

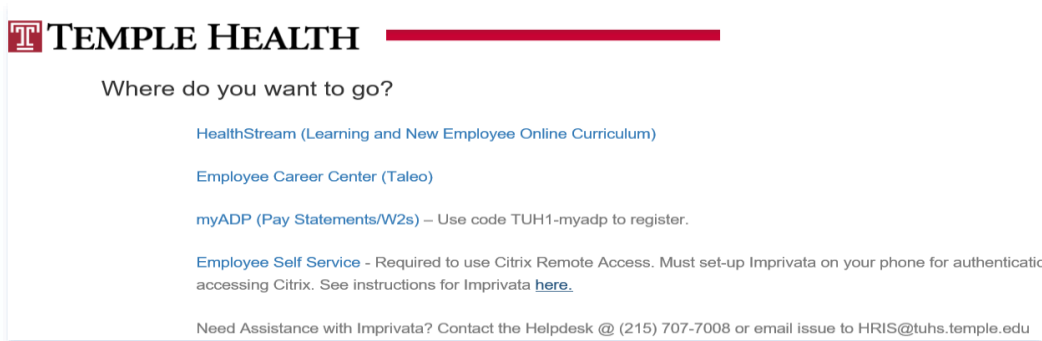
Remote Access

Imprivata Self Enroll and Accessing Remote Access

For remote access, Temple Health System applications will require your network logon plus a second authentication. This includes PeopleSoft Employee and Manager Self Service for Benefits enrollment , updating Personal details ect.

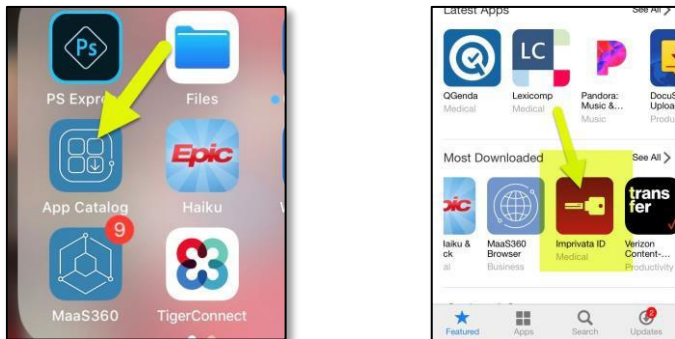
Imprivata is the phone application that will provide the second authentication code. Imprivata ID is a free app. This document details how to download and install the Imprivata app.

Imprivata is **not** required for HealthStream Learning (including New Hire curriculum, Epic training), myADP (pay statements, W2s) or Taleo Employee Career Center. You can access remotely on HR.templehealth.org



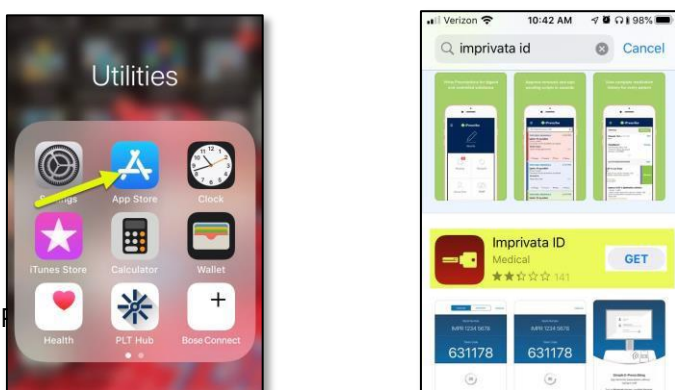
TUHS Supplied Phone

If you are installing the Imprivata ID app on a TUHS supplied phone, use the MAAS360 catalog to download the Imprivata ID app.



Personal Phone

If you are installing the Imprivata ID app on a personal phone, use the Apple App catalog for iPhone or Google Play for Android phones to download and install the Imprivata ID app.



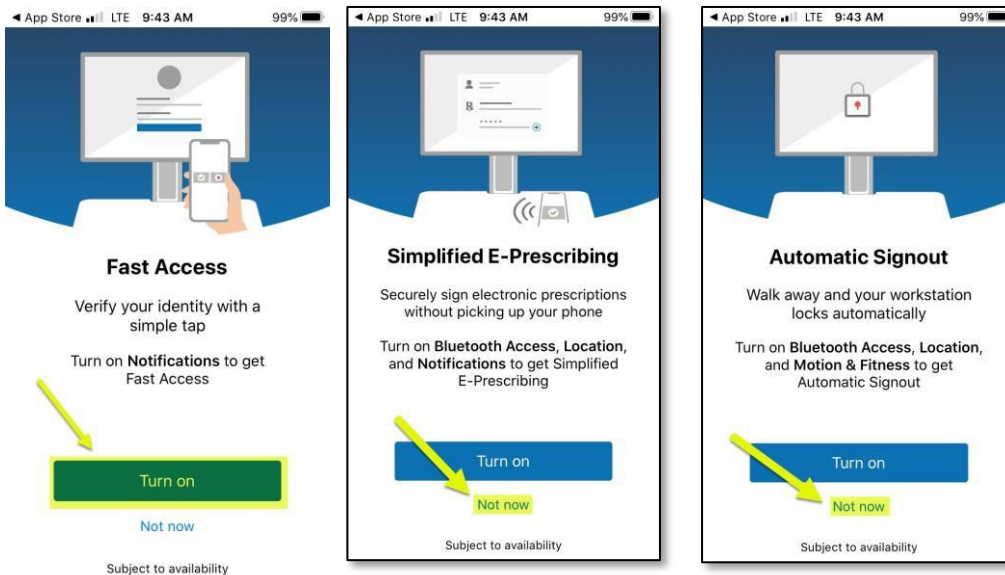
Imprivata Set up:

Open the Imprivata ID app after it is installed.

In the first window choose the option **“This is my first time”**



Choose **“Turn on”** for **Fast Access** and **“Not now”** for the additional prompts as shown below.



An Imprivata icon will display on your phone desktop.

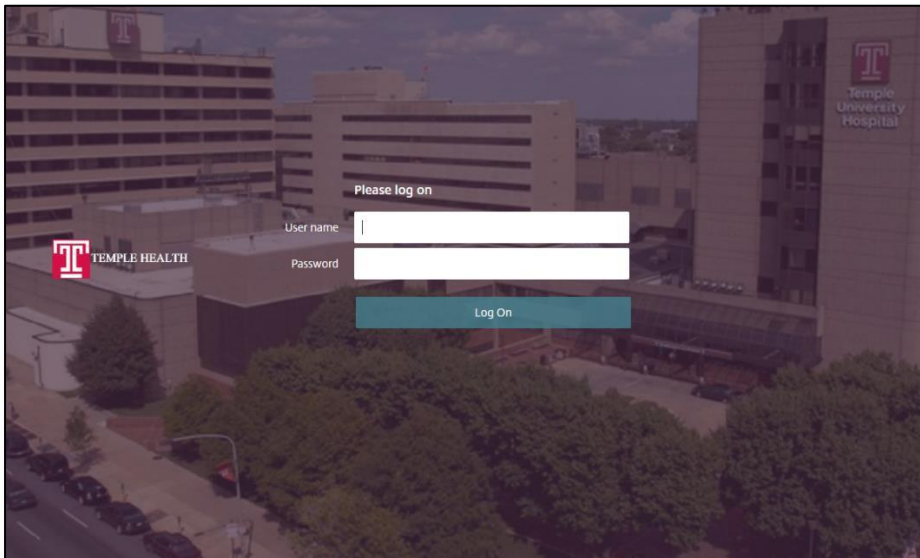
Use remote access for PeopleSoft HR – Employee and Manager Self Service to enroll in Benefits, update Personal details, Payroll, Performance Evaluations ect.

The Epic training playground is available for you to practice remotely from home or even on-site at any computer.

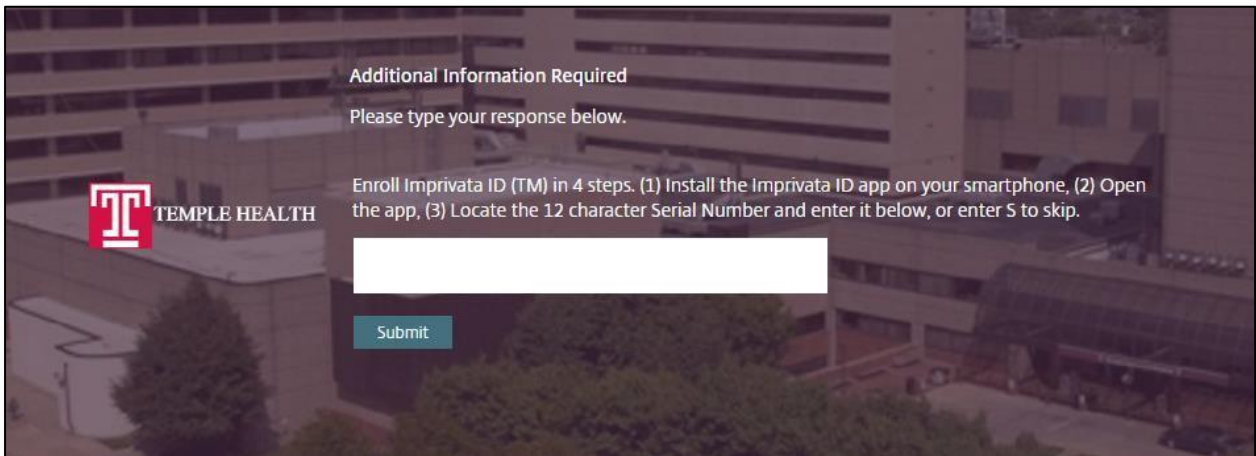
Follow the steps to access HR – Employee and Manager Self Service and the EPIC training playground.

Try It Out

1. From your web browser, type in remoteaccess.templehealth.org.
2. Enter in your network user ID and password and click Log On.

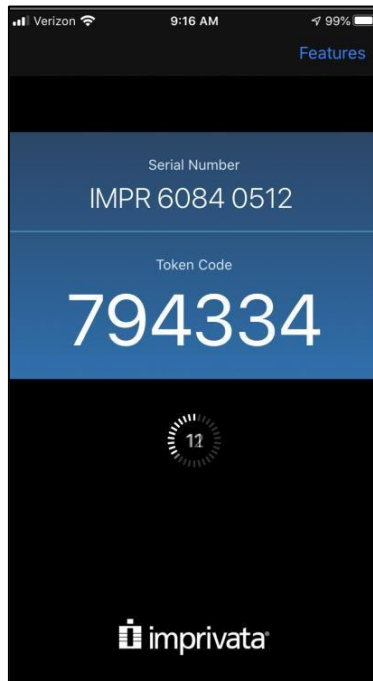


3. You will be presented the following screen:

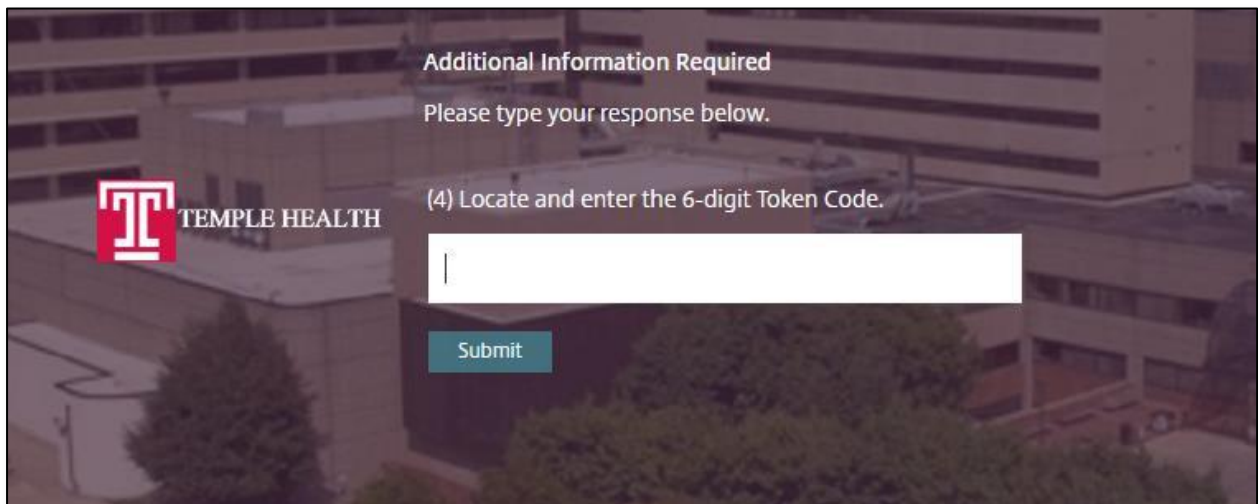


Imprivata Self Enroll and Accessing Remote Access

4. Follow the directions on the screen. (Per instructions above you should have downloaded the Imprivata ID app from the App Catalog onto your Phone.
5. Open the Imprivata ID app once it is installed on your phone. It will look something like this. You will need both the Serial Number and the Token Code.



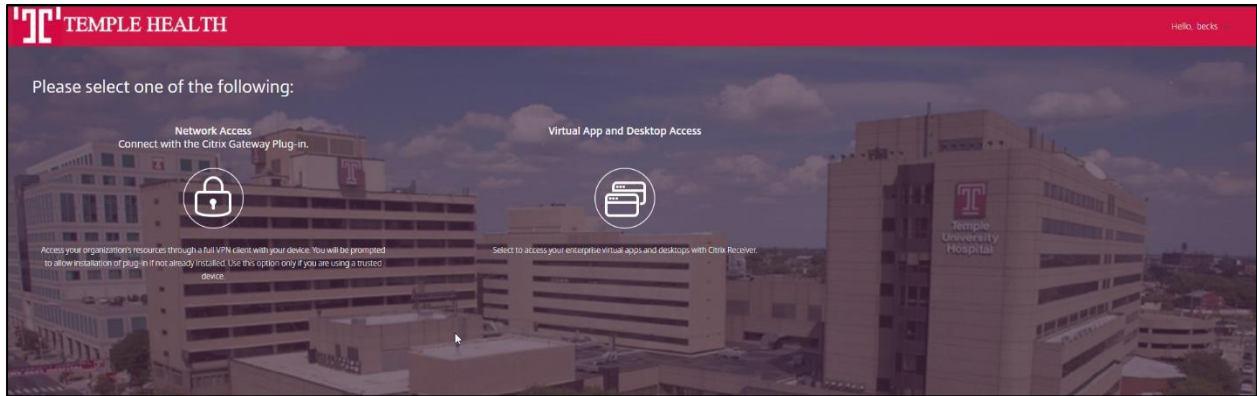
6. Enter the 12-character Serial number displayed in the Imprivata ID app, including the letters “IMPR”. Then click Submit.
7. Imprivata will then ask for the Token code.



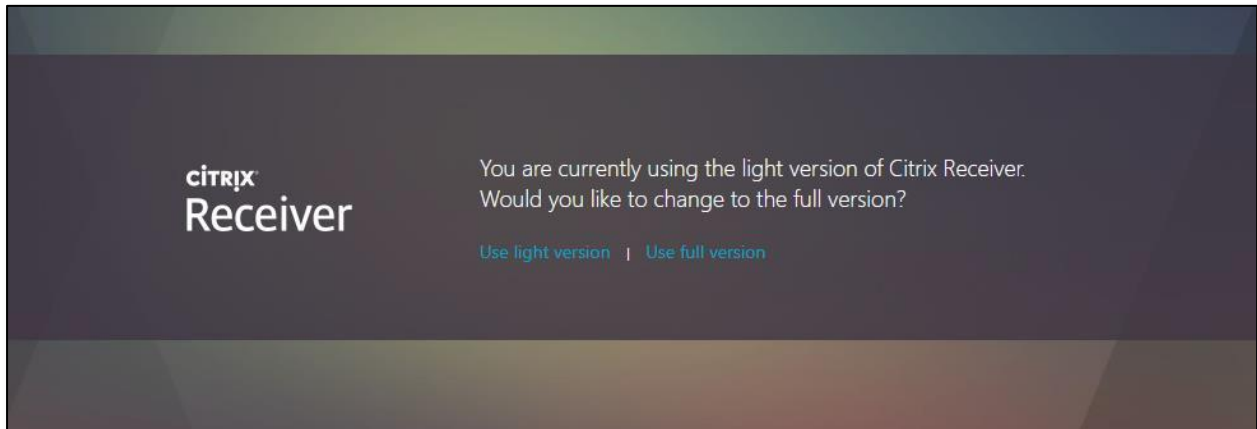
8. Enter the Token Code displayed on the Imprivata ID app and click Submit.

Once you have logged into the Access Gateway

1. If you have permissions to launch the Split Tunnel VPN you will see the following choices page:

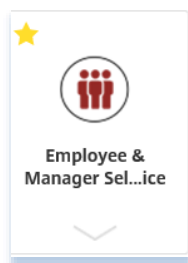


2. The “Network Access” button will launch the Citrix VPN client while the “Virtual App and Desktop Access” button will take you to the Citrix Storefront where you can launch all the published applications you have permission to launch.
3. If you connected via a non-Internet Explorer browser, you may see the following page before the Storefront loads:



4. If you see this screen and you have the Citrix Receiver installed on your computer, click the “Use full version” option.
5. If you do not have the Citrix receiver installed on your computer, you can click the “Use light version” option and apps will launch in a separate browser window.

6. For Employee Self Service for Benefits Enrollment, updating Personal Details, Payroll ect. click on the Employee & Manager Self Service icon in Citrix:



7. For Epic - Navigate to your **Epic** folder and select the **Epic –TRNPLY** icon.



8. This is a copy of the training environment and the data is refreshed nightly
9. Use your classroom information sheet given to you during training or your network user ID and password

Need Help:

Contact the Helpdesk for assistance with Imprivata – 215-707-7008

For PeopleSoft – Employee and Manager Self Service questions can be submitted to HRIS@tuhs.temple.edu