Henry Ford Health System Employee Portal Access

Apple Macintosh Version

Programs to install before visiting the Henry Ford Health System (HFHS)

Employee Portal for the first time:

Disclaimer: This documentation is done assuming you are using the Safari web browser. There are other Macintosh web browsers that will work with remote access, but they will not be detailed in this document.

Required Program 1 – Citrix Receiver:

Note: If you have a HFHS provided Macbook, the Citrix Receiver should already be installed.

> You can get the Citrix Receiver for Mac by going to http://receiver.citrix.com

CITRIX





Download Receiver for Mac

Find Citrix Receiver for other platforms Download previous versions of Receiver

Once the CitrixReceiverWeb.dmg file finishes downloading, please follow the install steps provided by Citrix.

Required Program 2 – Java:

- You can get the latest Java version for Mac by going to <u>http://www.java.com/download</u>
- > Once there, click the red button to download the latest version

Download Java for Mac OS X

Recommended Version 7 Update 60 (filesize: 48.5 MB)



By downloading Java you acknowledge that you have read and accepted the terms of the <u>end user license agreement</u>



When your Java installation completes, you may need to **reload** (Command+R) or **quit** (Command+Q) your browser in order to enable Java in your browser.

- » Installation Instructions
- » System Requirements

Not the right operating system? See all Java downloads.

Once the Java dmg install file finishes downloading, please follow the installation instructions provided by Java.

How to connect to the Employee Portal:

- Direct your web browser to: <u>http://www.henryfordconnect.com/</u>
- > Then click on the **Employee Portal** link.



HR Connect Important Human Resources information



HFHS University Online learning from wherever you are



HENRY FOR

Henry Ford Private Practice Remote Access (CPNG, Epic, RadView, HenryApps) Instructions and FAQs

Read-Only view for Henry Ford

EpicCare Link

Private Practice Powerchart

Instructions and FAQs

EPIC ACCESS Private Practice Offices



Employee Portal Instructions and FAQs



Henry Apps Access (CPNG, EPIC, RadView) Instructions and FAQs



Sladen Libraries Great Research Great Care Start Here

Web Mail Access Outlook web mail

Once on the <u>https://employeeportal.hfhs.org/</u> site, you will be presented with a login screen. Please input your HFHS user ID and password and then click on the "Sign In" button.



Henry Ford Health System Secure Access Employee Portal



Please sign in to begin your secure session.

The first time you sign in, you will be presented with a few security prompts. The first one will be asking if you trust the website to use the Java plug-in. Please select the "Trust" button.



Next Java will ask if you want to run the application, please select the "Run" button.



The next prompt will ask if you want to trust the Juniper Setup Applet, please select the "Allow" button. (Special Note: This is a new security prompt that started showing with Java version 7 update 60.)



> After accepting the last security warning, you will see the following page.



Once we get this page, then we can update the Java Trust settings in order to allow the Juniper components to install correctly. In order to do this, go to the Safari drop down menu at the top left hand section of the screen and then choose "Preferences"



You then need to choose the security tab and then click on the "Manage Website Settings..." button.

$\Theta \circ \circ$:	Security			
General Ta	bs AutoFill	Passwords	Security	Privacy	Notifications	Extensions	Advanced	
Fraudulent sites: 🗹 Warn when visiting a fraudulent website								
Web content: 🗹 Enable JavaScript 🗹 Block pop-up windows								
Internet plug-ins: 🗹 Allow Plug-ins 🛛 Manage Website Settings 🤇								

Next you will go the Java Plug-In section and change the trust settings for employeeportal.hfhs.org to "Allow Always"

Version 11.8.2	Configured Websites	
ava /ersion Java 7 Update 60	📀 employeeportal.hfhs.org	Allow Always 🛟
astPass /ersion 2.5.5	🛓 java.com	Allow 🗘
QuickTime Version 7.7.3		
harePoint Browser Plug-in Version 14.4.2		
	-	

After setting the plug-in to "Allow Always" for this website, you will then also need to click on "Run in Unsafe Mode"



> Once you select this you will get this pop-up menu, please click on the "Trust" button

	Are you sure you want to trust the website "employeeportal.hfhs.org" to run "Java" in unsafe mode?
	Plug-ins running in unsafe mode can access your personal documents and data.
?	Trust Cancel

> After this, you can now close out of the Plug-In settings area by clicking on the "Done" button.



After you are back to the Safari browser, you can then click on the first link on the page you should still have displayed.



The Juniper setup client will then be downloaded; you will need to click on the downloaded dmg file in order to install the setup client.



After clicking on the JuniperSetupClientInstaller.dmg file, you should see the following window.
 JuniperSetupClient.8.0.3.44471



Double-click on the JuniperSetupClientInstaller.mpkg file and you will be presented with a prompt that you will need to select the "ok" button in order to complete the install.



After clicking on the ok button, the Juniper Setup Client will be installed. Next, we go back to the Juniper installer page and click on the second "here" link as shown.



Then you will be presented with another Java security prompt, please select the "Allow" button.
Security Warning

1	Allow acce Web Site: Application:	ess to the following application from https://employeeportal.hfhs.org Juniper Setup Applet	
This web site	Publisher:	Juniper Networks, Inc.	vn above. Allo
Do not sh	now this again	for this app and web site.	ot Allow
Then you wi	ll be asked to Setur	install Junos Pulse, please select the "Alw p Control – Warning	ays" button.
Do you w from the Pro Soft S	ant to down following se oduct Name: ware Name: erver Name:	load, install, and/or execute software rver? Junos Pulse Junos Pulse employeeportal.hfhs.org	
	Always	Yes No	

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> Once allowed, you will see the Pulse client download.



> Once Pulse has downloaded, you will be prompted for the Macintoshes administrator password.

		JuniperSetupClient wants to make changes. Type your password to allow this.			
		Name:	administrator		
		Password:			
			Cancel OK		
\triangleright	After putting in	n the passwor	d, the Junos Pulse client will install.		

Install Junos Pulse: 33% complete. Please wait...

> After the Junos Pulse client has finished installing and has connected you will see the following.

00		Junos Pulse		
		Connections		
•	SA (employeeportal.hfhs.org) Connected			Disconnect

You will then be able to access Henry Apps and other Henry Ford applications you may have access to.

Aler and a	
	Welcome to the Junos Pulse Secure Access Service, bschuma1.
	For Help on using this service Click on the Help Icon at the upper right of this screen.
	If you are experiencing difficulty with this system, please contact the IT Help Desk at 248-853-4900.
	Web Bookmarks
	HFHS Enterprise Applications Main Henry Ford Health System Application launch page.
	Henry Apps Henry Ford Health System Application Page to access Epic and CPNG.
	henry.hfhs.org Internal Corporate website
	Outlook Web Access
	Client Application Sessions
	🐲 Junos Pulse

How to disconnect from the Employee Portal:

Method 1:

One way to disconnect from the Employee Portal is to click on the "Sign Out" button in the upper right hand corner of your web browser.



Method 2:

A second way to disconnect from the Employee Portal is by locating the Pulse icon in the task bar on the top right hand part of the screen.



> To disconnect you can right-click on the Junos Pulse icon and go to Portal name -> Disconnect



> After disconnecting, it is advised to close all of your web browsers.