for your Aspirus Outlook email. Note: if you still aren't sure about your credentials or cannot locate them, please contact the Service Desk at 218-249-2447.

A screenshot of a web browser window showing the Citrix Gateway login page. The browser's address bar contains the URL "https://citrix.aspirus.org", which is highlighted with a red box. The page has a dark background with the "Citrix Gateway" logo in white. Below the logo, there are two input fields: "User name:" and "Password:". The "User name:" field contains the text "Username Aspirus Account (Network ID) Example: R17842". The "Password:" field contains the text "Aspirus Password". Below these fields, there is a green checkmark icon followed by the text "Please Log In". At the bottom of the page, there is a blue "Log On" button, which is also highlighted with a red box.

Once logged into Aspirus Citrix you can launch any applications that you have access to in Aspirus Citrix:

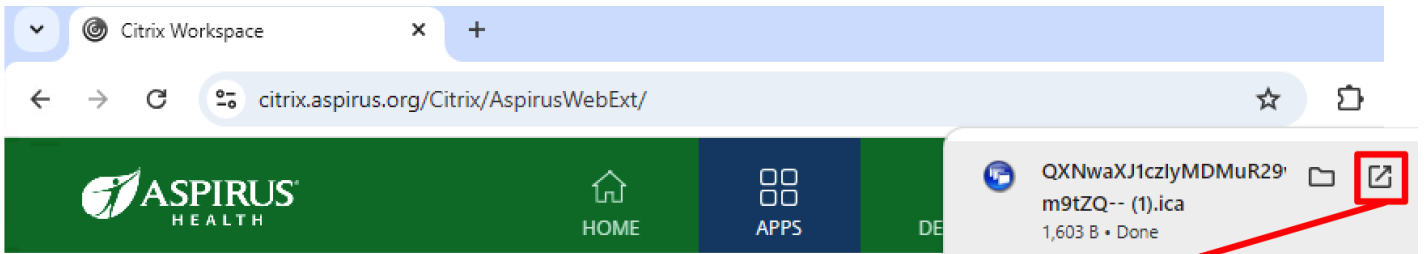


➤ For example, to access the Aspirus Intranet, click on Google Chrome to launch it.

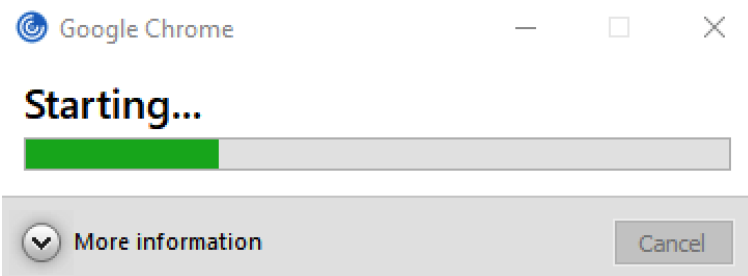
\*\*\*Note, if you are trying to access PolicyStat to download a policy, please know that you will not be able to download a policy this way. There is no need for MN Region people to access PolicyStat to access or download policies to work on. Work with your Aspirus legacy dyad partner on policy integration, and to reach out to our policy and document management team if documents are needed.

- Additional details were shared via a [Manager's Minute on August 7, 2024](#).
- Any additional questions, after reviewing the article, can be directed to [PolicyAdmin@aspirus.org](mailto:PolicyAdmin@aspirus.org)

When you launch Google Chrome watch the upper right portion of the window:

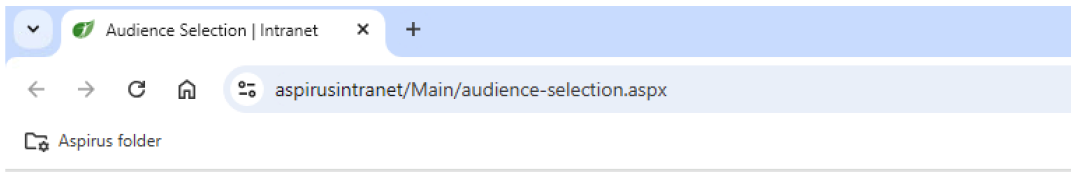


You may need to click on this arrow if it doesn't automatically start launching



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The **first time** you access the Aspirus Intranet you may receive a prompt to select your desired audience, which is the regional version of the Aspirus Intranet you wish to see by default. Select “Minnesota Region”.



## Audience Selection

### Welcome to the Aspirus Health Intranet!

**ONE-TIME ACTION REQUIRED:** To access the site, please first select your default audience below based on where you work or your job role. Once you submit your selection, you will be taken to your chosen default home page and your preference will be stored in your profile.

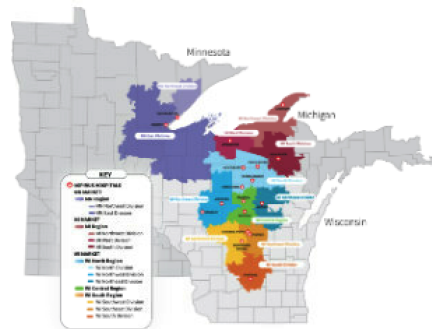
Going forward, you will not need to complete this step. Instead, you will automatically be taken to your preferred intranet home page each time you access the site or open a new web browser.

#### Which Audience Should I Choose?

- **Regional Audiences** - Team members working within our hospitals, clinics, Post-Acute Care or corporate offices should choose the appropriate region based on the location in which you primarily work.
- **Aspirus Medical Group** - Employed physicians and advanced practice clinicians should choose this audience.

All intranet users can toggle between any of our intranet audiences as needed, regardless of what you choose as your default audience.

If you change locations within the system or your job role changes, you will have the option to choose a different default audience at any time within your User Profile.



**MINNESOTA REGION NOTICE:** The Minnesota Region intranet audience is still under development as part of our ongoing integration work. MN Region employees should continue to use their local intranet as their default resource for communications and other resources until the new MN Region is completed on the Aspirus system intranet.

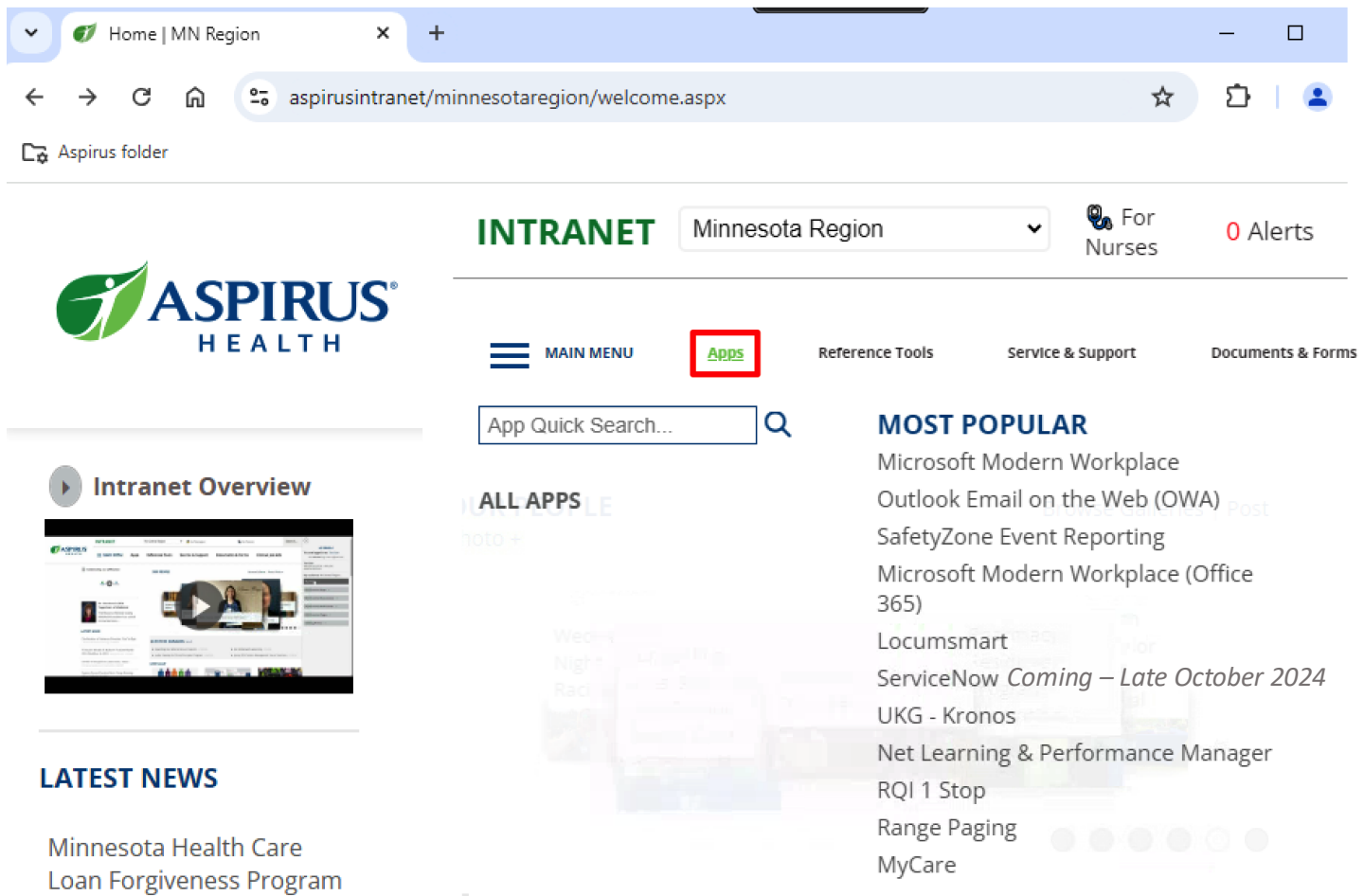
#### Choose your default audience: \*

- Aspirus Medical Group
- Michigan Region
- Minnesota Region
- Wisconsin Central Region
- Wisconsin North Region
- Wisconsin South Region

SUBMIT

(See Next Page)

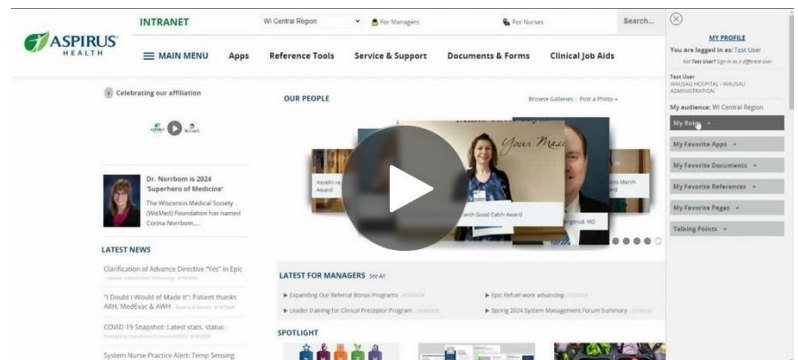
The Aspirus intranet is the default home page in web browsers on the Aspirus network. The site is used as a primary communication tool that also contains useful resources, including links to common Aspirus applications and reference tools.



**ADDITIONAL INFORMATION ON NAVIGATING THE ASPIRUS INTRANET:**

Click the image to the right to watch a brief video overview to help you familiarize yourself with the Aspirus intranet.

The Aspirus intranet will become an increasingly important communication tool in the Minnesota Region as more individuals and sites receive their Aspirus-issued devices and workstations.



Integration updates and other key information will be available on the Aspirus intranet as content updates on the legacy St. Luke’s and Lake View intranets gradually decrease in frequency leading up to January 1, 2025.

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## REFERENCE TO SPECIFIC CONTENT ON THE ASPIRUS INTRANET:

*(Reminder – login via Citrix from your MN Region device before clicking these links!)*

### Employee Resources:

- **365 Resources:** <https://aspirusintranet/minnesotaregion/apps/74.aspx>
- **Integration page:** <https://aspirusintranet/minnesotaregion/integrating-into-aspirus.aspx>
- **All News Page:** [News](#) | [News Room](#) | [MN Region](#)
  - **Tip!** Select a filter of “Integrating into Aspirus” for the latest news articles for the MN Region

### Leader Resources:

- [MN Region IT integration journey](#) | [Management Communications](#) | [All Manager Communications](#) | [MN Region](#)
  - This page gives you easy access to Leader communications including Managers’ Minutes, Leader Briefings and more
  - **Tip!** Select a filter of “Managers’ Minute” for the latest news articles for the MN Region
- [Change Leader Toolkit](#)