

# Installing the Citrix Workspace App to Access MyApps

# **iOS** Devices

# Introduction

Workspace is the new branding for Citrix and is the latest Citrix client for anyone who needs to access MyApps. Workspace replaces the "Receiver" app and provides end users direct access to their Citrix based apps (MyApps) on their mobile device.

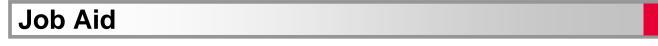
# Installing and Setting Up the Workspace App

Follow the steps below to set up the Workspace App.

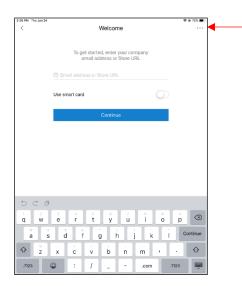
- 1. From your device's Apple app store, install and download the Citrix Workspace app.
- 2. Tap the Workspace app to open.
  - The Citrix Workspace screen opens.



3. Tap the **Get Started** button.



■ The Welcome screen appears.



- 4. Tap the **three dots** in the upper right corner to configure the Citrix Workspace App.
  - A pop-up menu appears.



#### 5. Tap Manual Setup.

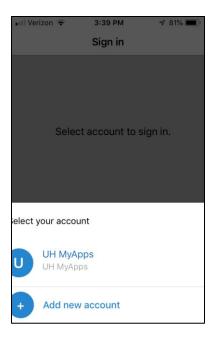
□ The New Account screen appears.

Cancel	New Account	Save
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- 6. In the Address field, type https://myapps.uhhospitals.org.
- 7. In the **Description** field, type **UH MyApps**
- 8. Tap Web Interface.

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- 9. Tap Save in the upper right corner.
  - □ The Select your account screen appears.



#### 10. Tap UH MyApps.

□ The network login screen appears.

# Logging In and Accessing MyApps

The login screen that appears depends on your network. External networks will prompt you for Multi Factor Authentication (MFA). Internal networks will open to the Storefront UH login screen. Only UH mobile devices are authorized for access on an internal UH network.

# Note ► After the first time you log in, your MyApps site will be saved. Tap the Workspace app. From the "Select your account" screen, tap UH MyApps to start the log in process.

Sign in
Select account to sign in.
elect your account
 UH MyApps UH MyApps
+ Add new account

### Logging In from an External Network

You will not be able to log into MyApps remotely if you have not completed the user registration process for Secure Remote Access (Secure Auth). <u>Click here</u> for a job aid to complete the Secure Auth registration process.

- 1. If using an external network, tap an option for:
  - This is a public computer.
  - This is a private computer (your personal mobile device).
- 2. In the Username field, type your UH Username.

2:38 PM Thu Jan 24 Back	•	° 788 ■
Please solect the 'Public Computer' option if this is not a machine you use regularly, then enter your User (Diedaw and cick 'Submit' to access the system. This is a public computer This is a private computer Username: Juscilica [ Submit		
Property of University Hospitals, all rights reserved.		

#### 3. Tap the **Submit** button.

□ The screen to choose the delivery method of your Registration Code appears.

Note 🕨	Your screen may not include all of the options shown below. If
	you have the SecureAuth Authenticate mobile app installed on your
	device, you will see all of the options shown below.

Send Login request to SecureAuth Mobile Ap	p on
O Use Passcode from SecureAuth OTP Mobile	App
Send one time code to xxx-xxx-1296	Voice Call 🖲 SMS/text

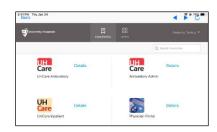
4. Continue to authenticate with your Secure Auth code.

<u>Click here</u> for a job aid with additional information about the Secure Auth login and verification process.

 $\blacksquare$  A password screen appears.

Iryanxx4		
Password:		
1		

- 5. In the Password field, type your UH Password.
- 6. Tap the Submit button.
  - The Favorites menu appears.



### Logging in from an Internal Network

If you are using an internal network, you will see the MyApps UH login screen.

- 1. Enter your UH Network Username and Password.
- 2. Tap the Log On button.



□ The Favorites menu appears.



3. Tap the APPS icon at the top of the screen to access additional apps.