Navigating the Applications Portal

Version 1.1

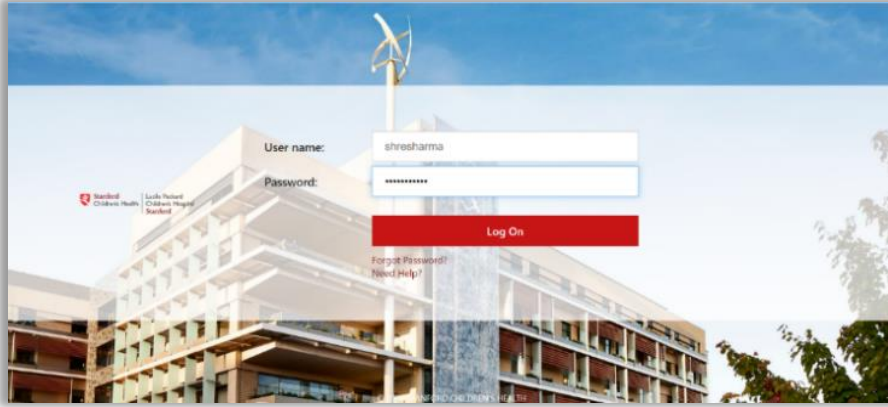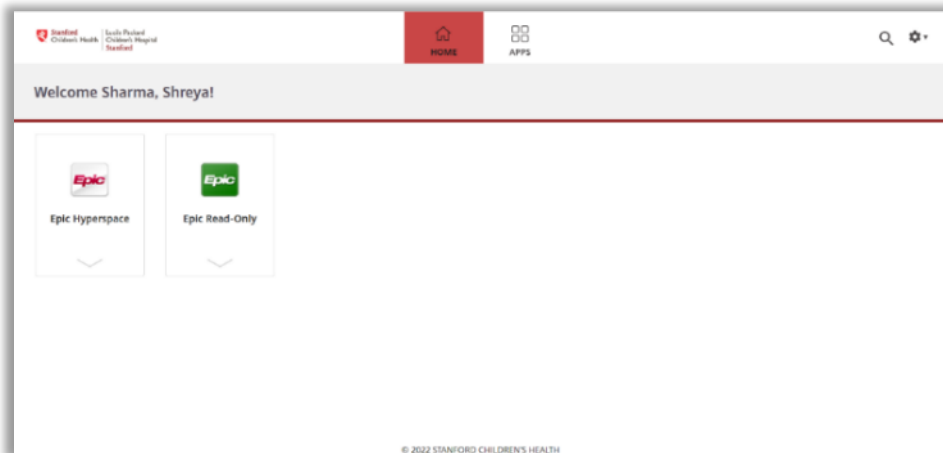**7/28/2022**

Contents

Logging into Citrix

1. Open your browser and type go.stanfordchildrens.org.
2. Type in your Stanford Children's username and password. Click **Log On.**

   a. If you are on an external network, you will be prompted for **Duo Authentication**. Complete the authentication using your preferred method.
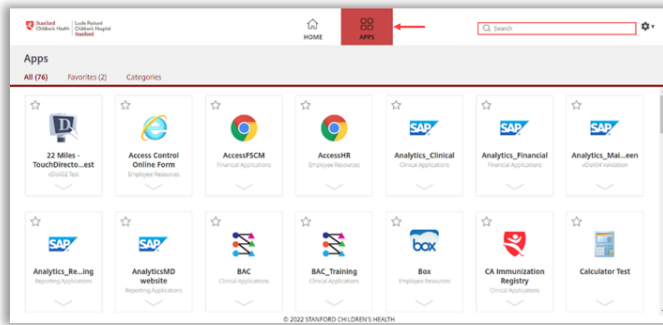

3. Once you are authenticated, you will see the Citrix Web Interface page. The default page is the **HOME** tab.
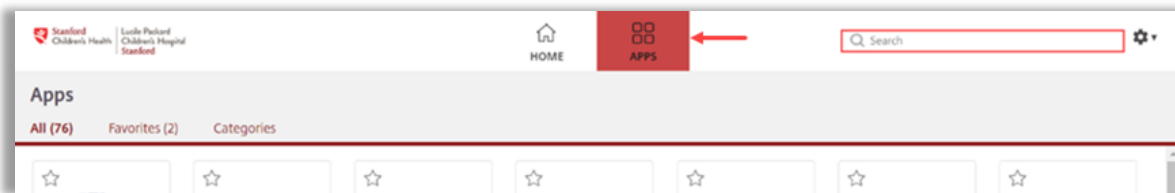
How to Search for an Application

Once on the home page, click the **APPS** tab at the top. Type any part of the application name into the search box located on the right.
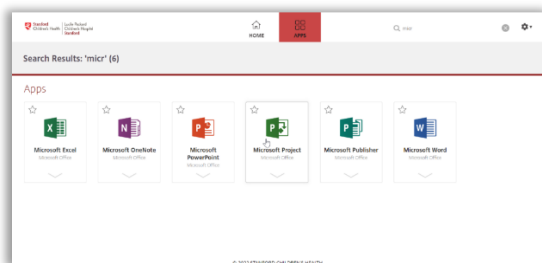

How to Launch an Application

Start by clicking the **APPS** tab at the top of your homepage. Using the search bar on the right, search for the application you want to open. You can also scroll through all the applications available.
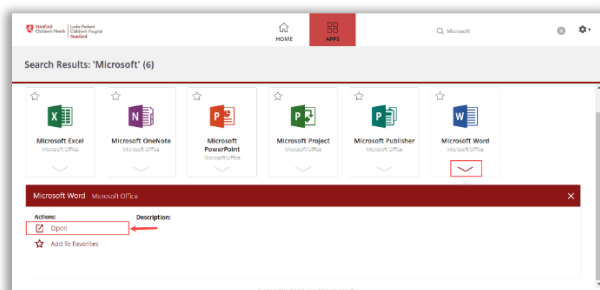

Once you find the desired application, there are **two** ways to launch it:

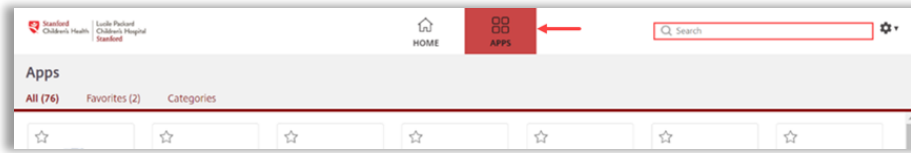1. Click the center icon for the application.

   OR

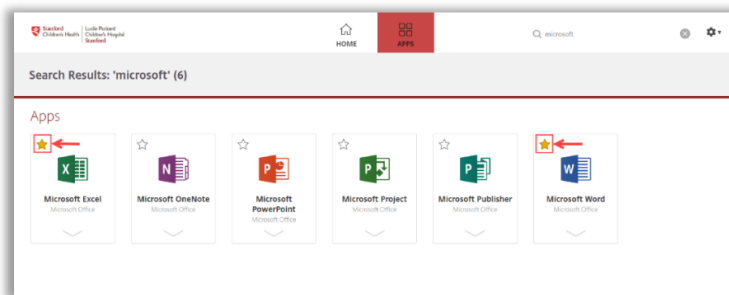2. Click the ⌄ icon associated with the application you want to launch and select **Open.**
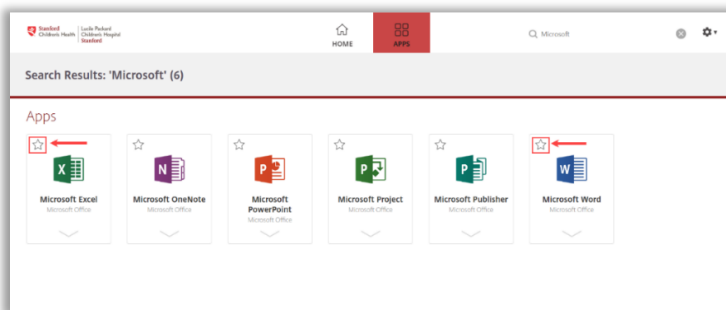
How to Add an Application to your Favorites

Start by clicking the **APPS** tab at the top of your homepage. Use the search bar on the right to search for the application you want to add as a Favorite. You can also scroll through all the available applications.
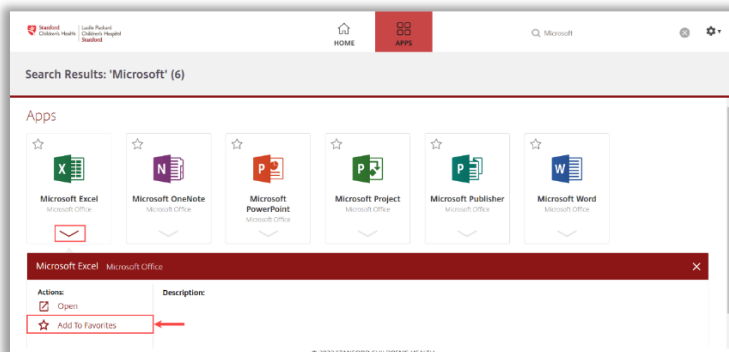

Once you find the desired application, there are **two** ways to add the application as a Favorite:

1. Click the ☆ icon next to the application. If your search results display multiple applications you want to add as Favorite, click the ☆ icon for each application. You will know that you have successfully added an application as a Favorite if the star changes from the color **white to gold**.
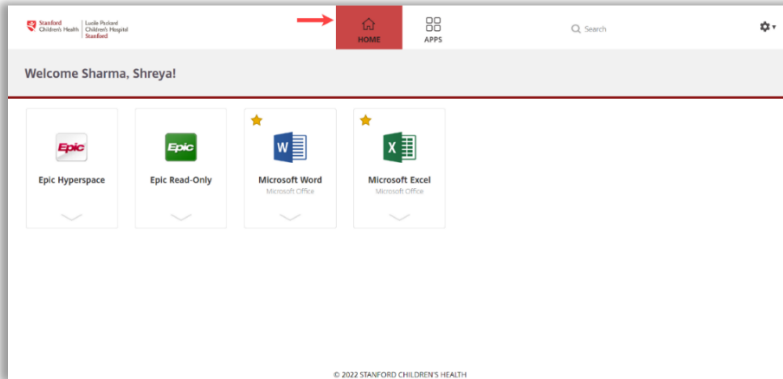

OR

2. Click the ⌄ icon associated with the application you want to add and select **Add to favorites.**
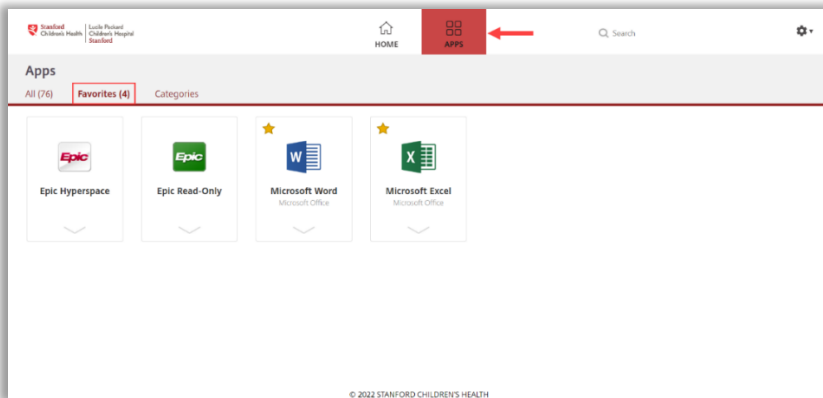
How to View your Favorite Applications

After adding an application as a Favorite, you can find these shortcuts in **two** ways:

1. Click the **HOME** tab to see the added applications on your homepage alongside the two default applications (*Epic Hyperspace* and *Epic Read-Only*).
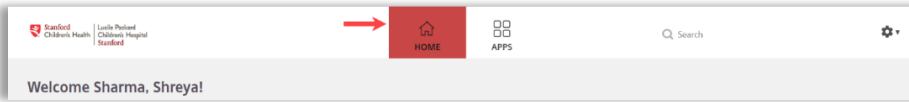

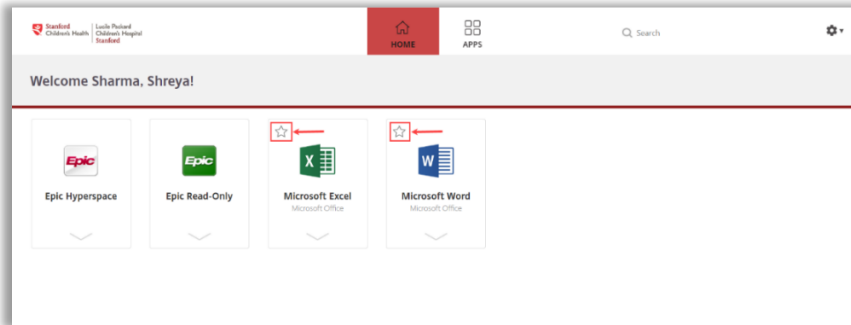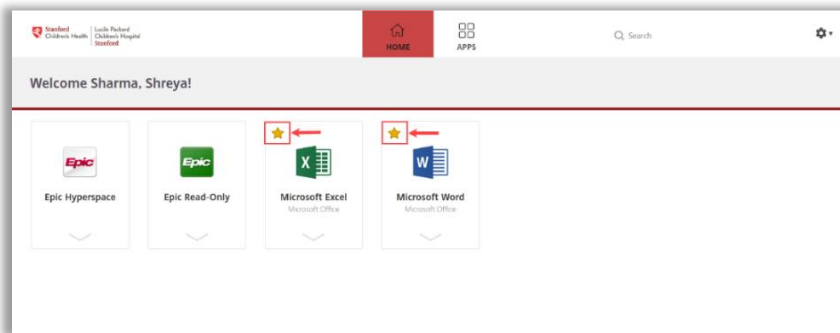2. Click the **APPS** tab from the homepage, followed by **Favorites.**

How to Remove an Application from your Favorites
The two places to view applications that were added as Favorites allow you to remove applications from your Favorites.
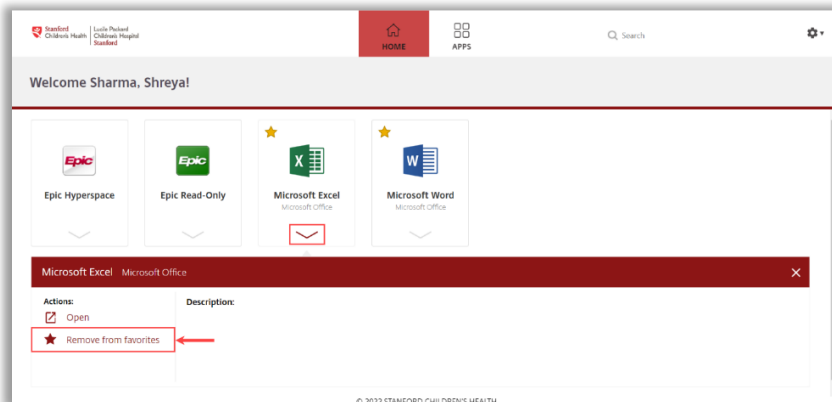
1. Click the **HOME** tab if not already on the homepage.

    a. Once you find the desired application, click the ⭐ icon next to the application. You will know you have successfully removed the application as a favorite if the star changes from the color **gold to white**.
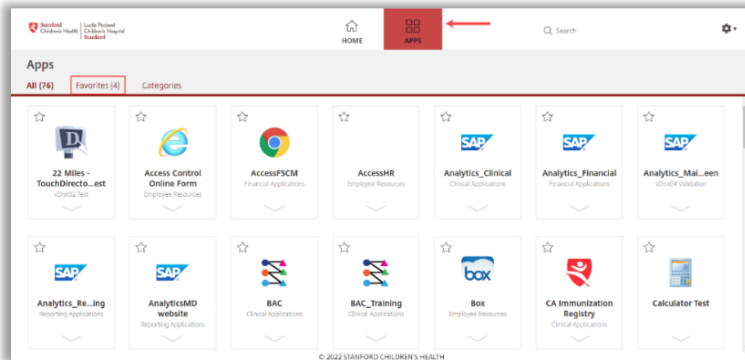

OR

    b. Click the ⌄ icon associated with the application you want to remove. Select **Remove from favorites.**
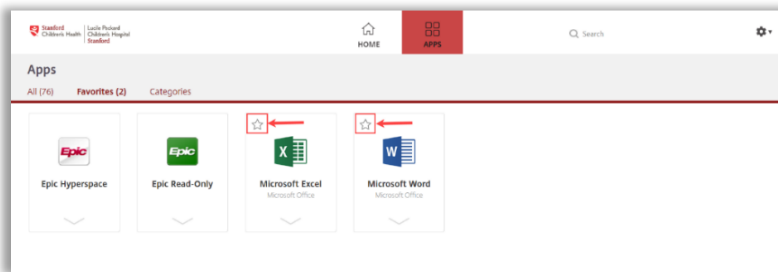
2. Click the **APPS** tab from the homepage, followed by **Favorites.**

   a. Once you find the desired application, click the ⭐ icon next to the application. You will know you have successfully removed the application as a favorite if the star changes from the color **gold to white.**

   OR

   b. Click the ⌄ icon associated with the application you want to remove. Select **Remove from favorites.**