



Kronos Employee Website

To access St. Luke's Kronos website:

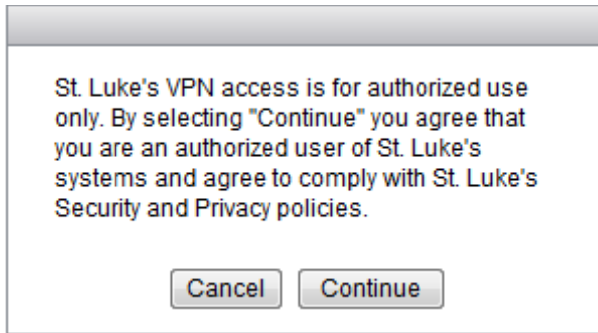
1. Access the website <http://vpn.slhduluth.com/kronos>

A screenshot of the St. Luke's SSL VPN Service login page. The page header includes the St. Luke's logo and the text "SSL VPN Service". The main content area is a large white box containing a smaller "Login" form. This form has a blue header with the word "Login" and the instruction "Please enter your username and password." Below this are two input fields: "USERNAME:" and "PASSWORD:". A "Login" button is positioned at the bottom of the form.

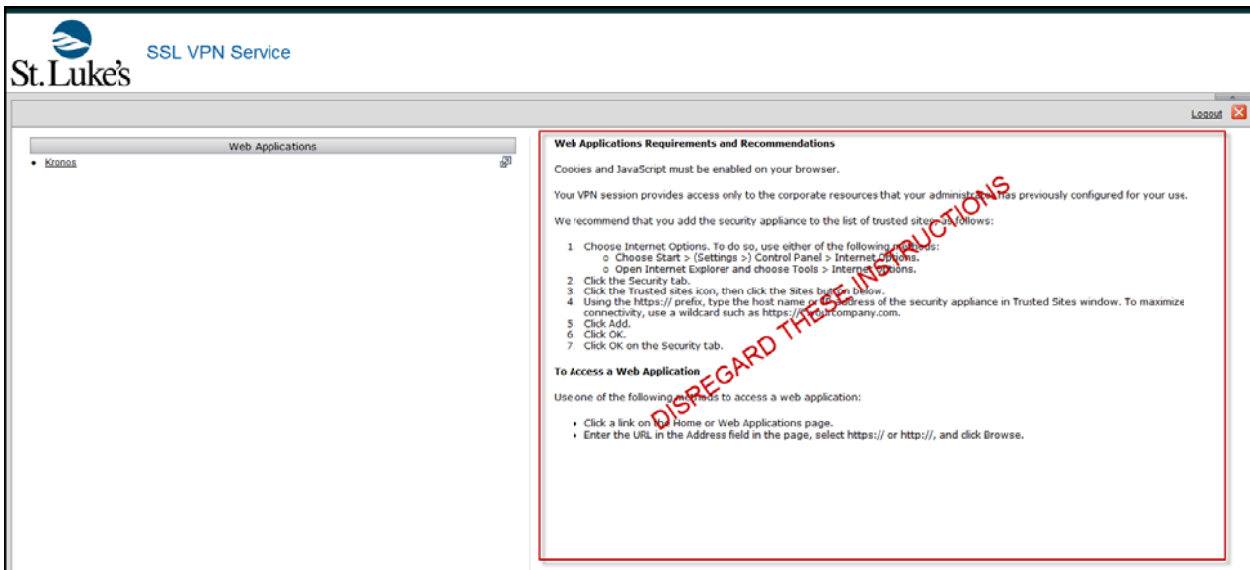
2. Logon with your Network Username and Network Password. If you do not know your network username or password, contact the Helpdesk.

A close-up view of the login form. The form has a blue header with the word "Login". Below the header is the instruction "Please enter your username and password." There are two input fields: "USERNAME:" and "PASSWORD:". The "USERNAME:" field contains the text "Network Username" and the "PASSWORD:" field contains the text "Network Password". A "Login" button is located below the input fields.

3. Accept Agreement by clicking **Continue**

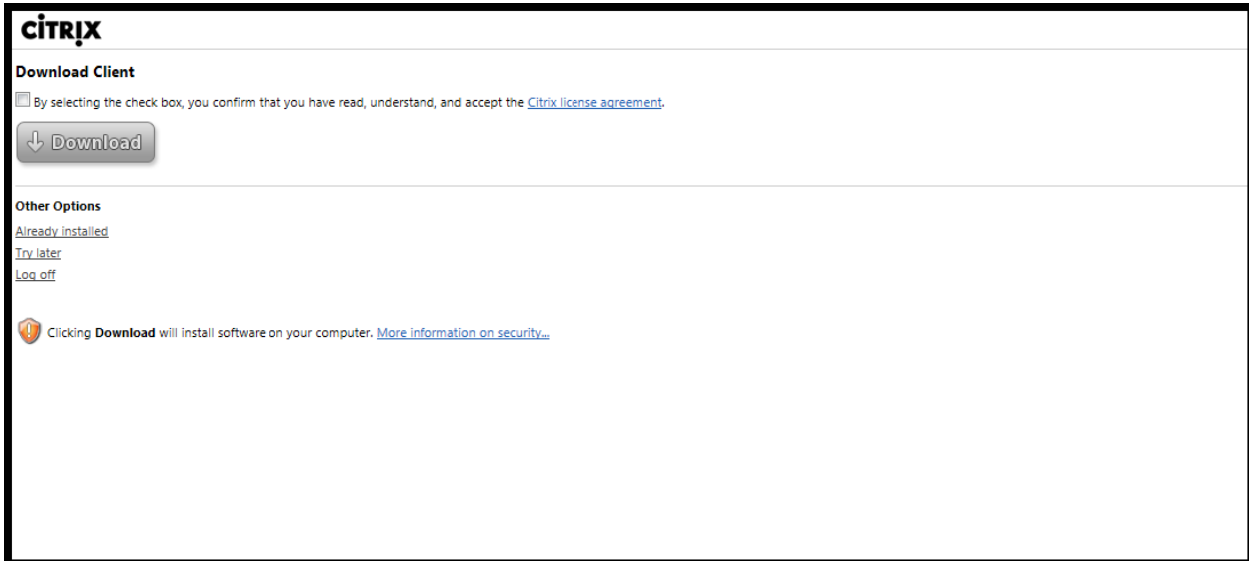


4. Click Kronos link from the list of Web Applications. Disregard the Web Application Requirements and Recommendations section.



For first time access, you will be prompted to install a Citrix Client. Steps A-K only needs to be performed the first time accessing the Kronos website.

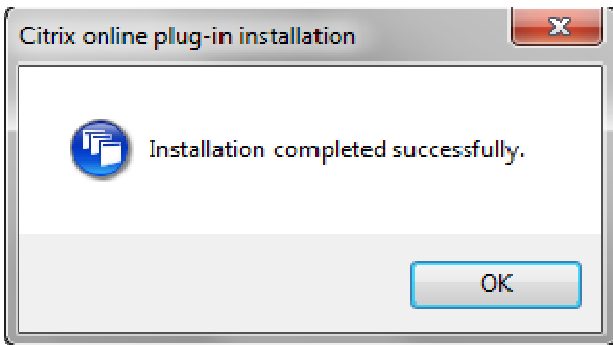
- A. Select the **Citrix License Agreement checkbox** and then click **Download** button.



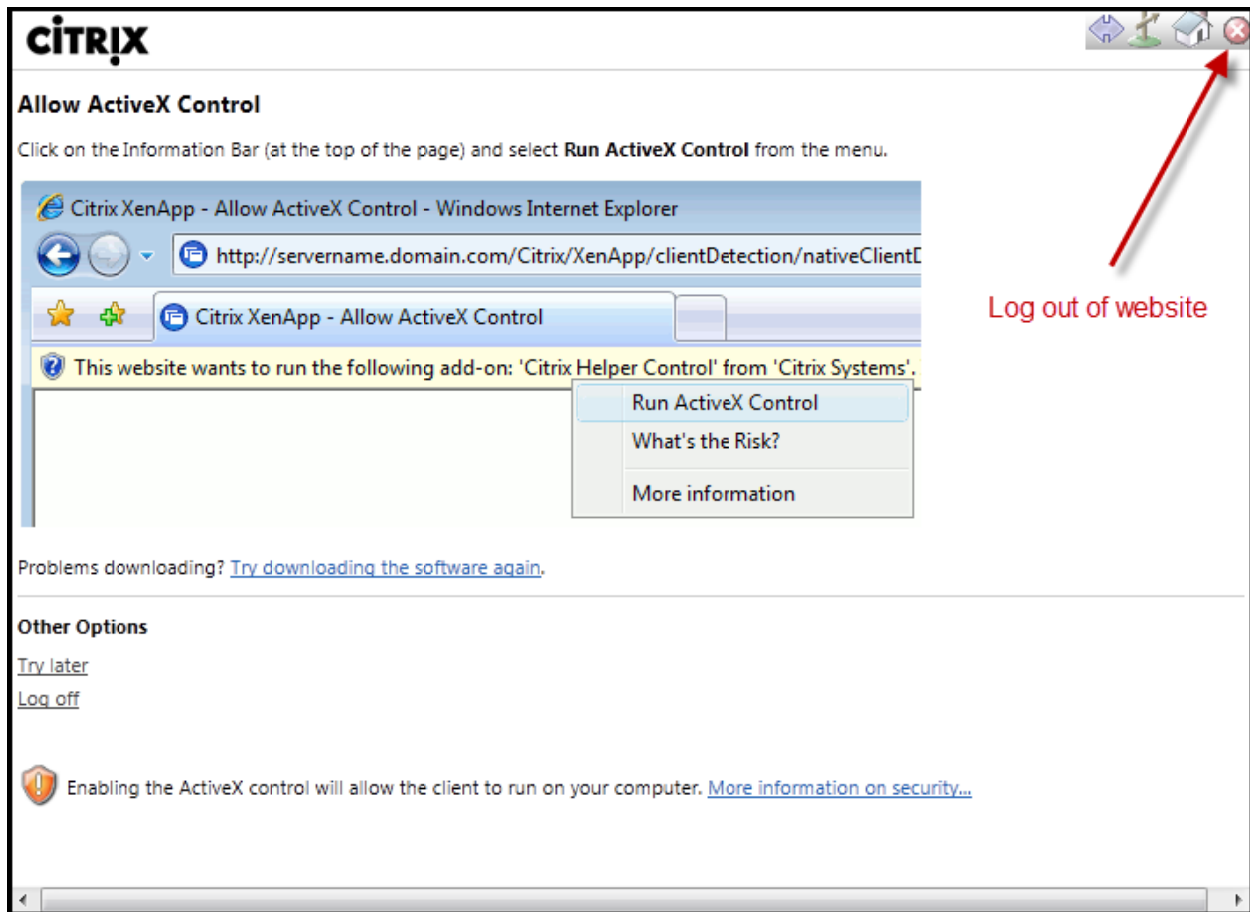
- B. Select **Run** to install the Citrix Client. Depending on web browser version, this prompt may display differently. Accept any prompts to install add-ons.



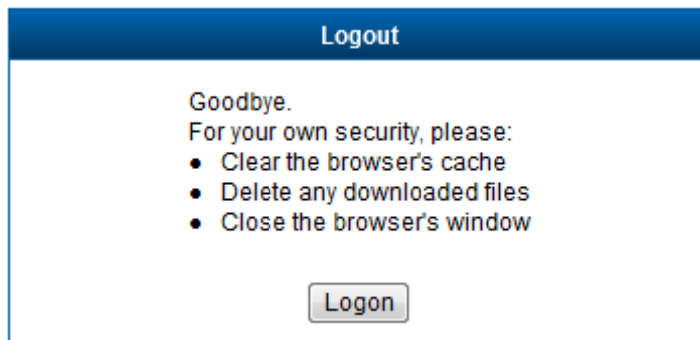
- C. Once Citrix Client install completes, click **OK**.



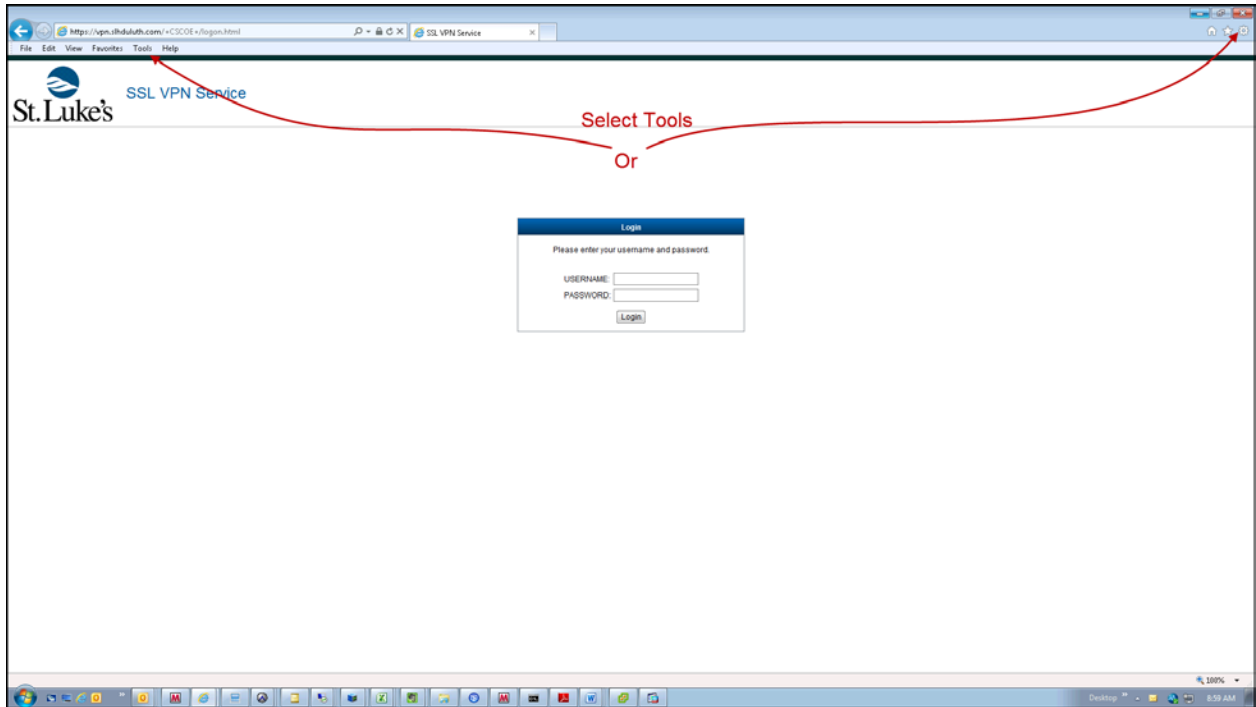
D. Click the Red "X" in the upper right corner to log out of the website



E. Select Logon

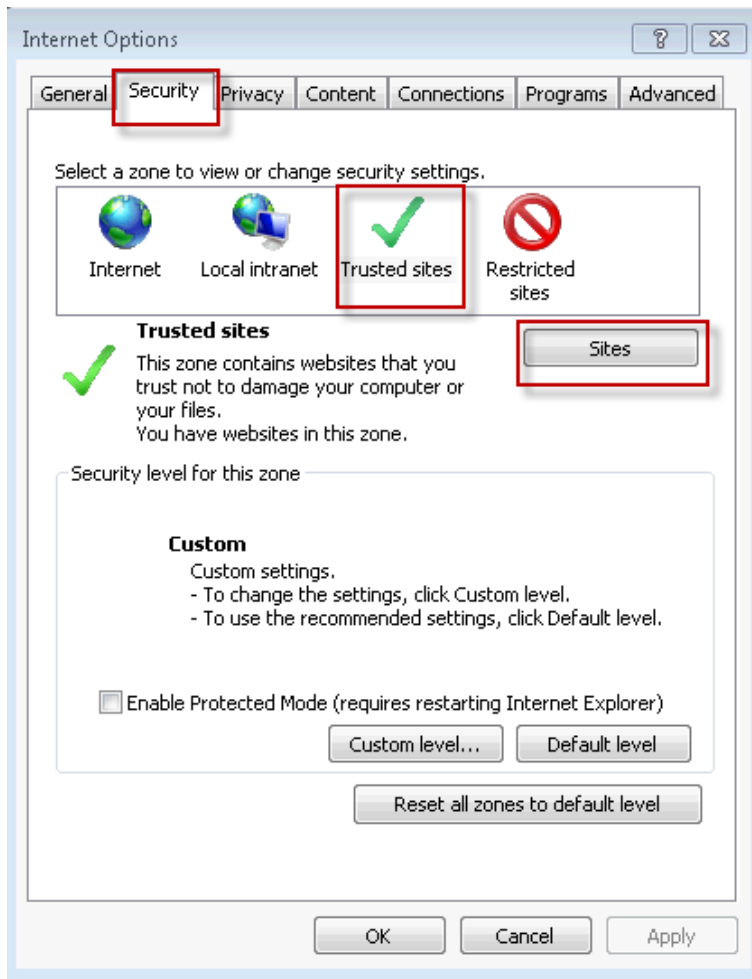


F. Select **Tools**

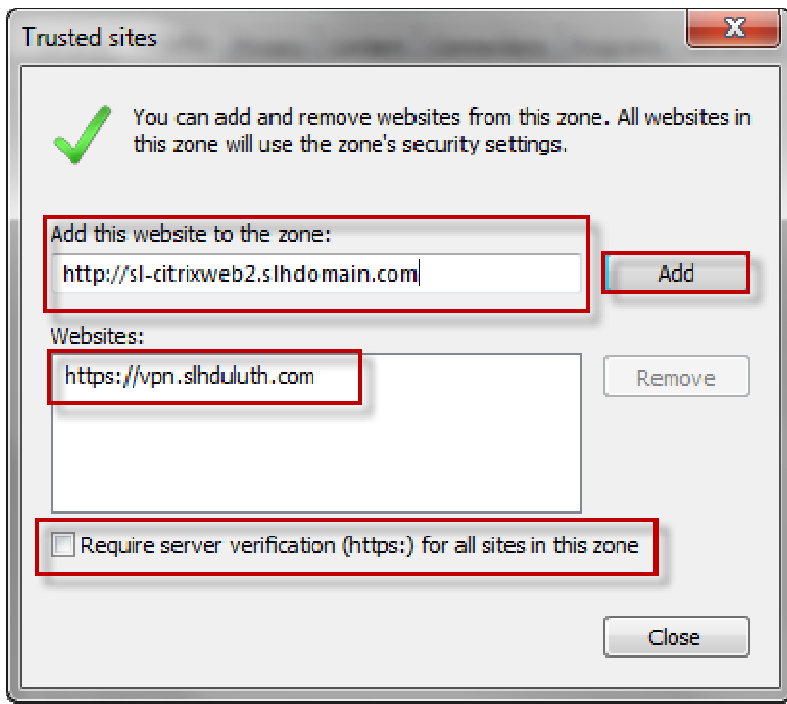


G. Select **Internet Options** from the menu

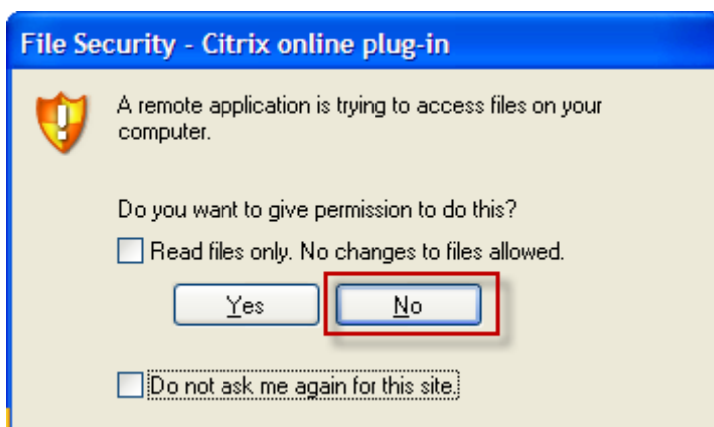
H. Select **Security** tab then **Trusted Sites** then **Sites**



- I. In the “Add this website to the zone:” field, **https://vpn.slhduluth.com** will be entered. Click **Add**. Then in the same field, enter **http://sl-citrixweb2.slhdomain.com** and click **Add**. Uncheck Require server verification (https:) for all site in this zone. Click **Close** on this window and click **OK** on the Internet Options window.

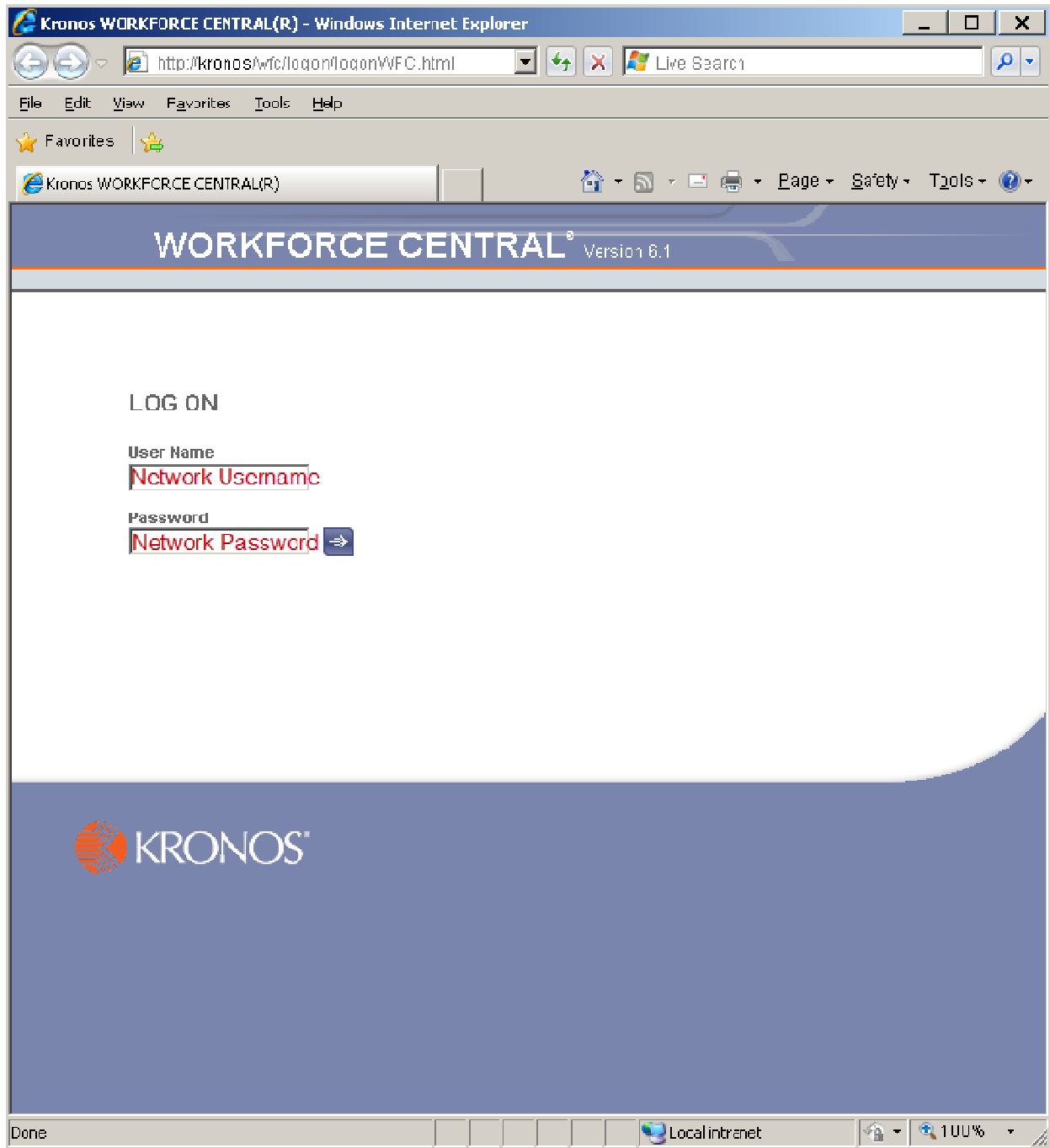


- J. If you see the below window, select **No** and place check in box for “Do not ask me again for this site”.



- K. Repeat Steps 1-4

5. After selecting Kronos from Step 4, the Kronos Logon page will load. Log into Kronos with Network Username and Network Password.



Helpdesk 218.249.2447

Last Update: November 15, 2011