Stony Brook Medicine employees, faculty and staff can use the procedure below to access internal resources like our Intranet Portal, Cerner System applications or a virtual desktop.

Step 1: Open your computer browser (Google Chrome – Preferred) and go to the following website: https://apps.stonybrookmedicine.edu/

Type your UHMC username and password and click 'Log On':
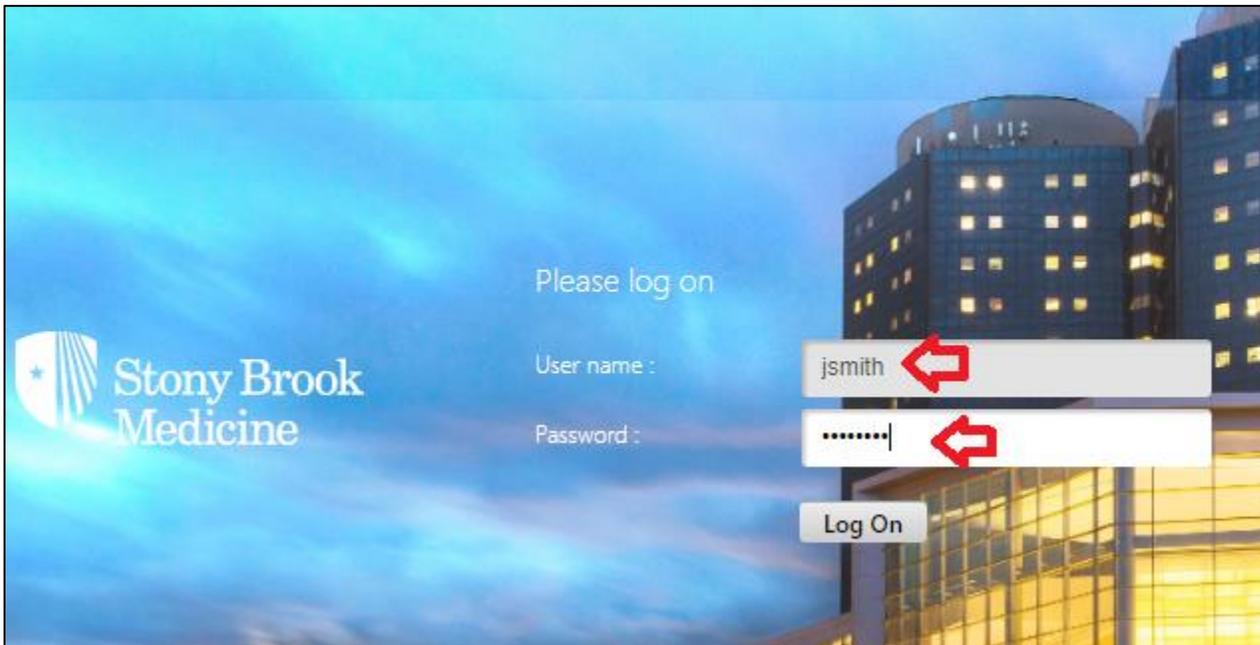
Step 2: Click Install:
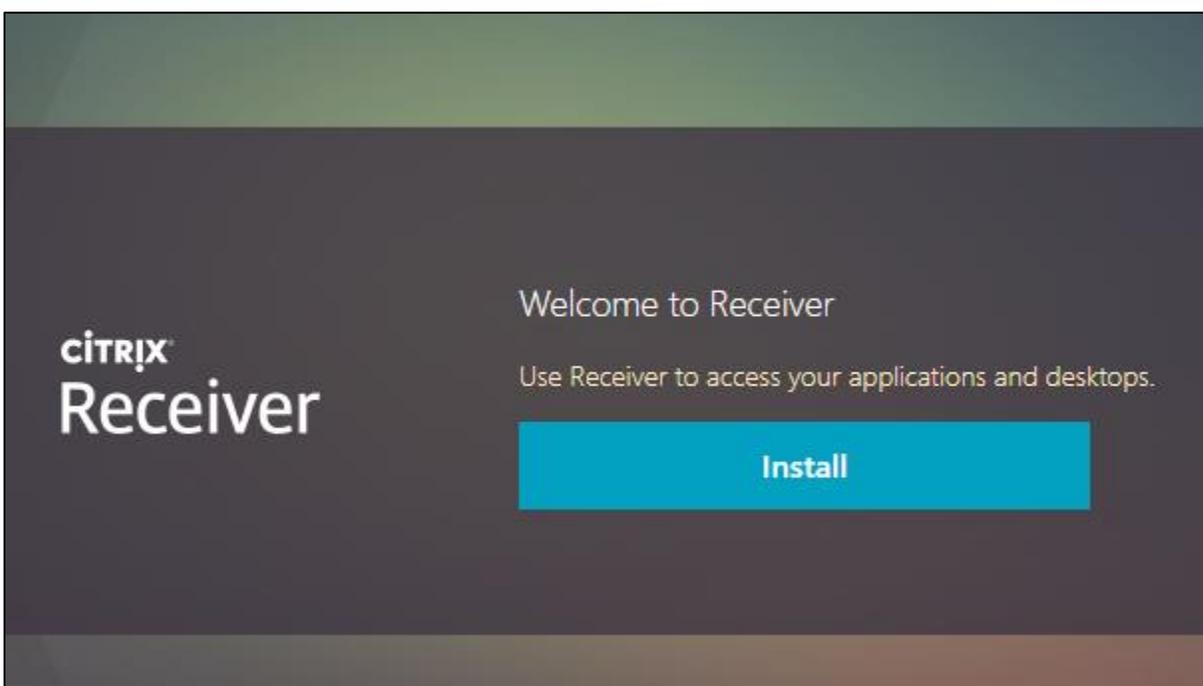
Step 3: Click Open Citrix Receiver Launcher:
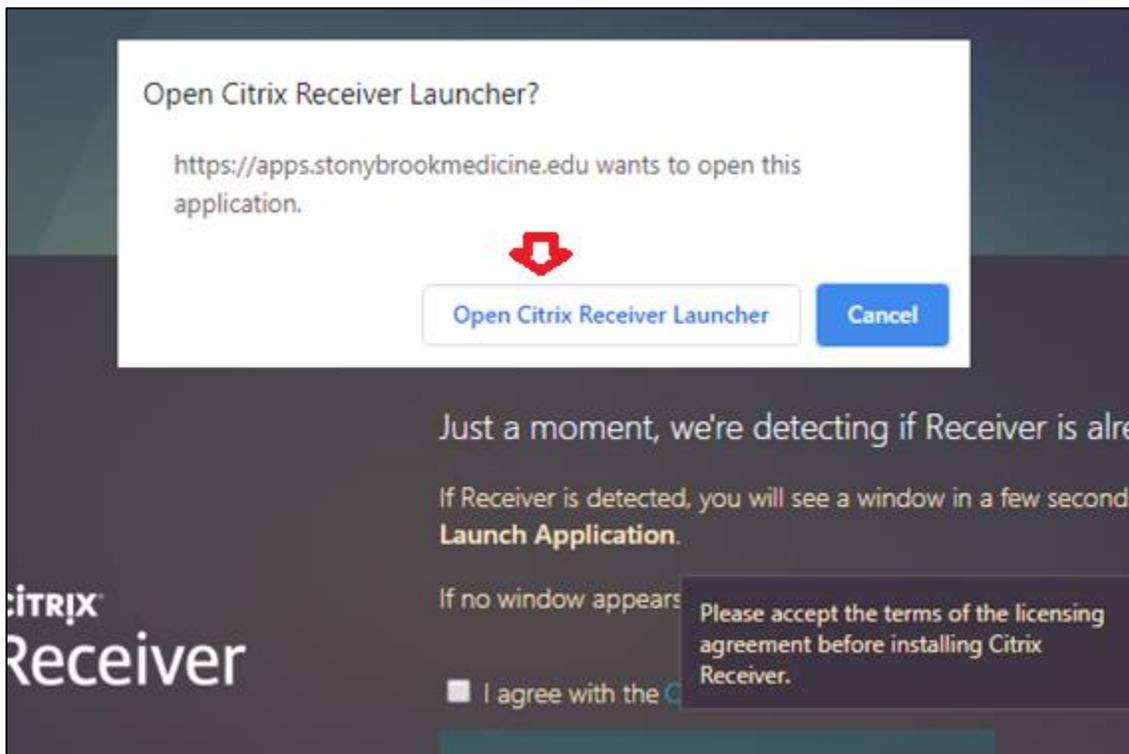
Step 4: Check the box next to "I agree with the Citrix License Agreement."

**NOTE: If you have already installed Citrix Receiver and it is working properly, click "Already Installed" and proceed to Step 14. Otherwise click Download:
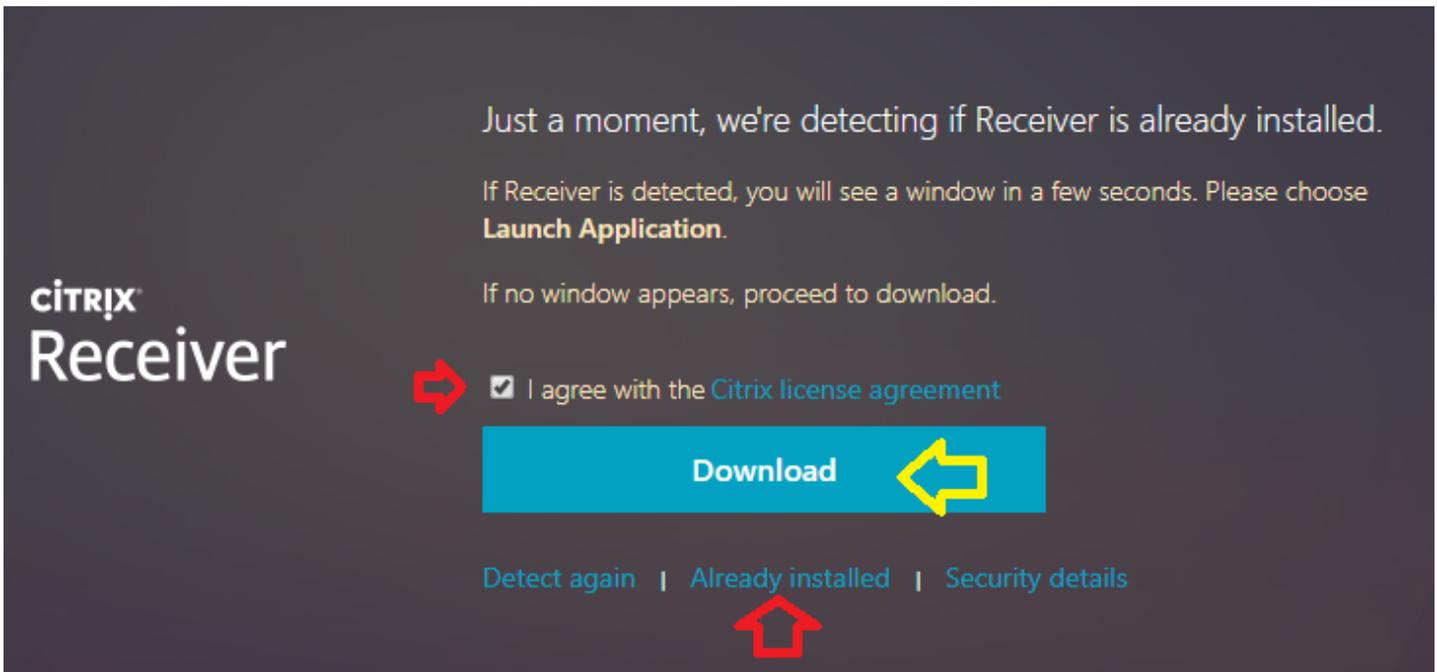
Step 5: Click the Citrix Receiver.exe download at the bottom of the page:
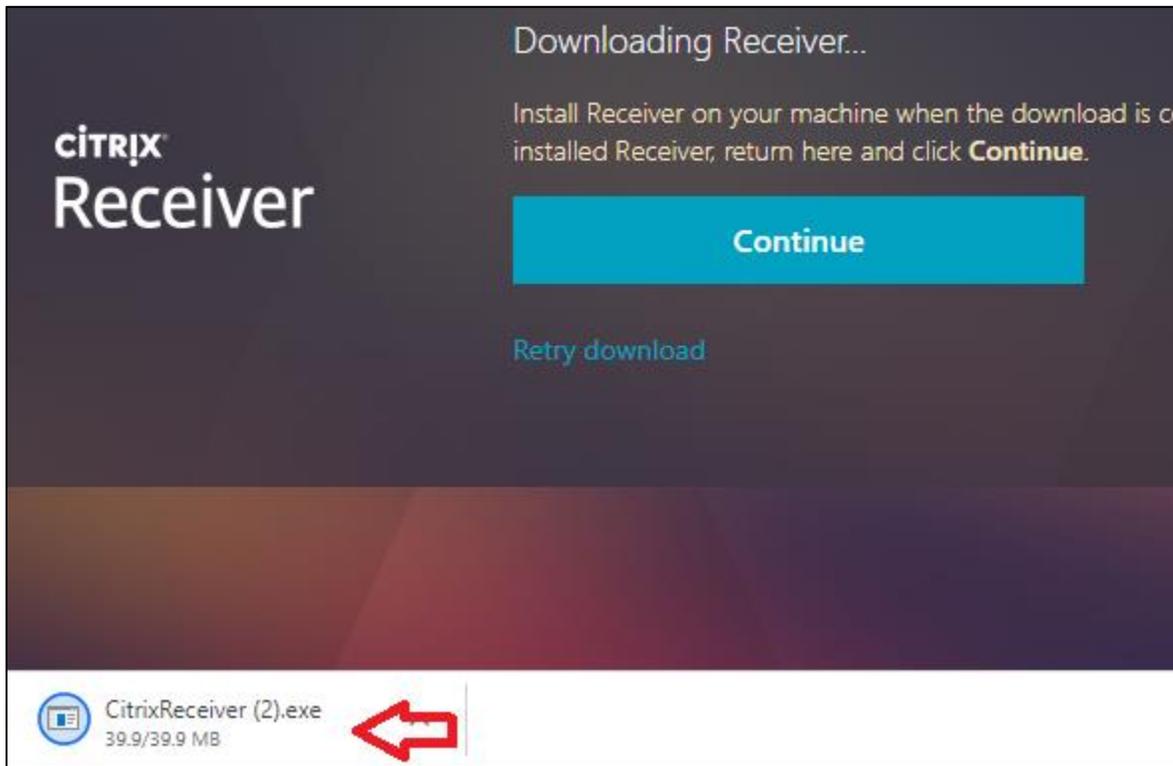
Step 6: In the Citrix Receiver Welcome screen, click Start:
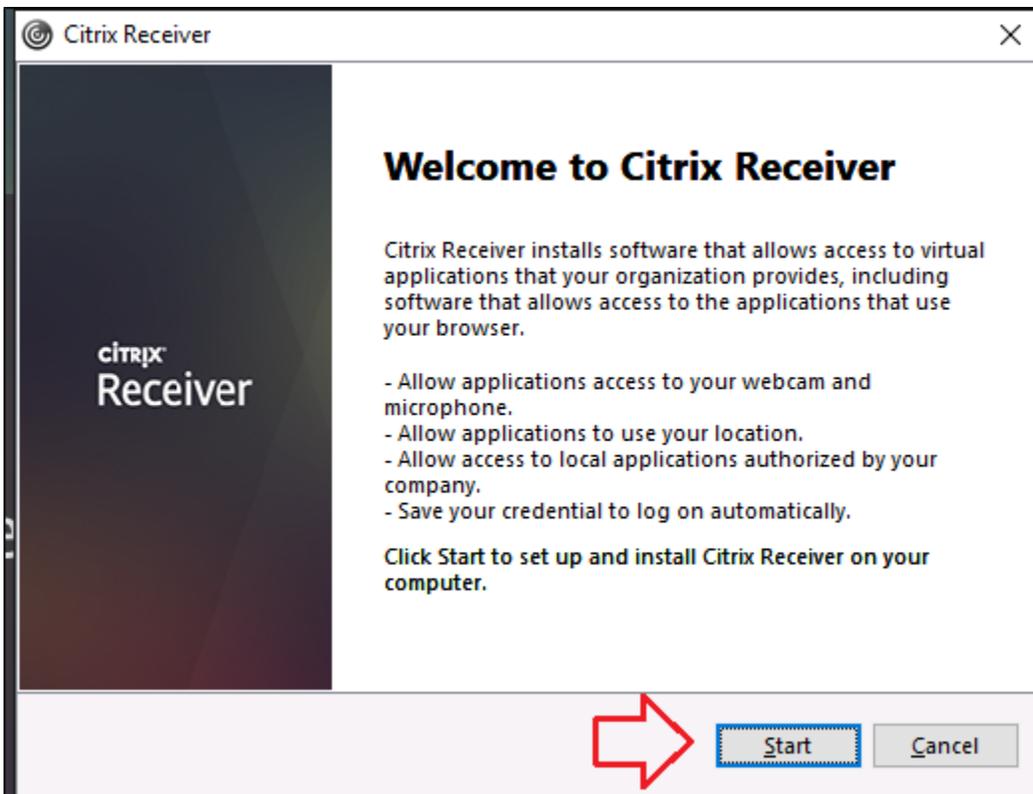
Step 7: In the Citrix Receiver License Agreement window, click the check box next to "I accept the license agreement…", then click Install:
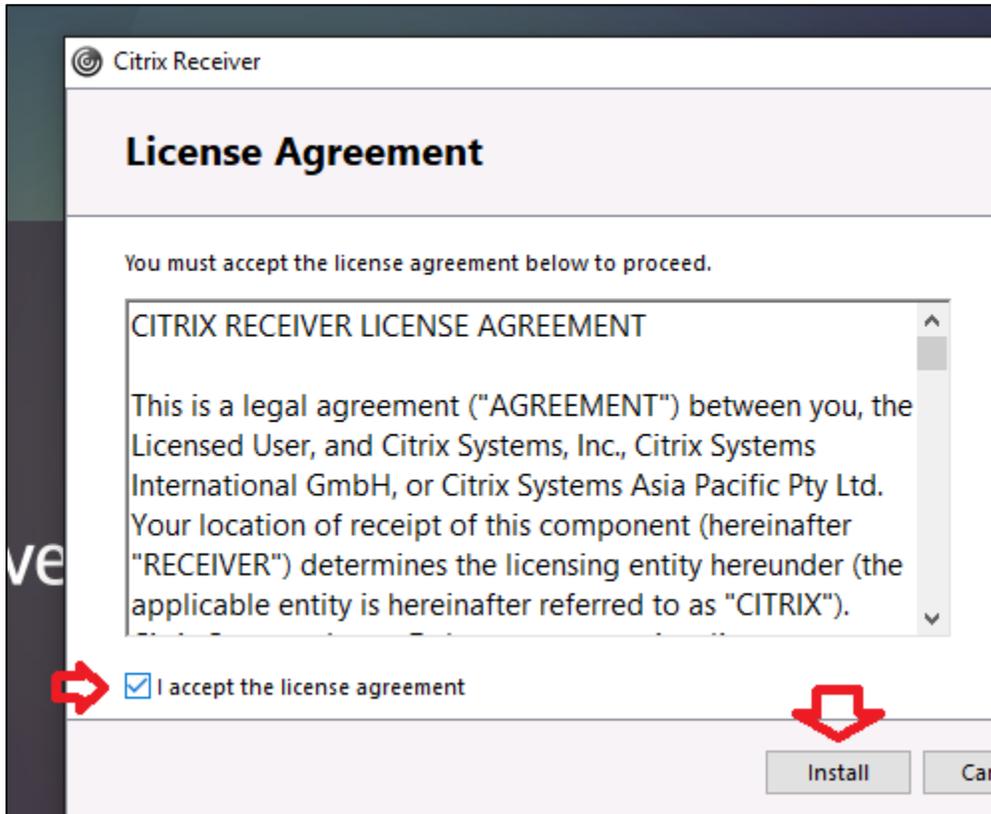
Step 8: The following Citrix Receiver windows may appear on screen:

**NOTE: If older versions of Citrix Receiver are installed, they may be uninstalled.
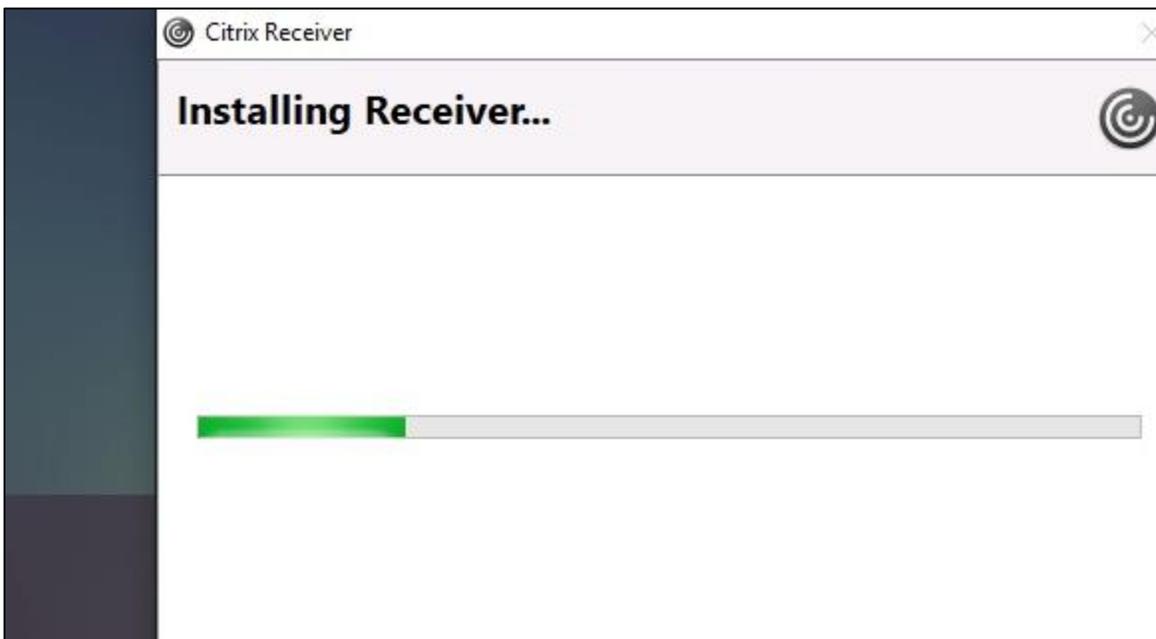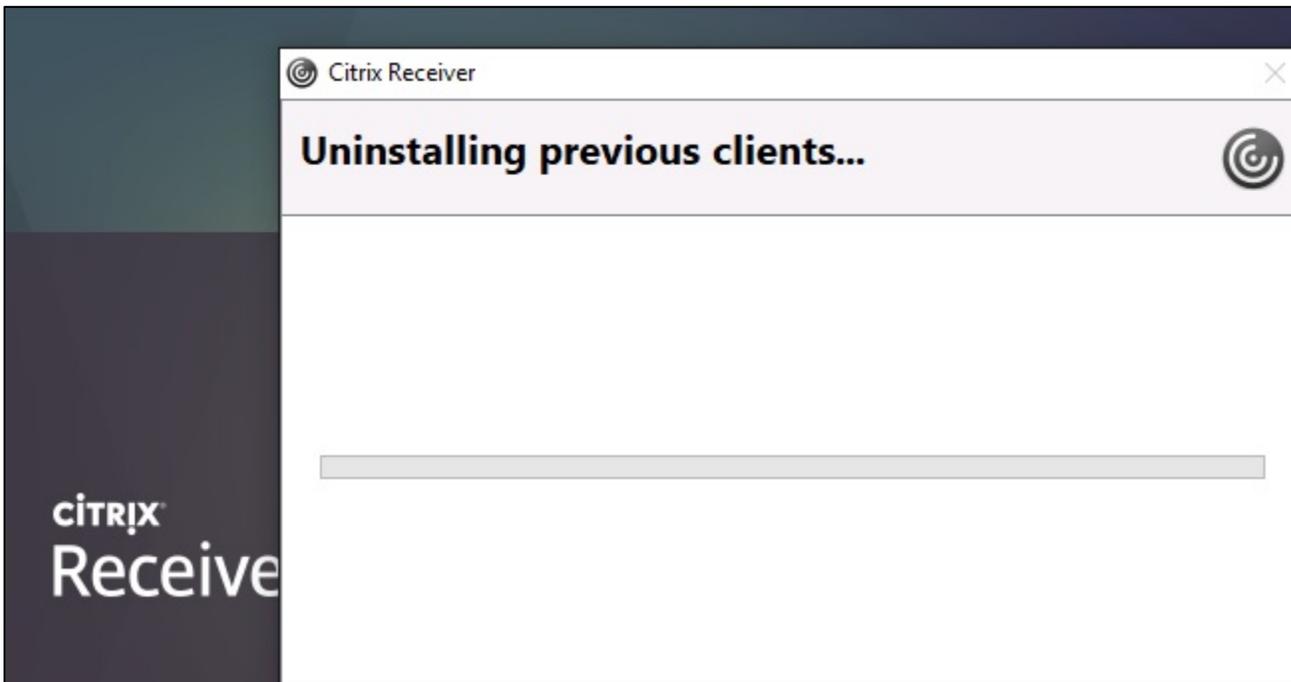
Step 9: When the installation of Citrix Receiver is complete, you will see the screen below.

- Click the button to Add Account:
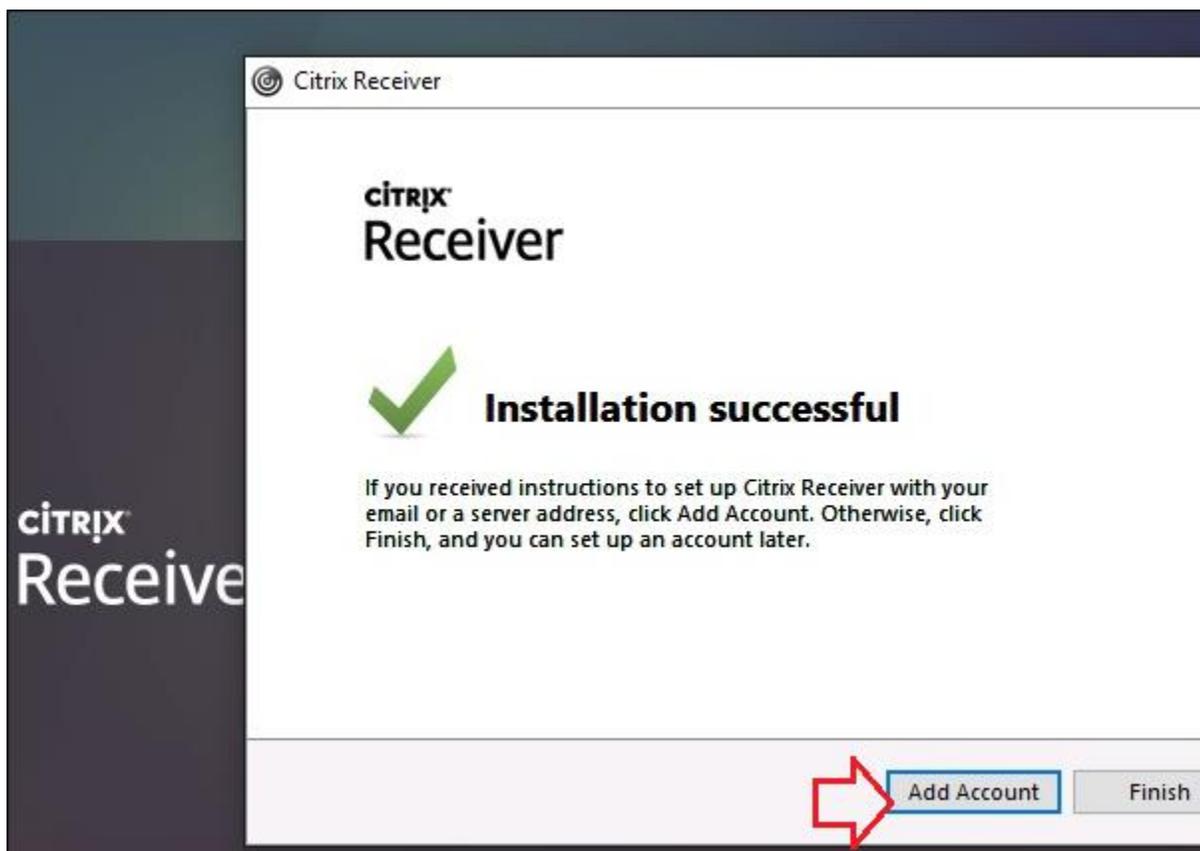
Step 10: Check the box next to "Do not show this window automatically at logon." Then click Close:
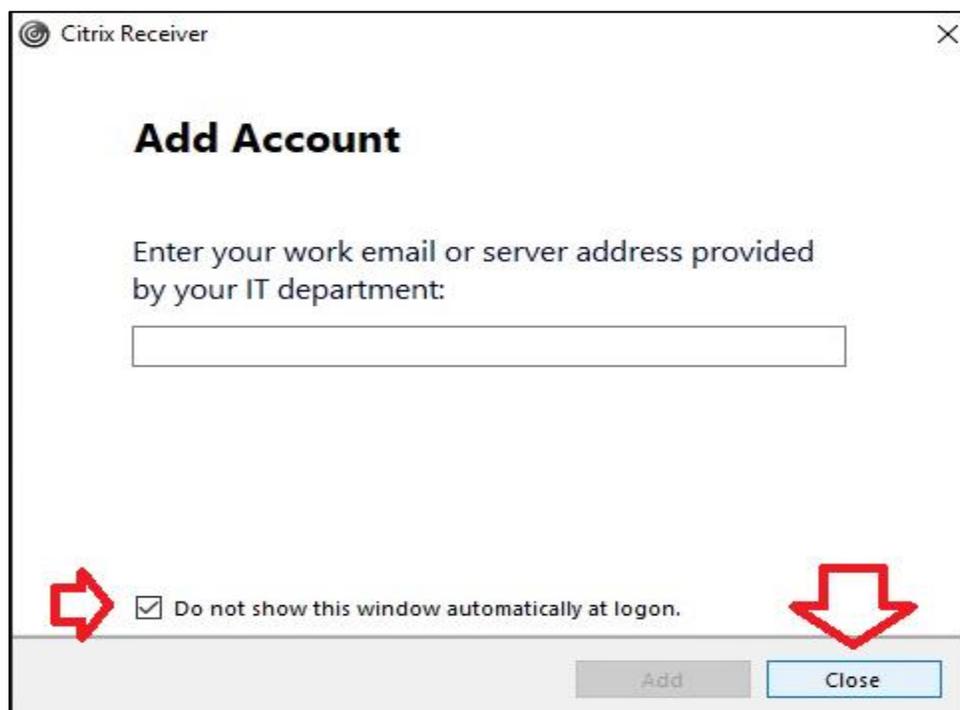
Step 11: In your browser window, you may need to click Continue:
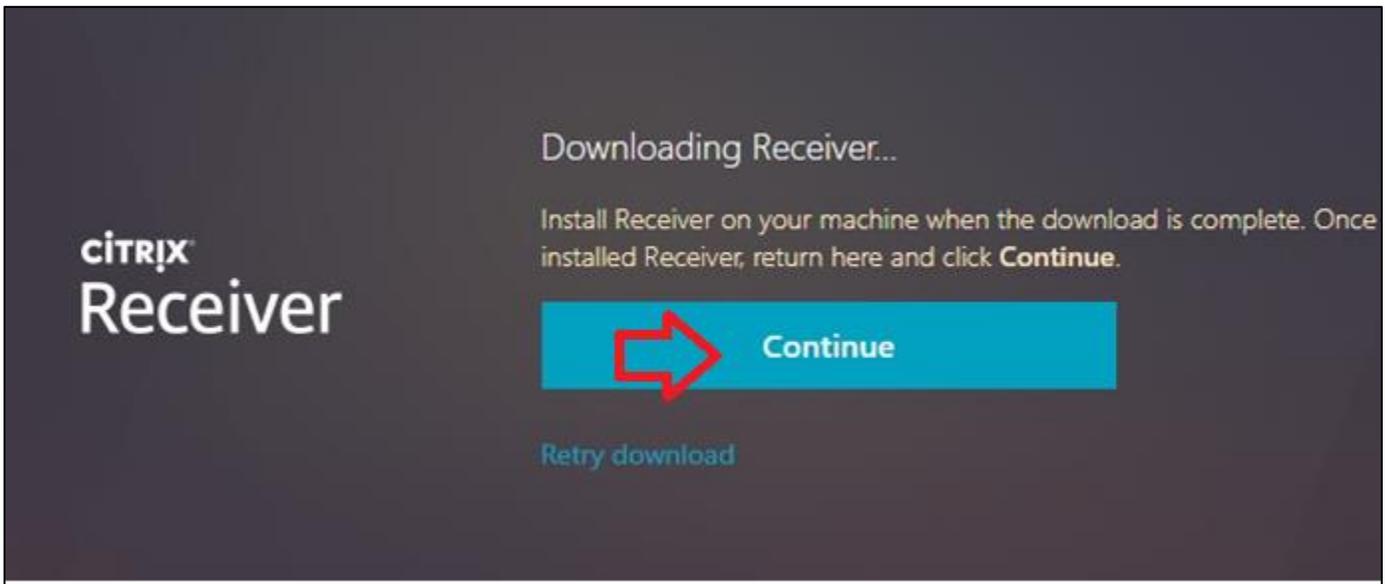
Step 12: Click Open Citrix Receiver Launcher:
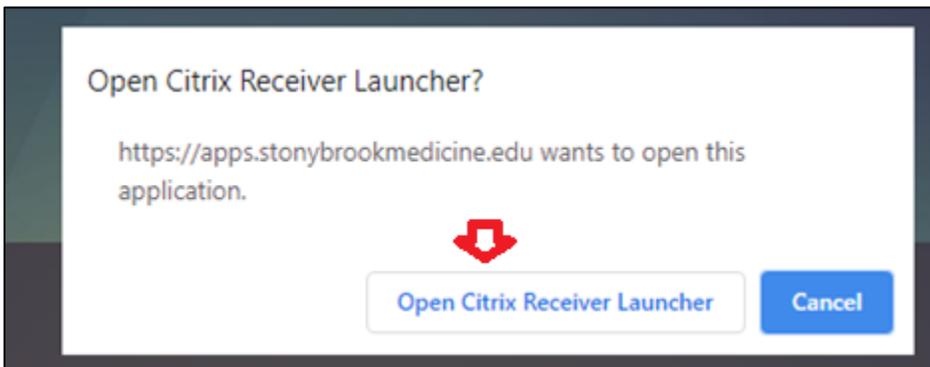
Step 13: If your screen does not change, click Already Installed:
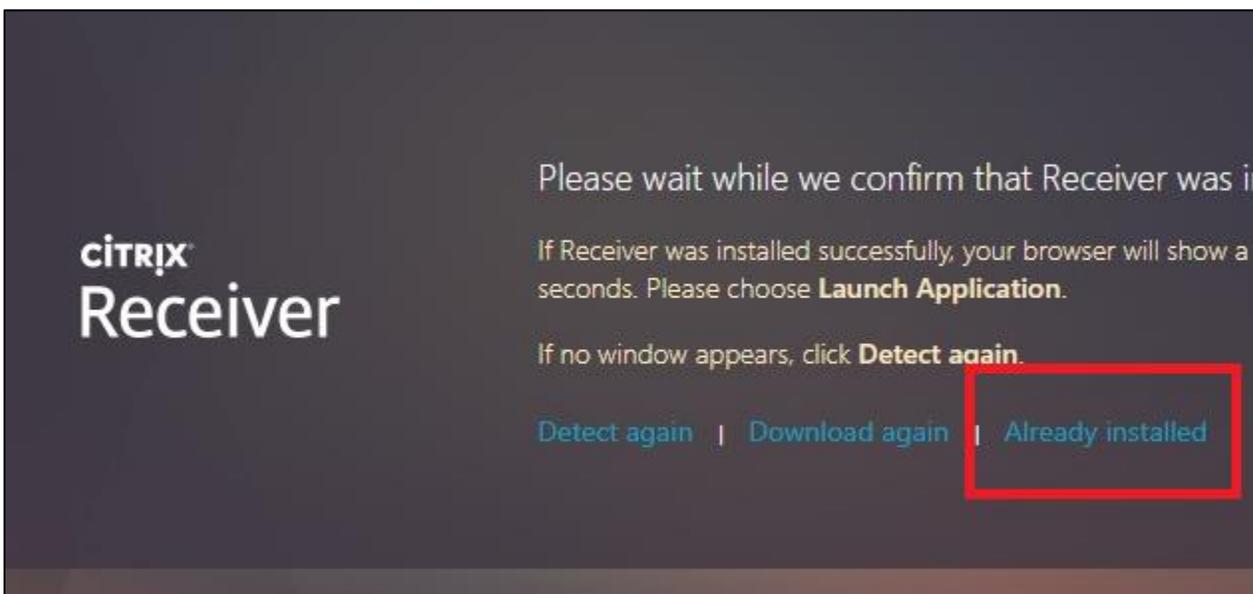
Step 14: You should now see a number of icons on the screen with three tabs at the top: Favorites, Desktops and Apps.

> **- From the Apps tab, you can access popular applications and resources such as the Intranet Portal and Cerner PowerChart:**

> **- From the Desktops tab, you can click on the SBM Windows 7 Desktop to launch a full virtual desktop:**
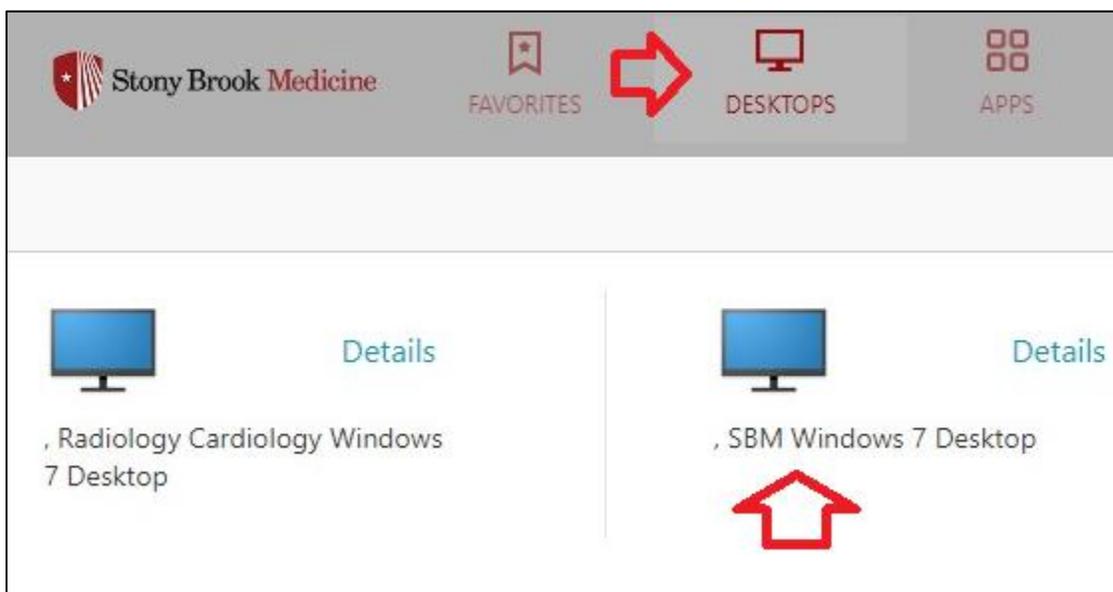
Step 15: If encountered, always click Open Citrix Receiver Launcher:
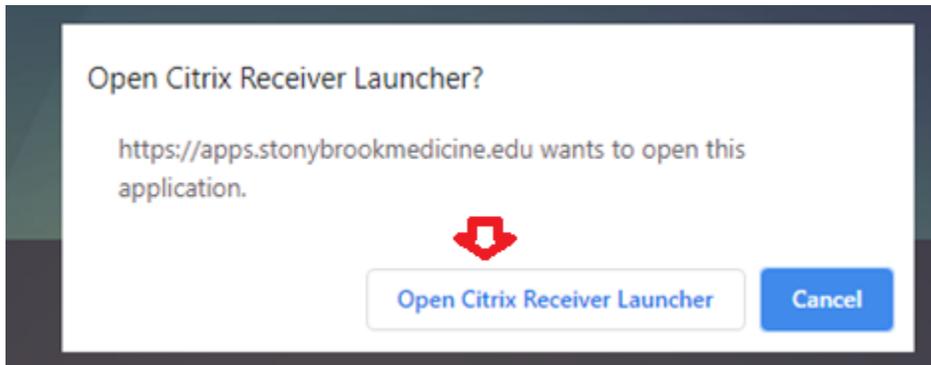
Step 16: Click on the Citrix WEQ3N… download at the bottom of the page:
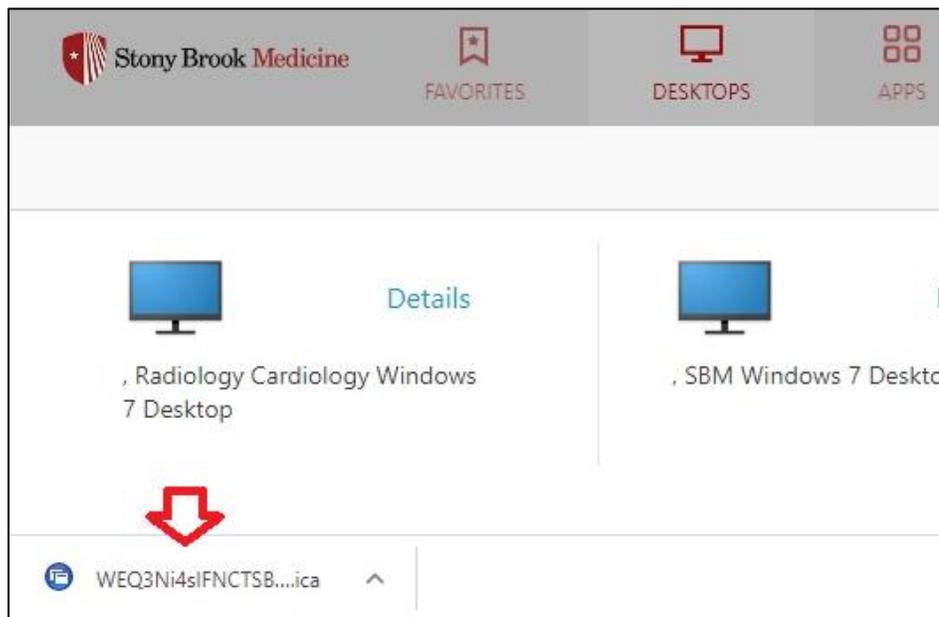
When the virtual desktop computer loads completely, you will see resources such as Google Chrome and Centricity Business 5.0 available. The computer browser (Chrome, Firefox or Internet Explorer) will take you to our Stony Brook Medicine *Pulse* Intranet Portal webpage. The folder icon at bottom will provide access to your personal (U:) and departmental (W:) Share Drives.
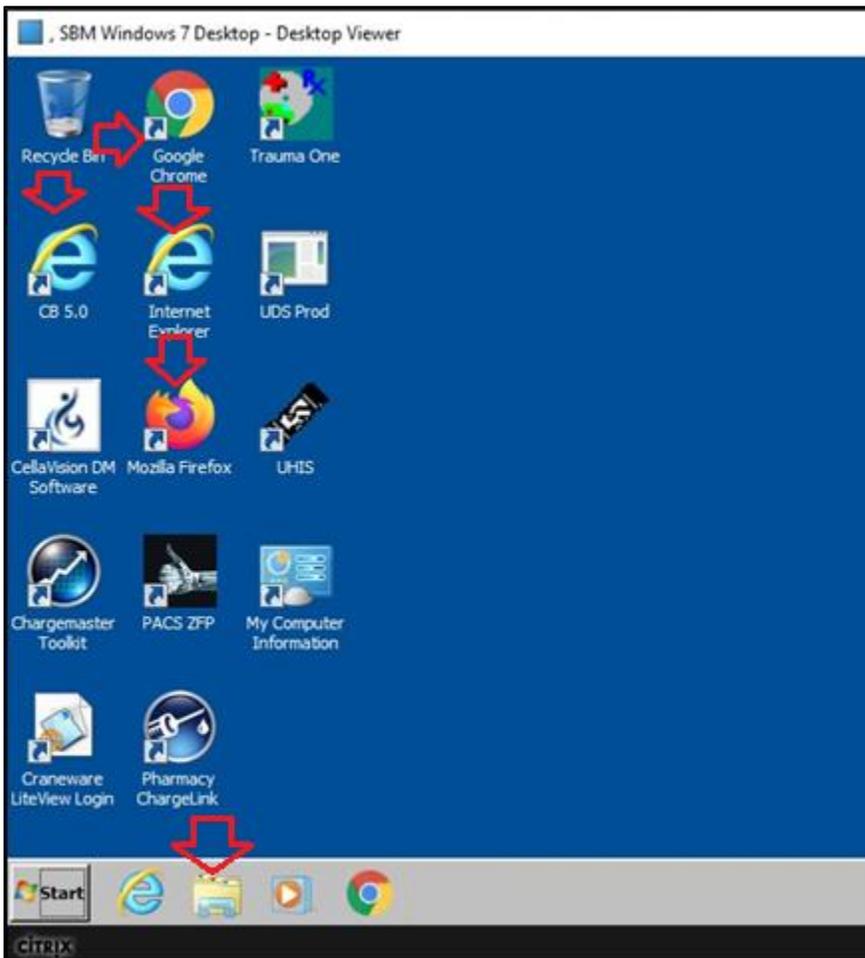
Step 17: When you have completed your work, select the Start button and then click Log Off: