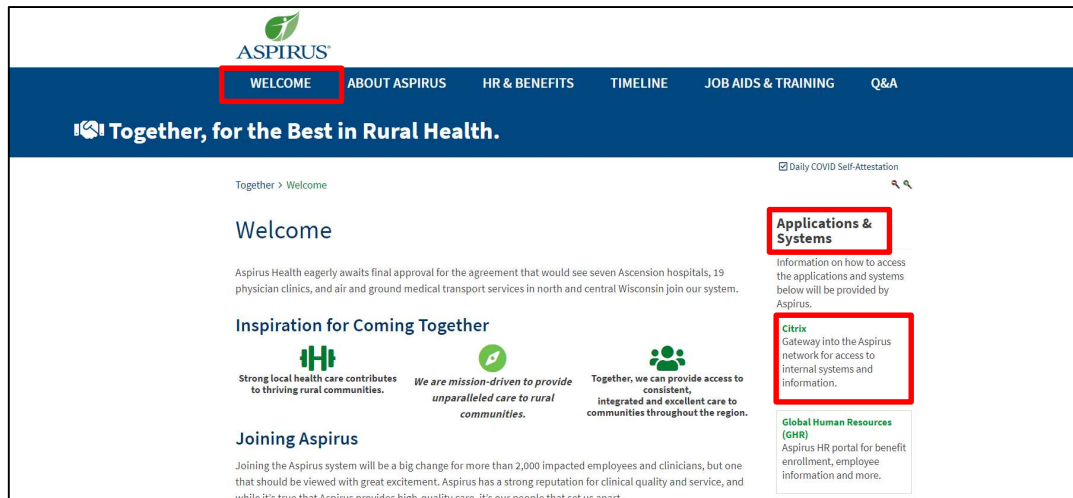
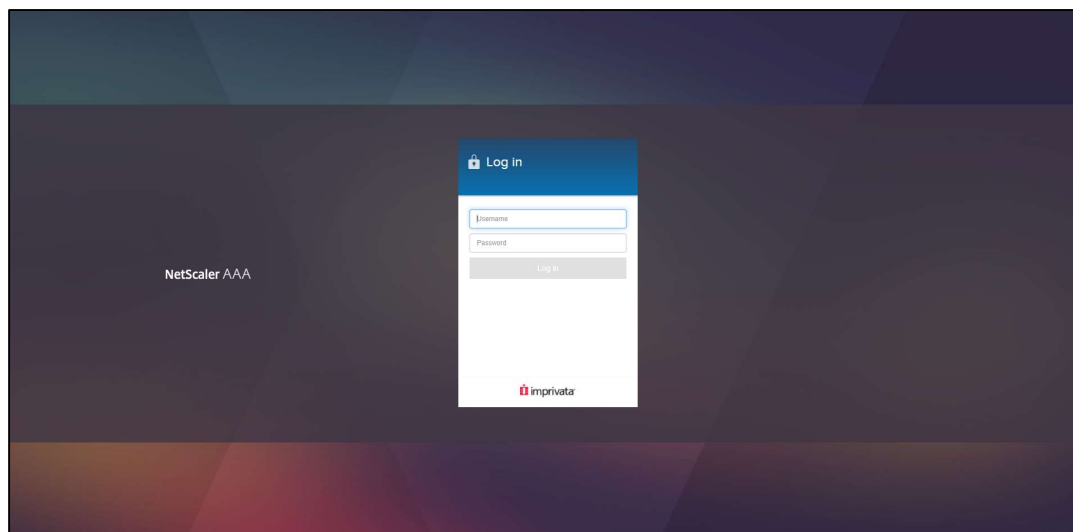


Citrix: Updating Employee Directory Information

1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.

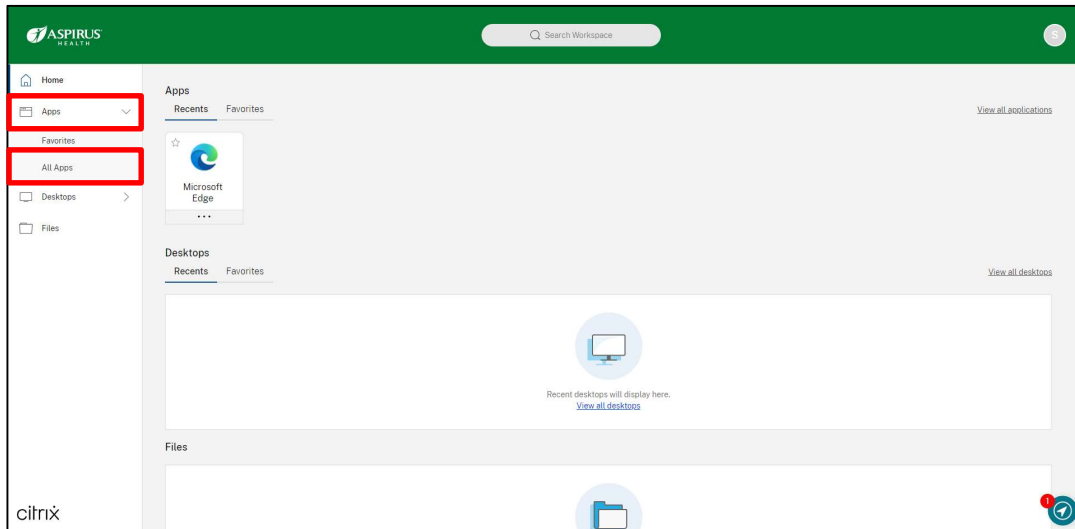


2. Log in using your network username and password.

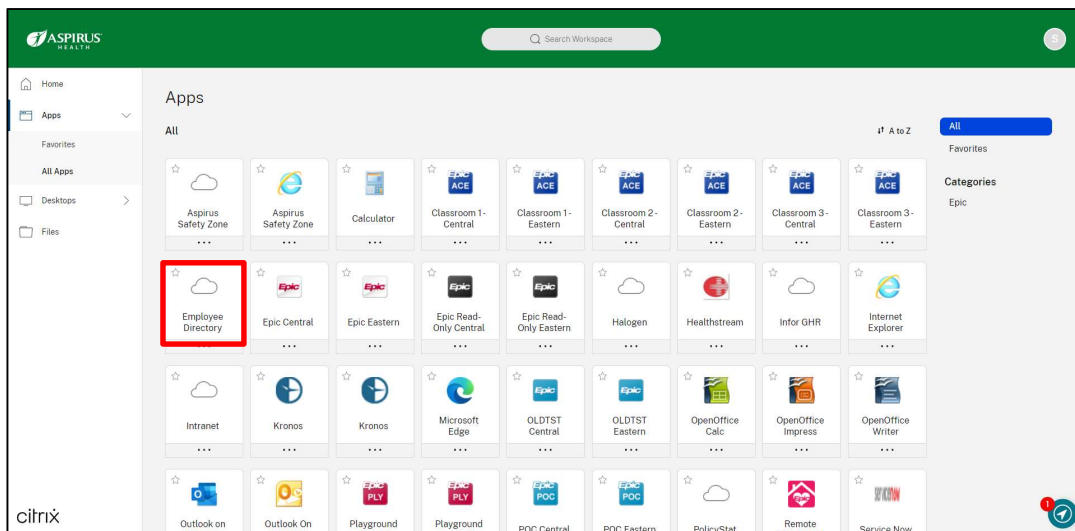


Citrix: Updating Employee Directory Information

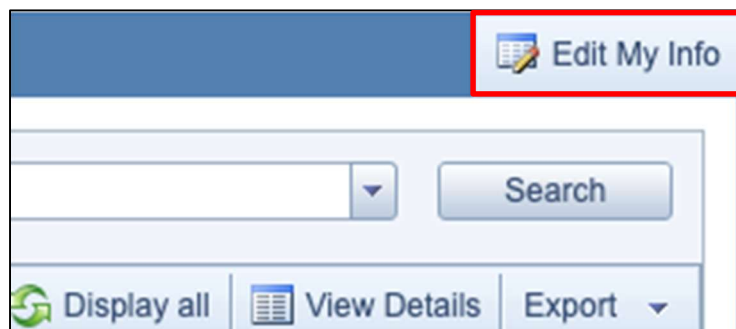
3. Select “Apps” and then “All Apps”.



4. Select “Employee Directory”.



5. Click on “Edit My Info” in the top right-hand corner of the screen.



Citrix: Updating Employee Directory Information

6. Login using your network username and password.



Please enter your credentials

User Name

Password

Domain

Log In

7. Update or add your telephone information.

***All phone numbers must be 10 digits in length.

8. Once you have completed your changes click "Update".



Telephones

Phone - 10 Digit Mobile Phone

Home Phone Assistant Phone

Example: (808) 123 4567 or 808-123-4567

Update Cancel

If you have questions about this process or would like more information, please contact the Ascension Help Desk at 877-640-1416.