

## **Kronos Employee Website**

To access St. Luke's Kronos website:

1. Access the website <a href="http://vpn.slhduluth.com/kronos">http://vpn.slhduluth.com/kronos</a>

St.Luke's	SSL VPN Service		
		Login Please enter your username and password.	
		USERVAME: PASSWORD:	

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



3. Accept Agreement by clicking Continue



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

SSL VPN Service	
	Least
Web Applications • Konos	Wet Applications Requirements and Recommendations         Cookies and JavaScript must be enabled on your browser.         Your VPN session provides access only to the corporate resources that your administry. In a previously configured for your use.         We recommend that you add the security appliance to the list of tusted sites controllows:         1       Choose Battry Cottings > Control Panel > Internet Structures (Control Panel > Internet Structures Control Panel > Internet Structures

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.

citrix
Download Client
By selecting the check box, you confirm that you have read, understand, and accept the <u>Citrix license agreement</u> .
4 Download
Other Options
Already installed
Invlater
Log off
Clicking Download will install software on your computer. More information on security

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.

Do you want to run or save CitrixOnlinePluginWeb.exe (11.8 MB) from vpn.slhduluth.com?		×
It is type of file could harm your computer.	Run Save  Cancel	

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



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

CİTRIX	0
Allow ActiveX Control Click on the Information Bar (at the top of the page) and select Run ActiveX Control from the menu.	
Citrix XenApp - Allow ActiveX Control - Windows Internet Explorer	osite
Citrix XenApp - Allow ActiveX Control  Citrix Helper Control' from 'Citrix Systems'.  Run ActiveX Control  What's the Risk?  More information	73116
Problems downloading? <u>Try downloading the software again</u> .	
Try later Log off	
Enabling the ActiveX control will allow the client to run on your computer. <u>More information on security</u>	ł

## E. Select Logon

Logout
Goodbye. For your own security, please: Clear the browser's cache Delete any downloaded files Close the browser's window
Logon

## F. Select Tools

See Life Vere Forontes Tash Help	
St. Luke's Select Tools	
Login Presse enteryour username and password. USERNAME. PRSIV/ORD. Login	
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- G. Select Internet Options from the menu
- H. Select Security tab then Trusted Sites then Sites

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
Internet Local intranet Trusted sites Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
<b>Custom</b> Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.
Enable Protected Mode (requires restarting Internet Explorer)
Custom level Default level
Reset all zones to default level
OK Cancel Apply

 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.

Trusted sites	
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.	
Add this website to the zone:	
http://sl-citrixweb2.slhdomain.com Add	
Websites:	
https://vpn.slhduluth.com	
Require server verification (https:) for all sites in this zone	
Close	

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

File Security - Citrix online plug-in		
V	A remote application is trying to access files on your computer.	
	Do you want to give permission to do this?	
	Uo 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.

C Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer
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<u>File Edit View Favorites Tools Help</u>
🙀 Favorites 🛛 🚔
🏉 Kronos WORKFORCE CENTRAL(R) 🍈 🕆 🗟 🔻 🖻 👻 Eage 🗾 🤮 🛪 Eage 👻 Safety 👻 T <u>o</u> ols 🛪 🔞 🗸
LOG ON User Name Nctwork Username Password Network Password
KRONOS"
Done

Helpdesk 218.249.2447