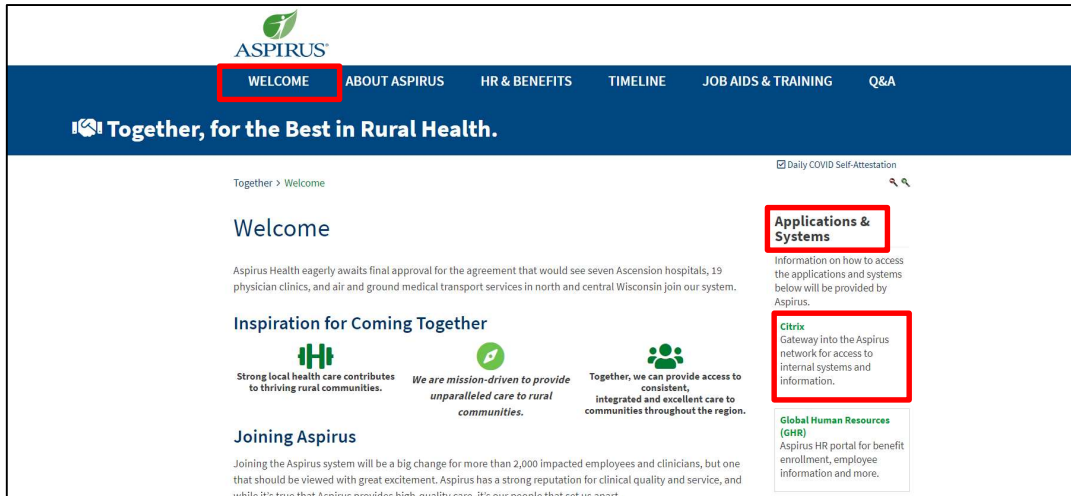
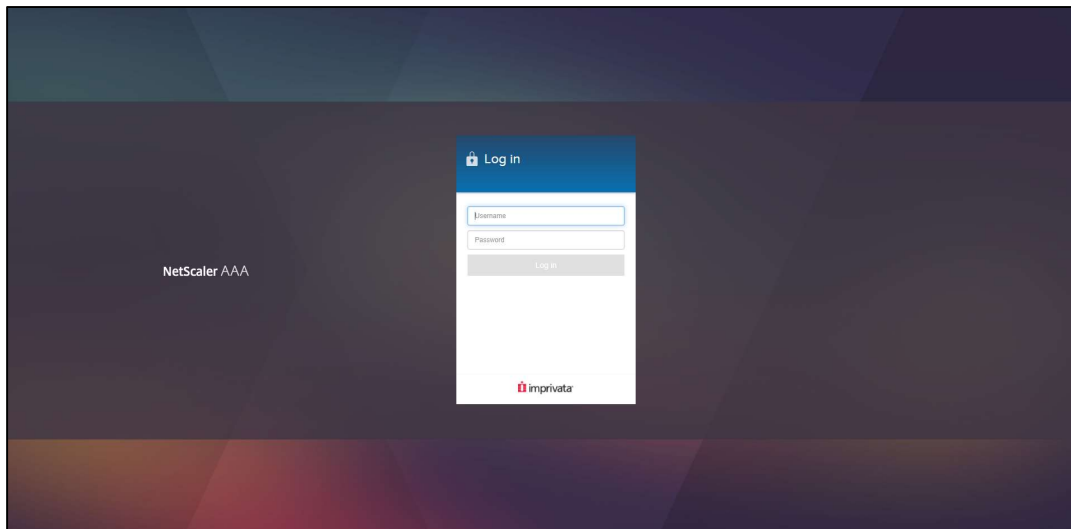


Citrix: Accessing Your Files

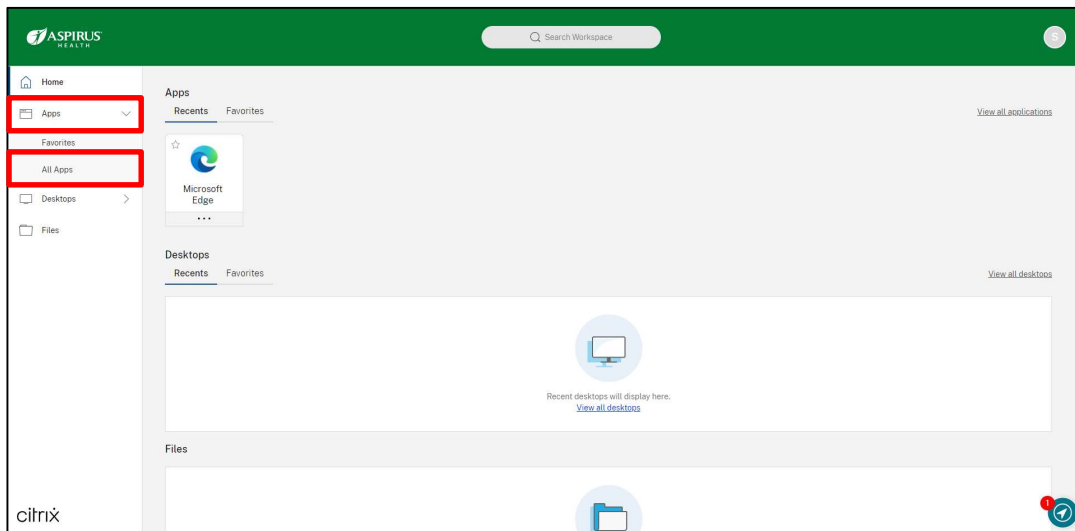
1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.



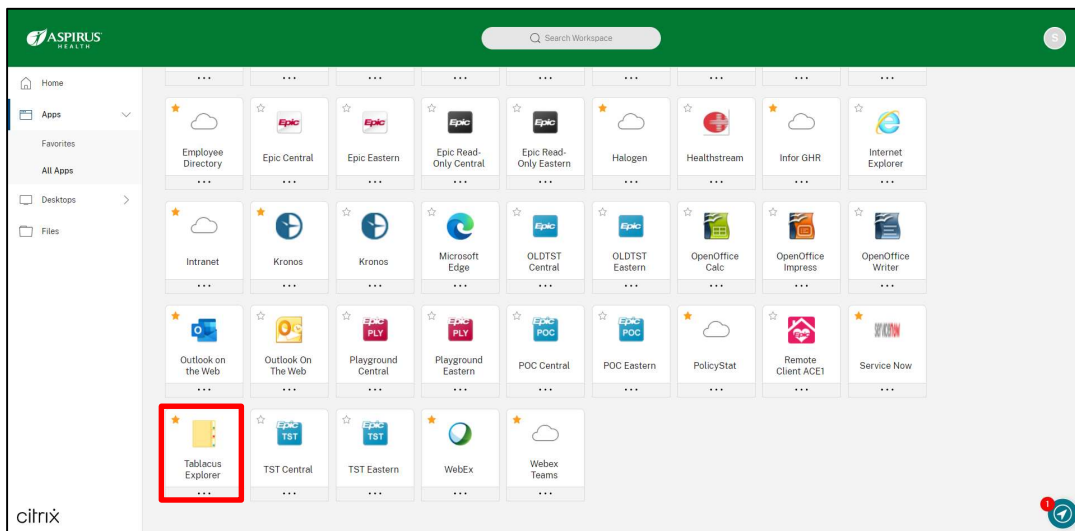
2. Log in using your network username and password.



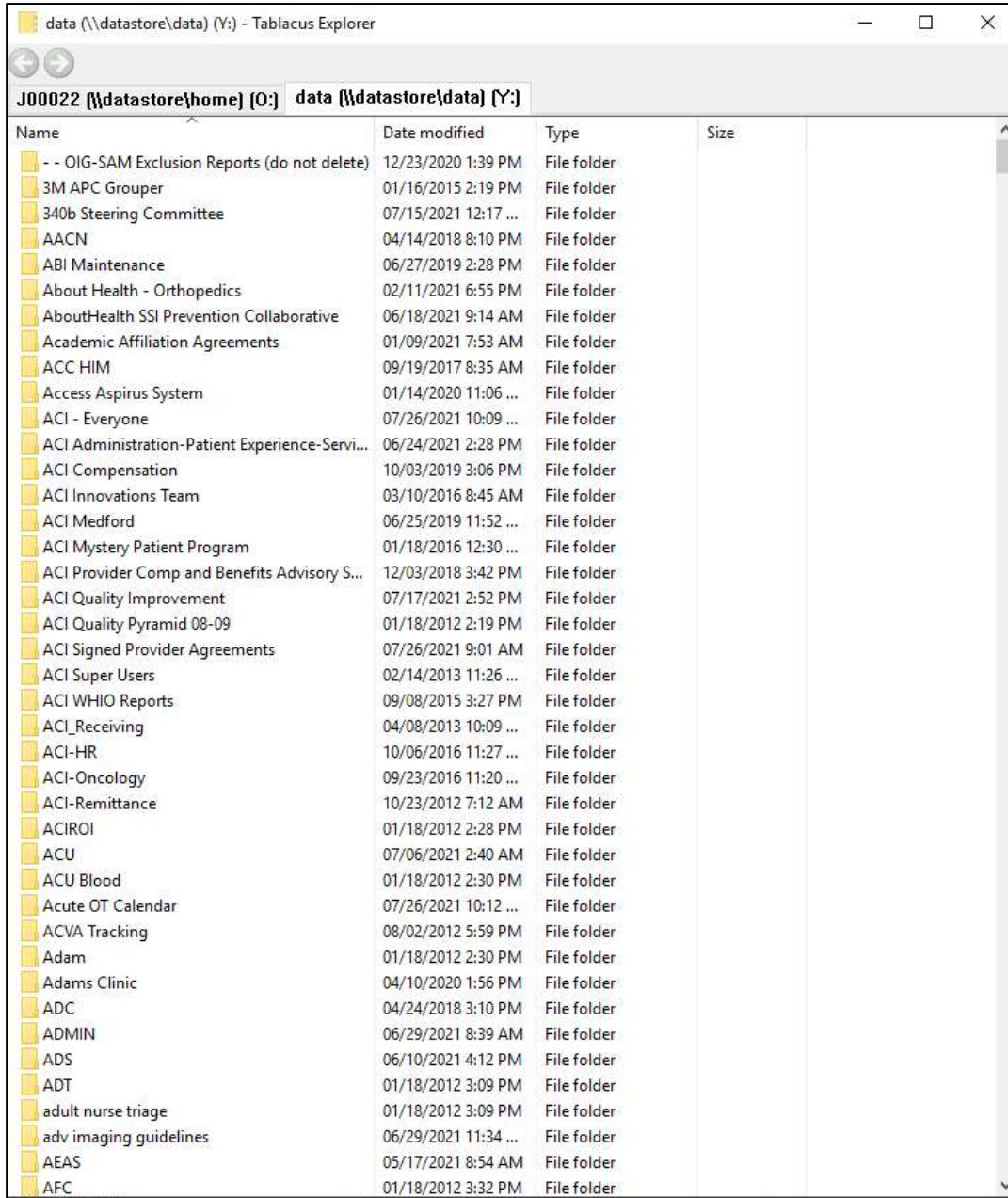
3. Select “Apps” and then “All Apps”.



4. Select “Tablacus Explorer”.



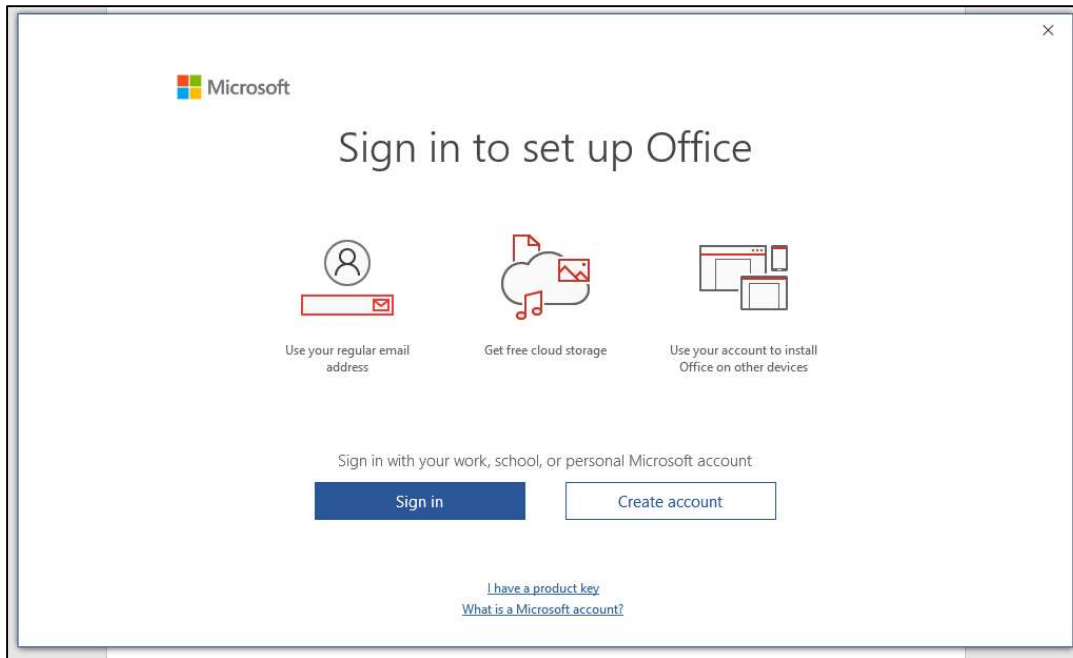
- Find your personal files in the “O-Drive” and shared files in the “Y-Drive” tab and then go to 'Y:\Ascension\Google Shares Migration' folder.



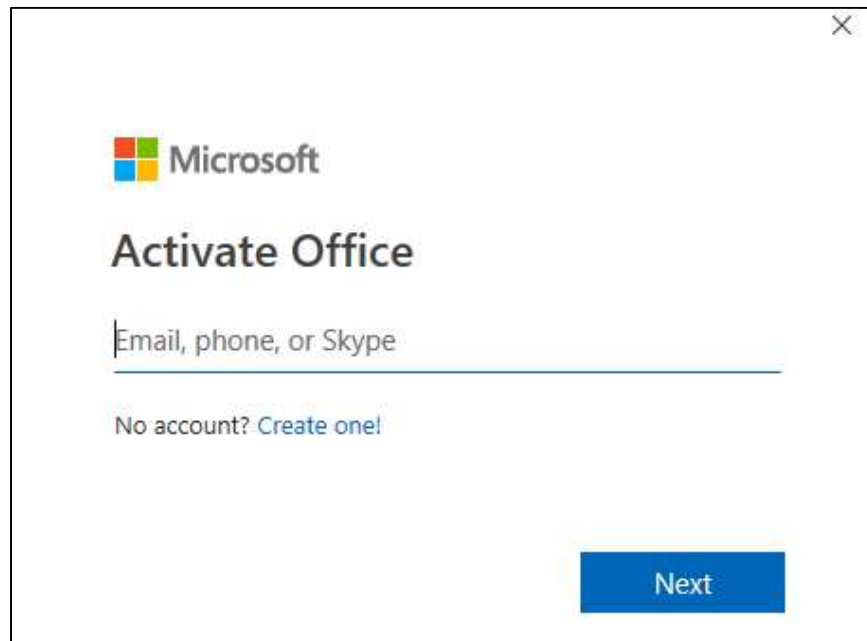
Name	Date modified	Type	Size
- - OIG-SAM Exclusion Reports (do not delete)	12/23/2020 1:39 PM	File folder	
3M APC Grouper	01/16/2015 2:19 PM	File folder	
340b Steering Committee	07/15/2021 12:17 ...	File folder	
AACN	04/14/2018 8:10 PM	File folder	
ABI Maintenance	06/27/2019 2:28 PM	File folder	
About Health - Orthopedics	02/11/2021 6:55 PM	File folder	
AboutHealth SSI Prevention Collaborative	06/18/2021 9:14 AM	File folder	
Academic Affiliation Agreements	01/09/2021 7:53 AM	File folder	
ACC HIM	09/19/2017 8:35 AM	File folder	
Access Aspirus System	01/14/2020 11:06 ...	File folder	
ACI - Everyone	07/26/2021 10:09 ...	File folder	
ACI Administration-Patient Experience-Servi...	06/24/2021 2:28 PM	File folder	
ACI Compensation	10/03/2019 3:06 PM	File folder	
ACI Innovations Team	03/10/2016 8:45 AM	File folder	
ACI Medford	06/25/2019 11:52 ...	File folder	
ACI Mystery Patient Program	01/18/2016 12:30 ...	File folder	
ACI Provider Comp and Benefits Advisory S...	12/03/2018 3:42 PM	File folder	
ACI Quality Improvement	07/17/2021 2:52 PM	File folder	
ACI Quality Pyramid 08-09	01/18/2012 2:19 PM	File folder	
ACI Signed Provider Agreements	07/26/2021 9:01 AM	File folder	
ACI Super Users	02/14/2013 11:26 ...	File folder	
ACI WHIO Reports	09/08/2015 3:27 PM	File folder	
ACI_Receiving	04/08/2013 10:09 ...	File folder	
ACI-HR	10/06/2016 11:27 ...	File folder	
ACI-Oncology	09/23/2016 11:20 ...	File folder	
ACI-Remittance	10/23/2012 7:12 AM	File folder	
ACIROI	01/18/2012 2:28 PM	File folder	
ACU	07/06/2021 2:40 AM	File folder	
ACU Blood	01/18/2012 2:30 PM	File folder	
Acute OT Calendar	07/26/2021 10:12 ...	File folder	
ACVA Tracking	08/02/2012 5:59 PM	File folder	
Adam	01/18/2012 2:30 PM	File folder	
Adams Clinic	04/10/2020 1:56 PM	File folder	
ADC	04/24/2018 3:10 PM	File folder	
ADMIN	06/29/2021 8:39 AM	File folder	
ADS	06/10/2021 4:12 PM	File folder	
ADT	01/18/2012 3:09 PM	File folder	
adult nurse triage	01/18/2012 3:09 PM	File folder	
adv imaging guidelines	06/29/2021 11:34 ...	File folder	
AEAS	05/17/2021 8:54 AM	File folder	
AFC	01/18/2012 3:32 PM	File folder	

Citrix: Accessing Your Files

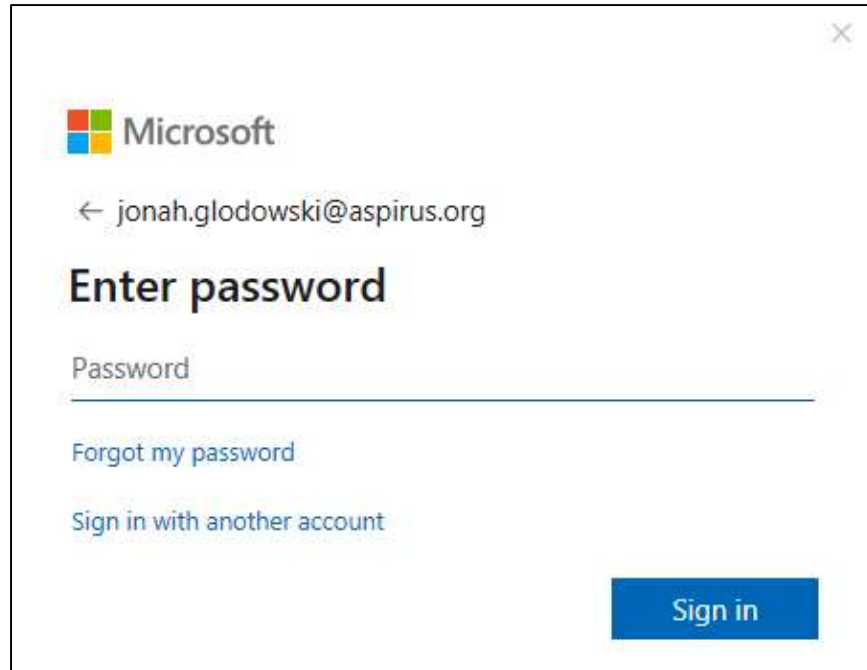
6. The first time you open a Microsoft Word, Excel, or PowerPoint file you will be asked to sign-in to your Microsoft Account.



7. Enter your Aspirus email address and click "Next".

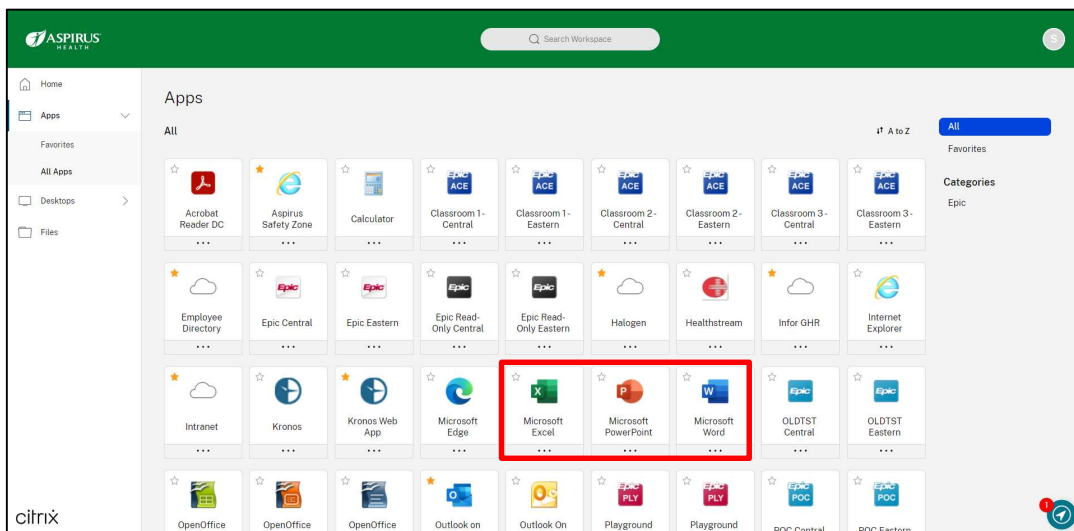


8. Enter your network password and click “Sign in”.

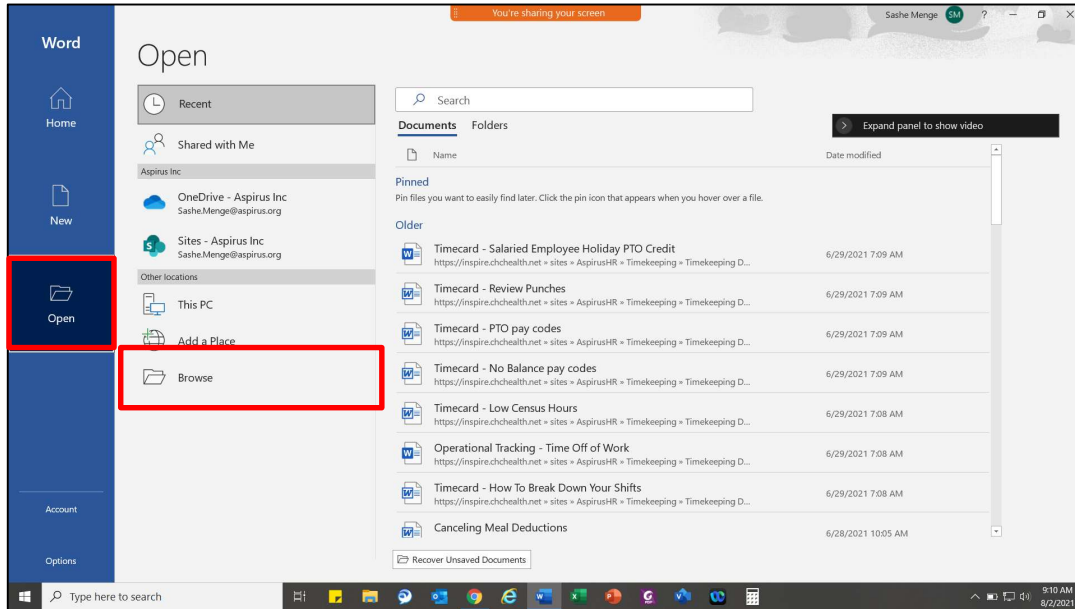


A screenshot of a Microsoft sign-in window. At the top is the Microsoft logo. Below it is the email address 'jonah.glodowski@aspirus.org' with a back arrow. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

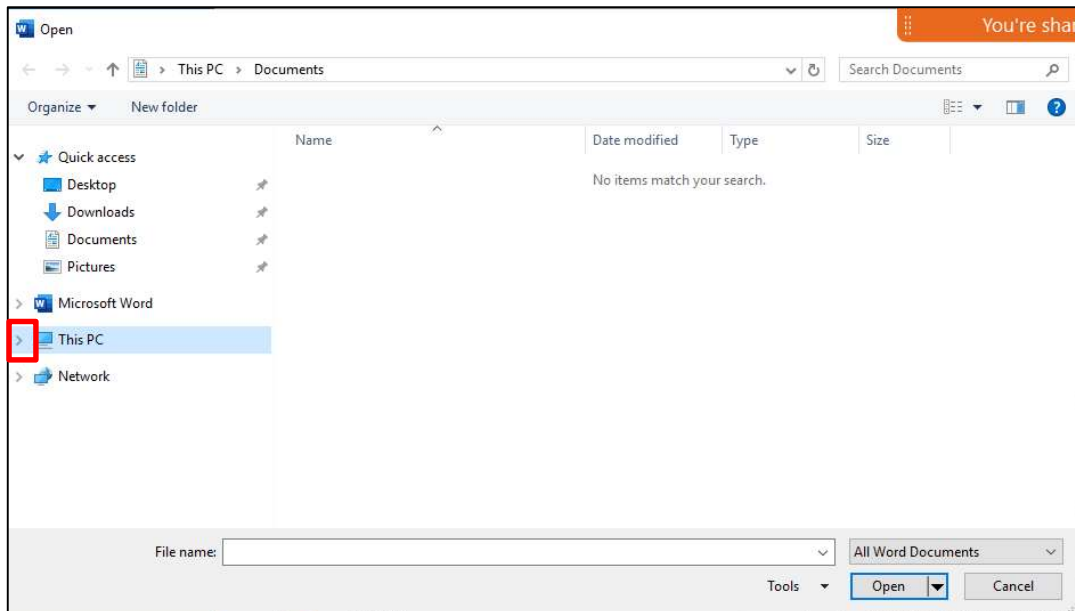
9. If you would like to upload a local file from your device to the Aspirus Y-Drive open Microsoft Word, Excel, or PowerPoint in Citrix All Apps.



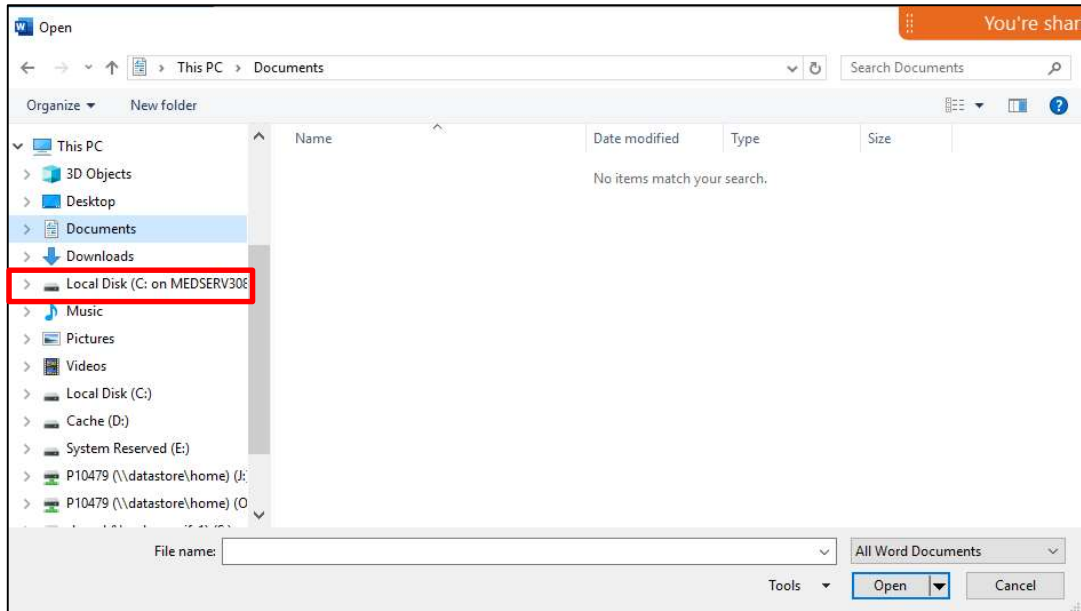
10. Once in the application select "Open" > "Browse".



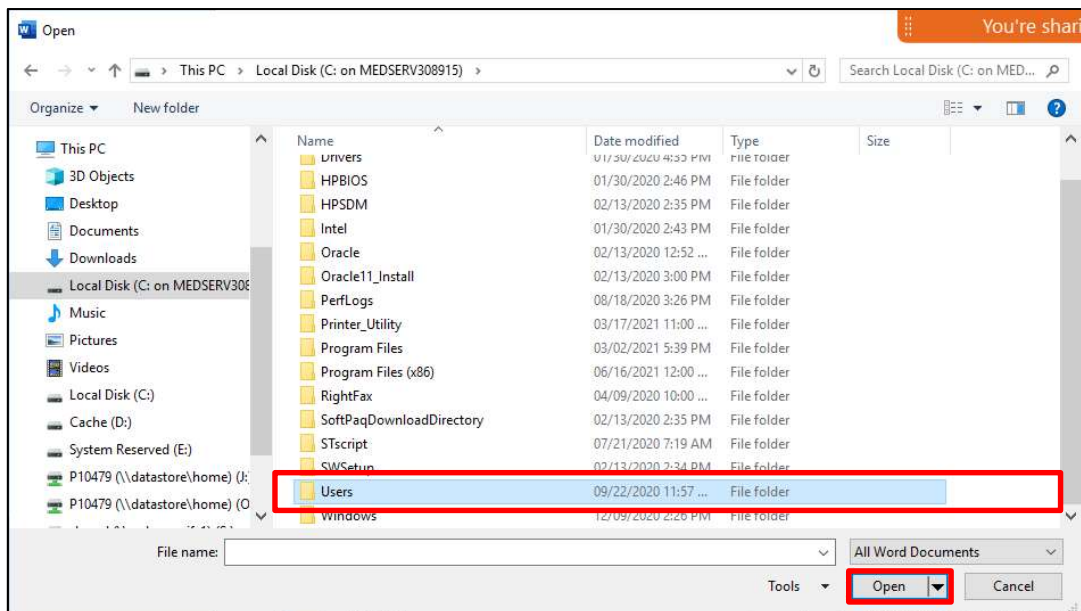
11. Select the dropdown arrow next to "This PC".



12. Select the “Local Disk (C: on *computer name*)” folder.

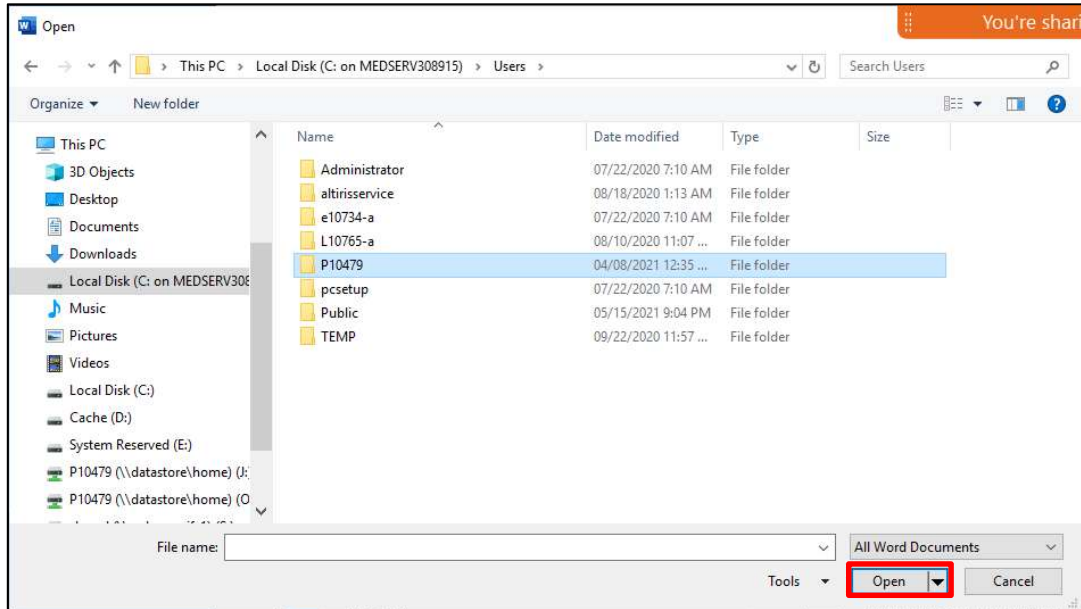


13. Navigate down to the “Users” folder and click “Open”.

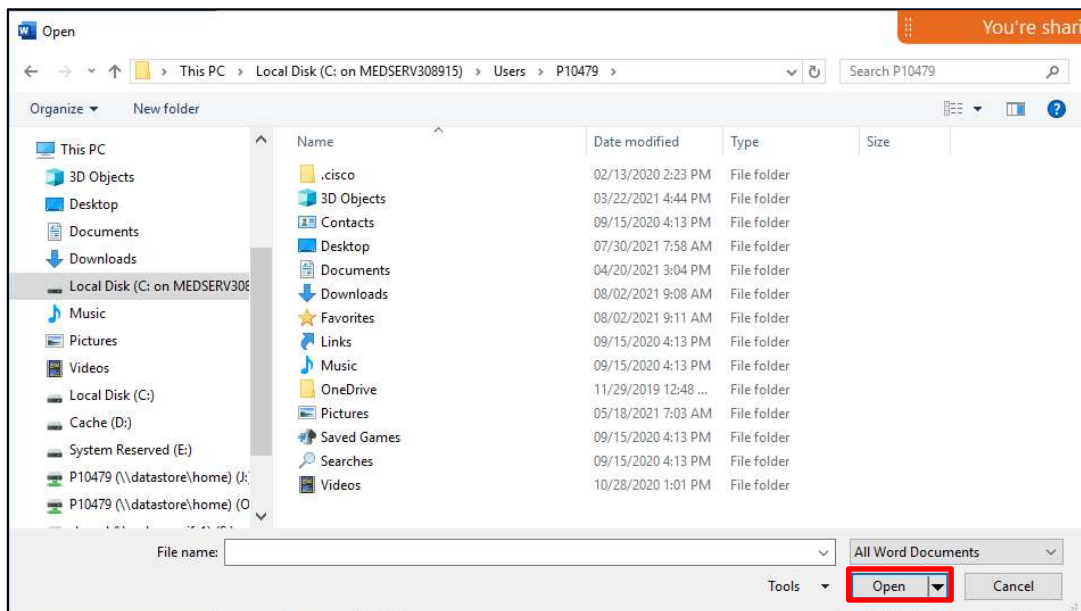


Citrix: Accessing Your Files

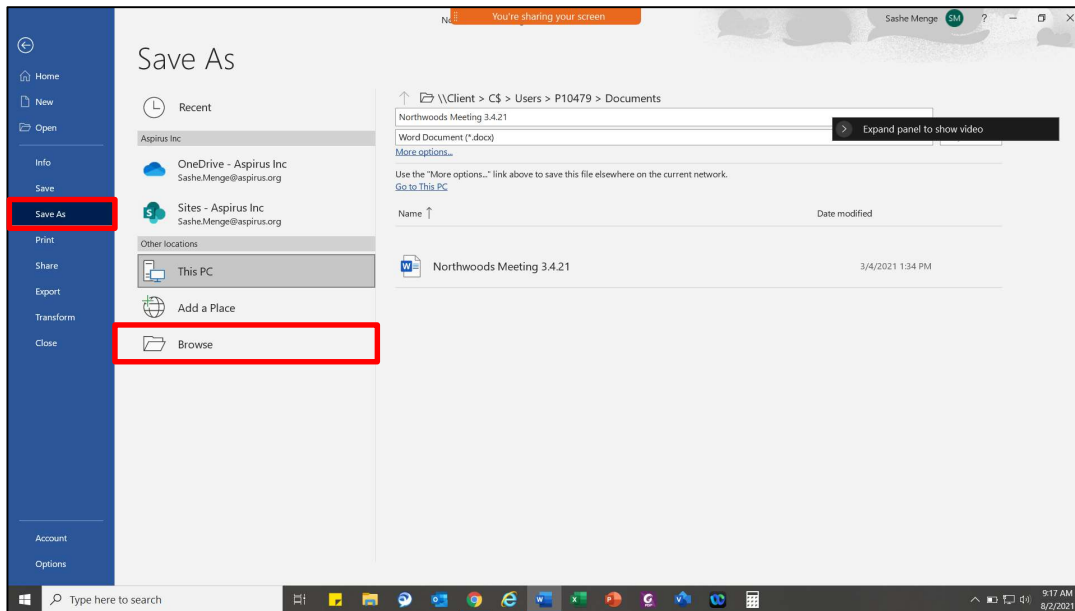
14. Select the folder that aligns with your username and click “Open”.



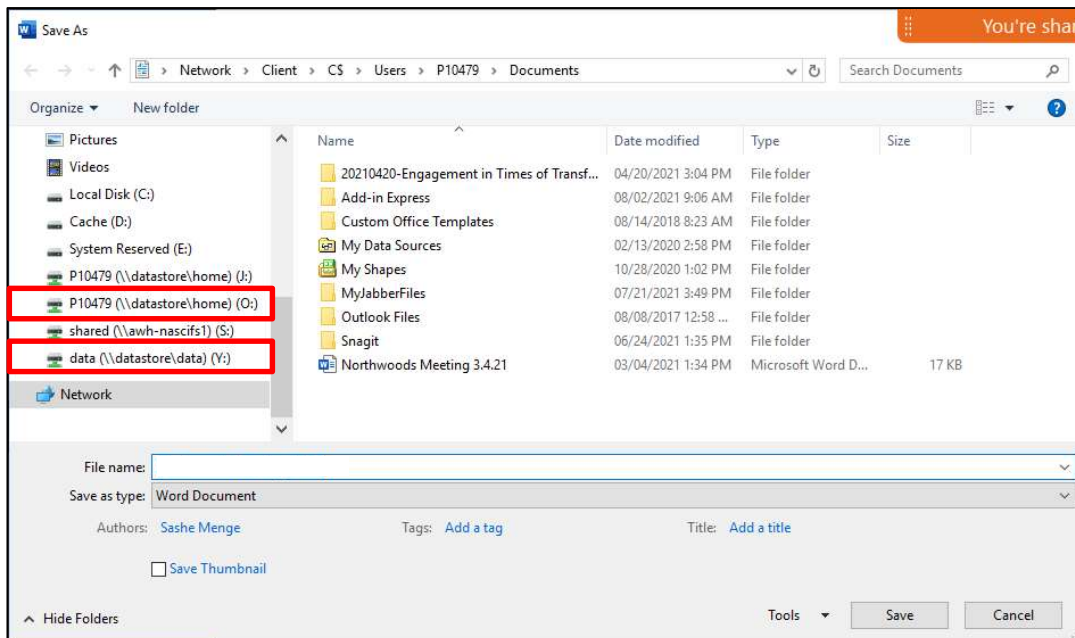
15. Navigate to the location of the file you wish to upload and “Open” the file.



16. Select File > Save As > Browse.



17. Save the file in the appropriate Y-Drive or O-Drive folder.



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