Applications & Systems
Your How-To Guide for Day One
Visit aspirus.org/together for everything you need to know.

We're excited for you to join our Aspirus family! Soon, your journey will begin as we work together in our common purpose to provide the best in rural healthcare. Here's a step-by-step guide to accessing your Aspirus applications and systems on day one.

## STEP 1: Open **aspirus.cloud.com** and sign in to access **CITRIX**

CITRIX Workspace

CITRIX is your virtual desktop where you will access all Aspirus applications (you will NOT lose access to your Ascension devices and applications and will continue to access them with your Ascension credentials).

- You will need your Aspirus log-in credentials (Aspirus Network ID and Network Password) and confirm your identity using Imprivata two factor authentication.
- Log-in credentials can be found in your Aspirus welcome email.

STEP 2: Select **All Apps** from the Apps drop-down menu

Aspirus Health Apps Menu
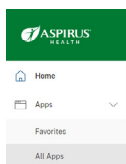
The "All Apps" link in the left panel of CITRIX Workspace will take you to all Aspirus applications.

STEP 3: **Access** your applications

For IT support, call:

Ascension Help Desk
(877) 640-1416

Visit the Job Aids & Training section

of aspirus.org/together for all training tips, user guides and resources.

Job Aids are available for most applications and are searchable by name, application or topic.

Application	Key Information
KRONOS	Timecard, timekeeping, PTO requests. • Access via your computer or mobile device, not the wall timeclock. • You will need your log-in credentials (Aspirus Network ID and Network Password). Log-in credentials can be found in your Aspirus welcome email. • Ascension will clock you out at 23:59 on 7/31/21. If you are working at that time, you will need to clock into the Aspirus KRONOS system at 00:01 a.m. on Sunday, August 1, 2021. If you're not working on 8/1/21, you will clock into the Aspirus KRONOS system at the start of your next shift.

Outlook Web Access (Email, Calendar, Directory) and Webex (replaces Gmail and Zoom)	• Phone directory, email and calendar (use Outlook Web Access until your Ascension device has Outlook installed).
	• Use webex for meetings.
	• You can access the phone directory through Outlook or the Employee Directory in Citrix.
	• Manually update your:
	  • Phone number in the Employee Directory if it's incorrect.
	  • Personalized distribution lists and contact lists in Outlook with new Aspirus E-mail addresses.
	  • Meetings after 8/1 and recreate them in Outlook with new Aspirus E-mail addresses.

Application	Key Information
Microsoft Office (replaces Google Suite) **Webex Teams** (replaces Google Chat)	• Microsoft Office - Word, Excel, PowerPoint, etc. • To Instant Message (IM) in Webex Teams, visit teams.webex.com/signin and log in with your Aspirus credentials.
File Access Tablacus (replaces Google shared drive)	• Access Aspirus files on the "Y-Drive" through Tablacus. • Your last six months of files will be available on the "O-Drive" through Tablacus.
Global Human Resources (GHR) (replaces PeopleSoft)	• Employee contact information, pay, benefit enrollment and more. • You will need your log-in credentials (Aspirus Network ID and Network Password). • Log-in credentials can be found in your Aspirus welcome email.
HealthStream (replaces myLearning)	• You will log into HealthStream with your Employee Number and the last four digits of your SSN, not your Aspirus Network ID. • Additional onboarding will be released on 8/1 via HealthStream.
PolicyStat & OnBase	• Use PolicyStat for Aspirus policies and procedures. • Use OnBase for Ascension site-specific policies.
SafetyZone (replaces RLDatix/Quantros)	• Compliance, safety and event reporting.

Ascension applications retiring on 8/1/21	New Aspirus applications on 8/1/21	Purpose
Gmail	Outlook Web App (Microsoft Outlook)	Email, Calendars
Google Chat	WebEx Teams	Instant messaging
Google Suite	Microsoft Office Suite	Word Processing, Spreadsheets, Calendars
Google Drive, Local Share Drive	Tablacus	File storage
KRONOS	KRONOS	Timekeeping
myLearning	HealthStream	Learning and education
Performance GPS	Halogen	Performance and goal management
PolicyStat	PolicyStat and OnBase	Policy, procedure and job description lookup and storage
RLDatix/Quantros	SafetyZone	Event reporting
Zoom	WebEx	Virtual meetings
Employee Directory	Employee Directory	Contact Information Database
PeopleSoft	Infor GHR and Lawson Financials	HR and benefits information