Beaumont

Connecting your Computer to BHapps

System Requirements

This Tech Tip is intended for Beaumont users with <u>fully updated</u> computers running:

- Microsoft Windows (Supported devices and releases)
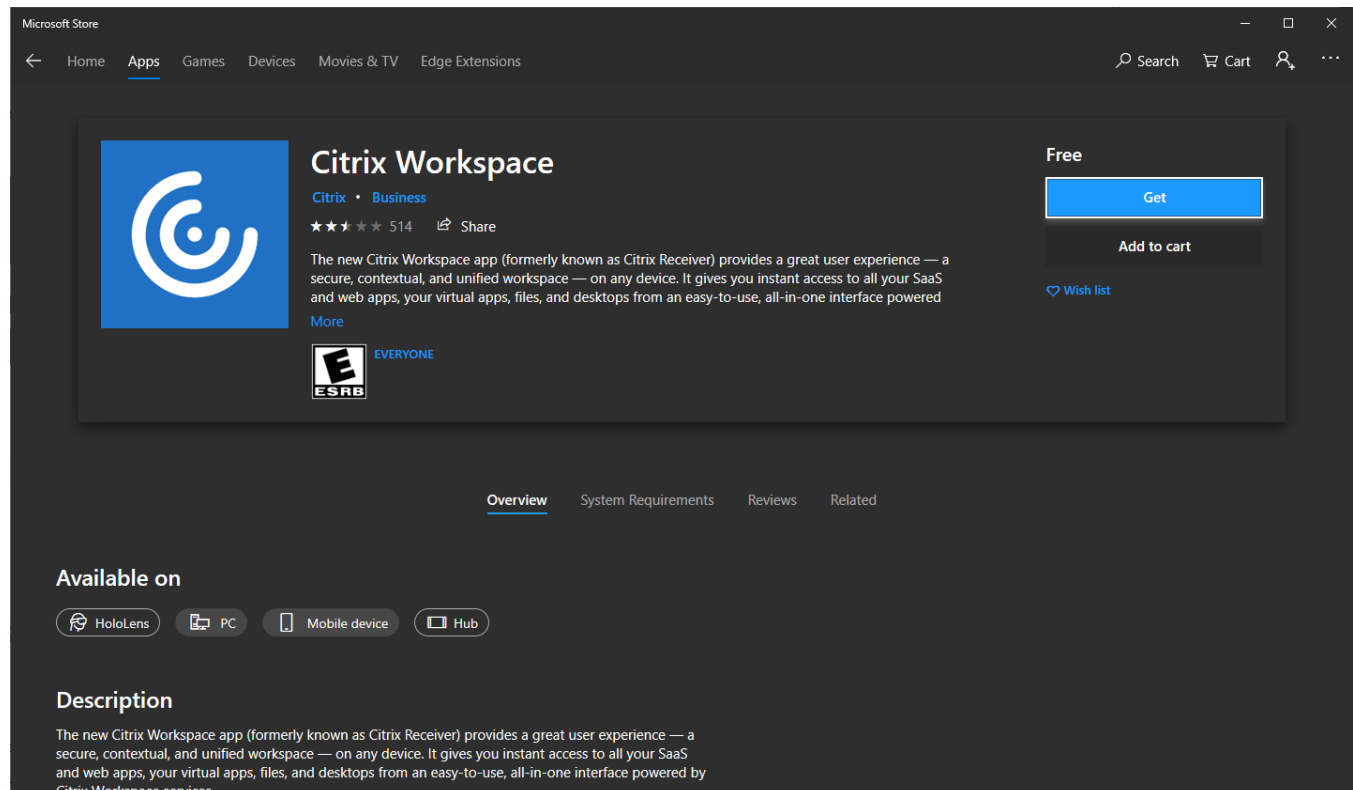- Apple MacOS (Supported devices and releases)

Click here if you are using a privately-owned computer.

Click here if you are using a Beaumont-owned or leased computer.

## For Privately-owned Computers: Download Citrix Workspace

Windows 10:

1. Open a web browser and use the link
   https://www.microsoft.com/en-us/p/citrix-workspace/9wzdncrfj2kj, or go to the Microsoft Store and search for "Citrix Workspace".
2. Click on the blue Get button.

Older versions of Windows or MacOS:

1. Open a web browser and navigate to **https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html**.

2. Click on the blue **Download Receiver** button.

3. Install the downloaded package, with all the default options selected.

4. Restart your computer to insure a clean install.

5. After restarting, you might see this prompt, on the right. Select **"Do not show this window automatically at logon."** and click **Close**.
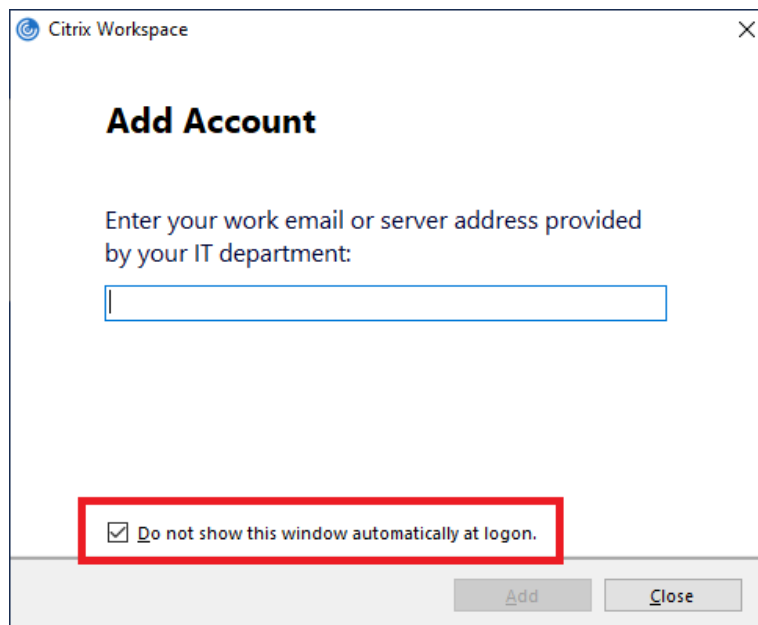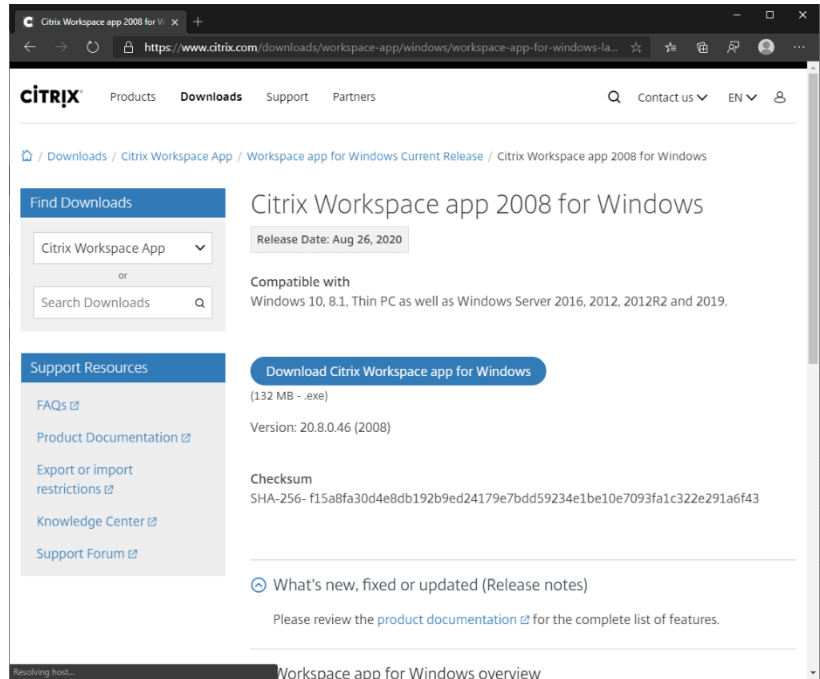
For Beaumont-managed or Leased Workstations: Go to the Providers Portal

1. Open a web browser and navigate to **https://providers.beaumont.org/forms-and-documents/it-downloads.**
2. Under Downloads for Doctor's Offices, you'll find download links specialized versions for <u>Citrix Receiver</u> and other Beaumont applications.

Navigating to a Storefront

**Connecting to your published applications (i.e., OneChart) can be accomplished by browsing to
https://bhapps.beaumont.org.**

1. Open a web browser and navigate to **https://bhapps.beaumont.org.**
2. Enter your Beaumont workstation user name and password.
3. Click "Log On".
4. If you are off the Beaumont network, you may be prompted by Duo for additional security.
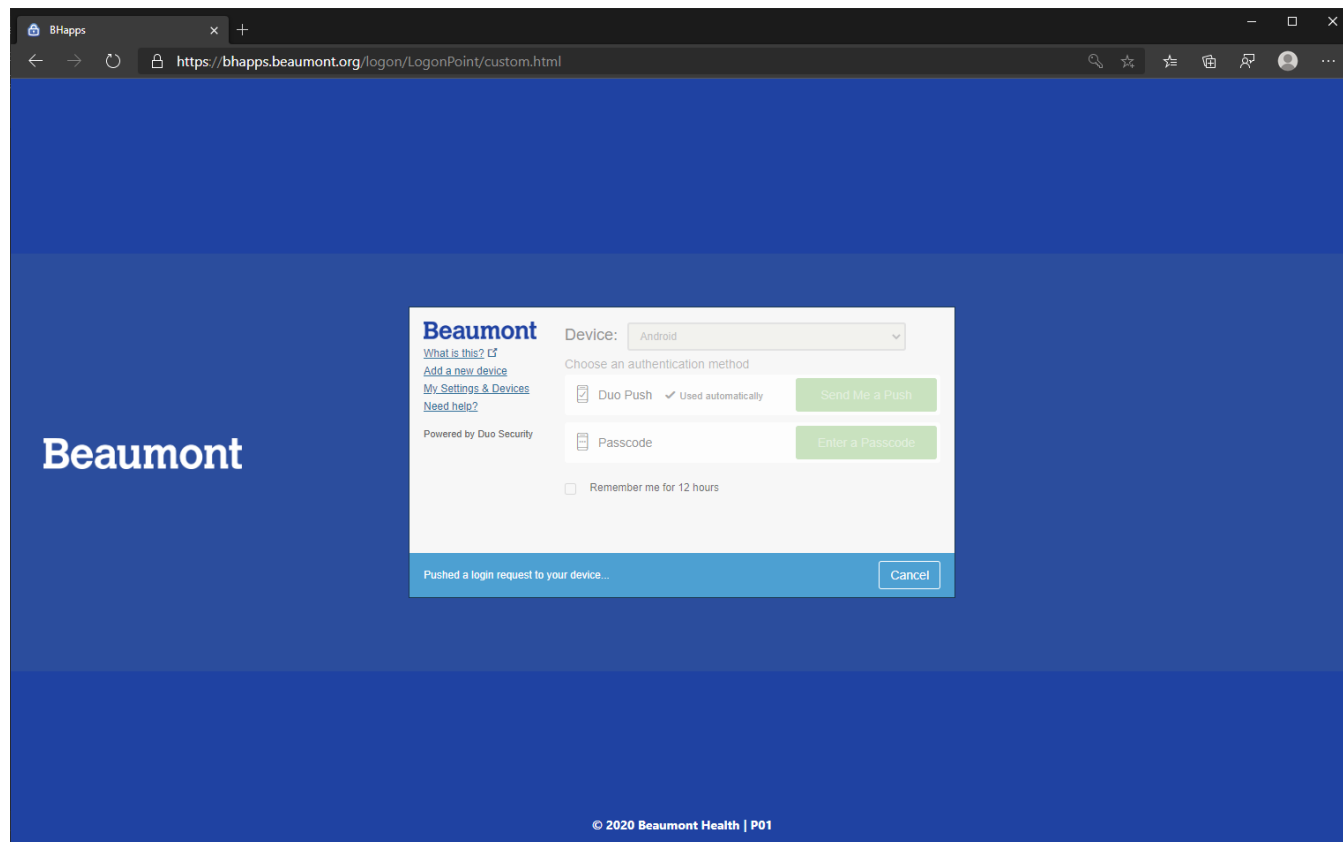
## Adding Your Most Commonly Used Apps to Your Favorites

When you log into https://bhapps.beaumont.org, you will be on the Favorites tab. However, these may not be all the apps you use. They can be found under the Apps tab.

1. Click on the Apps tab, in the blue header on the top of the page.

2. Use the search field to search for your app. You don't have to hit enter, just start typing the name of your app and it will filter to the top. Alternatively, you can scroll down and find your app manually.
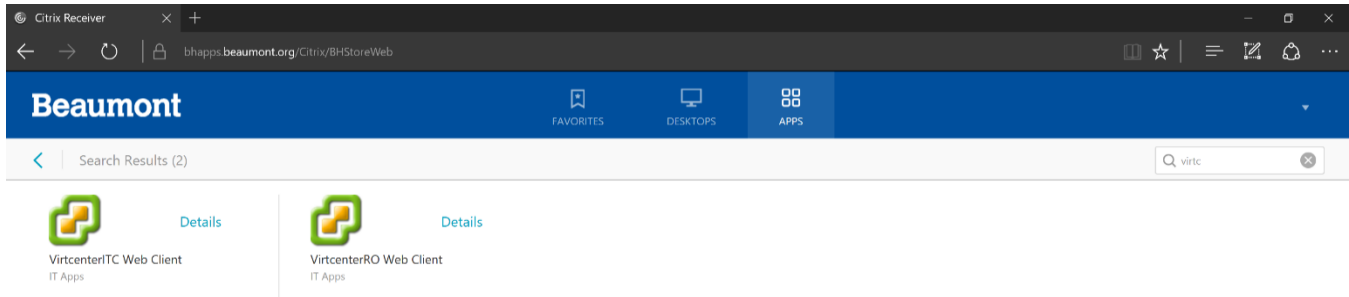
3. Click on the blue **Details**, and then **Add to Favorites**. This process also applies for VDIs, as shown below.
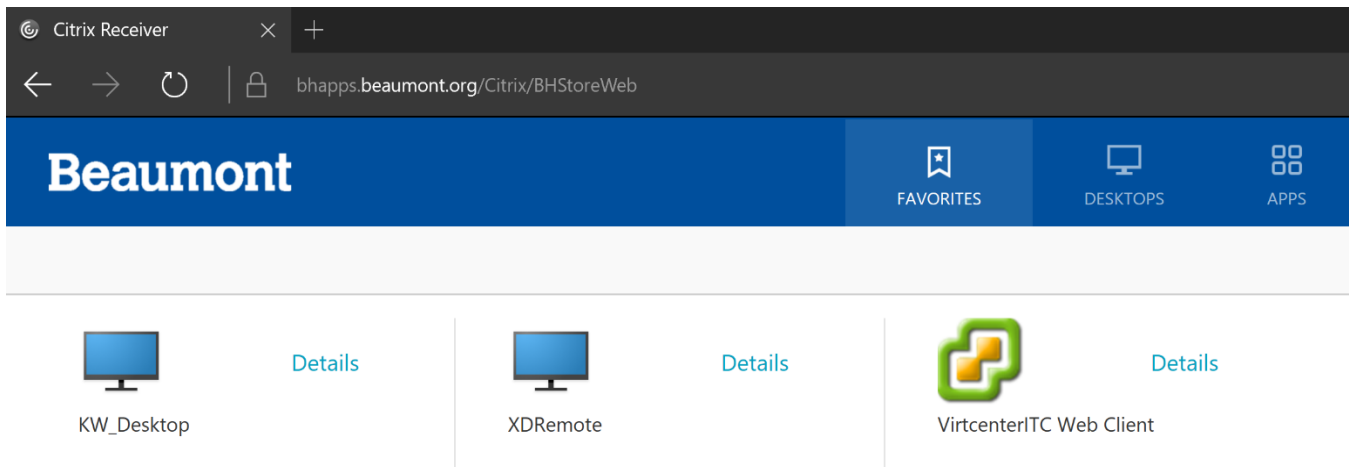
4. Removing an application from the Favorites tab follows the same process: Simply click on **Details** and then **Remove**. The application will still be available in the Apps tab.
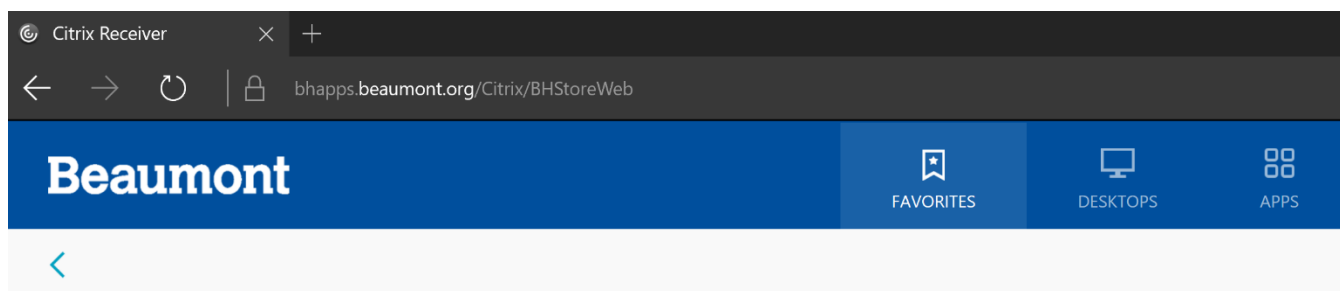
Further Help

Contact the Beaumont Health Service Desk:

- **By telephone, toll-free at (888) 481-2448.**
- **Online, using the self-service portal.**