

INTRODUCTION

This guide details how to log into Citrix and navigate to the myHR Home page. If you have any difficulty throughout this process please contact ICT (extension 43000). After 20 minutes of inactivity, the system will automatically log you out. **Once you have finished using myHR, please log out of the system.**

This guide is divided into the following sections:

1. [Overview of Functionality in myHR](#) (Pages 1 – 3)
2. [How to Map a Printer](#) (Pages 4 – 5)
3. [How to Set a Default Printer](#) (Pages 6 – 7)
4. [How to Lock Print Pay Advice \(Secure Printing\)](#) (Pages 7 – 14)

1. Overview of Functionality in myHR

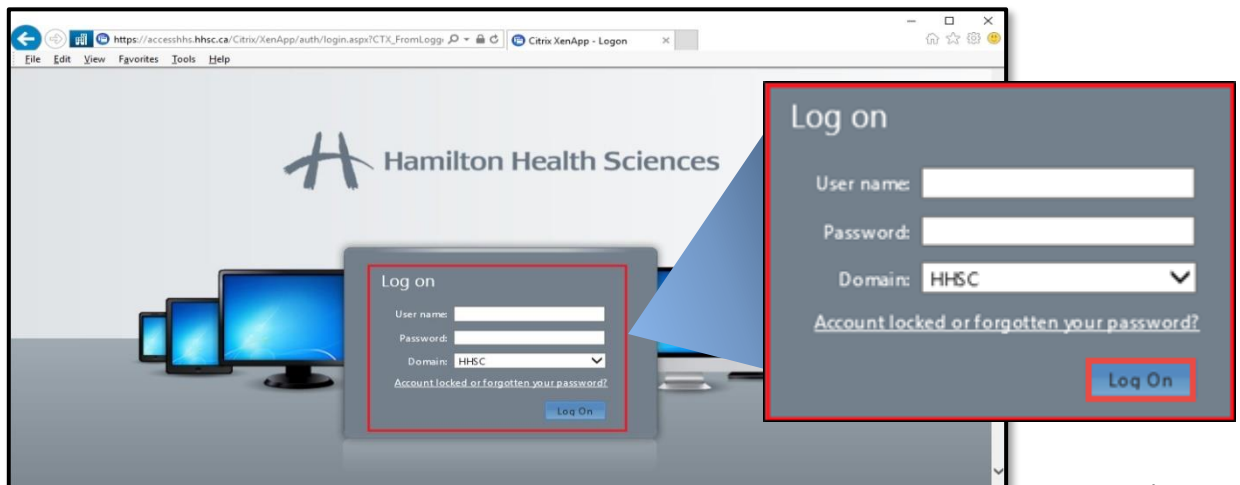
Step 1.1

To access Citrix, double click on the **Access HHS** logo on your desktop to open the **Log on** screen. On many desktops, this is the second icon from the top in the upper left-hand corner. *The Log on screen displays.*



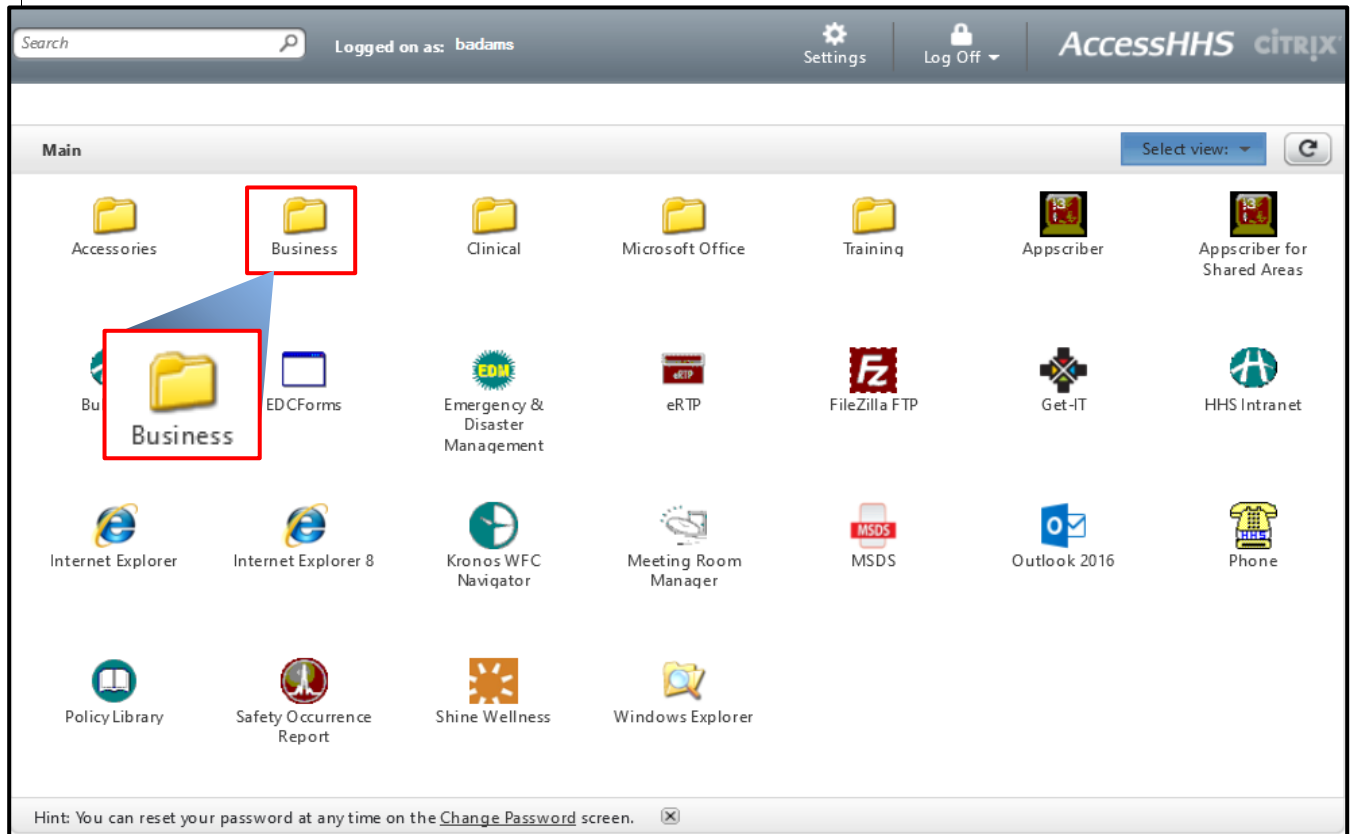
Step 1.2

On the **Log on** screen, enter your personal **User name** and **Password** to log into Citrix. Press **Log On**. *Citrix displays.* If you have forgotten your password, click on the **Account locked or forgotten your password?** link. You can also contact ICT (extension 43000).



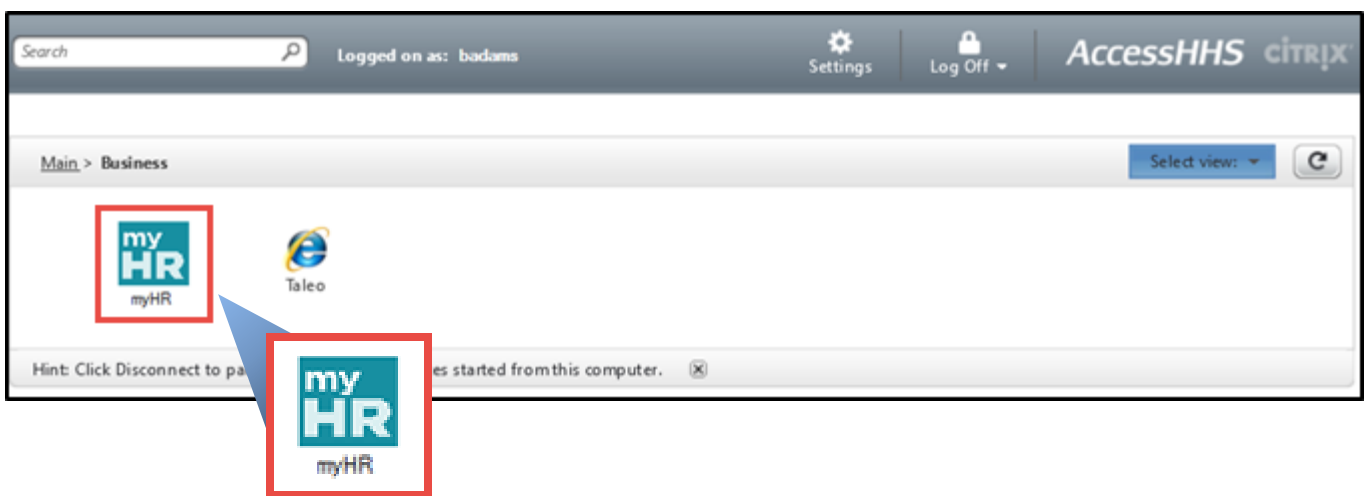
Step 1.3

Once you have logged into Citrix, click on the **Business** folder.




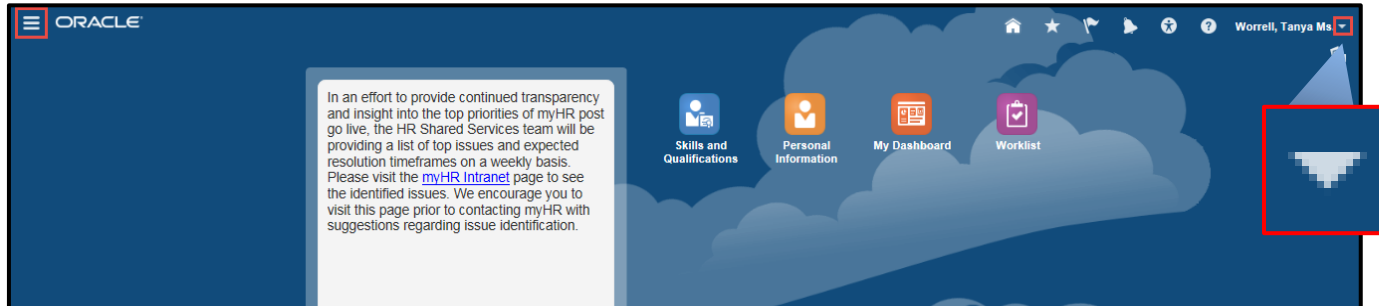
Step 1.4

Once the **Business** folder is opened, click on the **myHR** icon. *The myHR Home screen displays.*



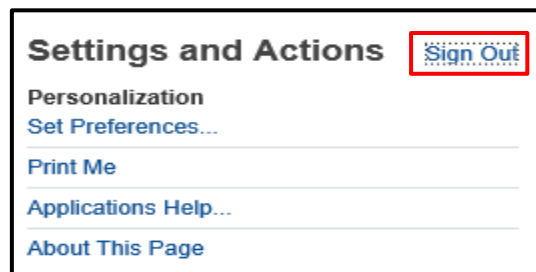
Step 1.5

From the myHR **Home** screen, you are able to access all of your information within the myHR system. Once done using myHR you should sign out. To do this, click on the **Arrow** icon (). *The **Settings and Activities** menu displays.*

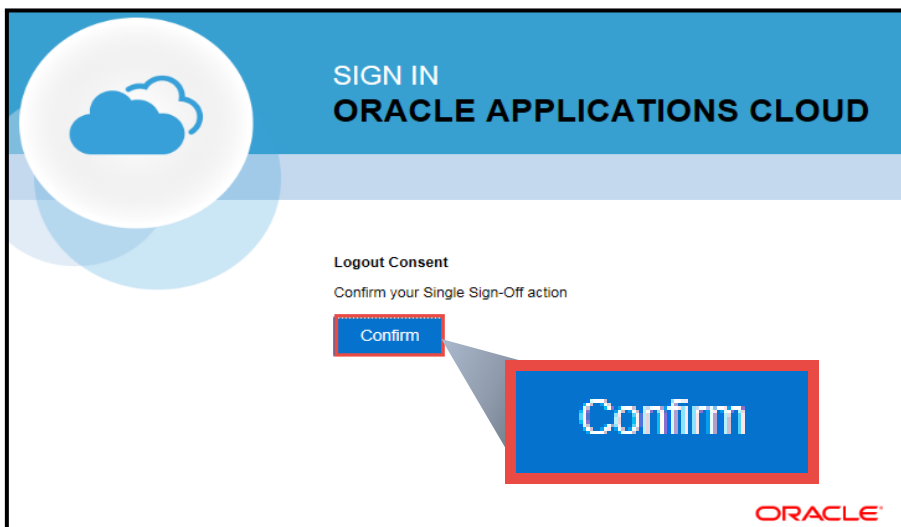


Step 1.6

Click on **Sign Out**. *You will be logged out of myHR.*



NOTE: Click to confirm you have logged out.

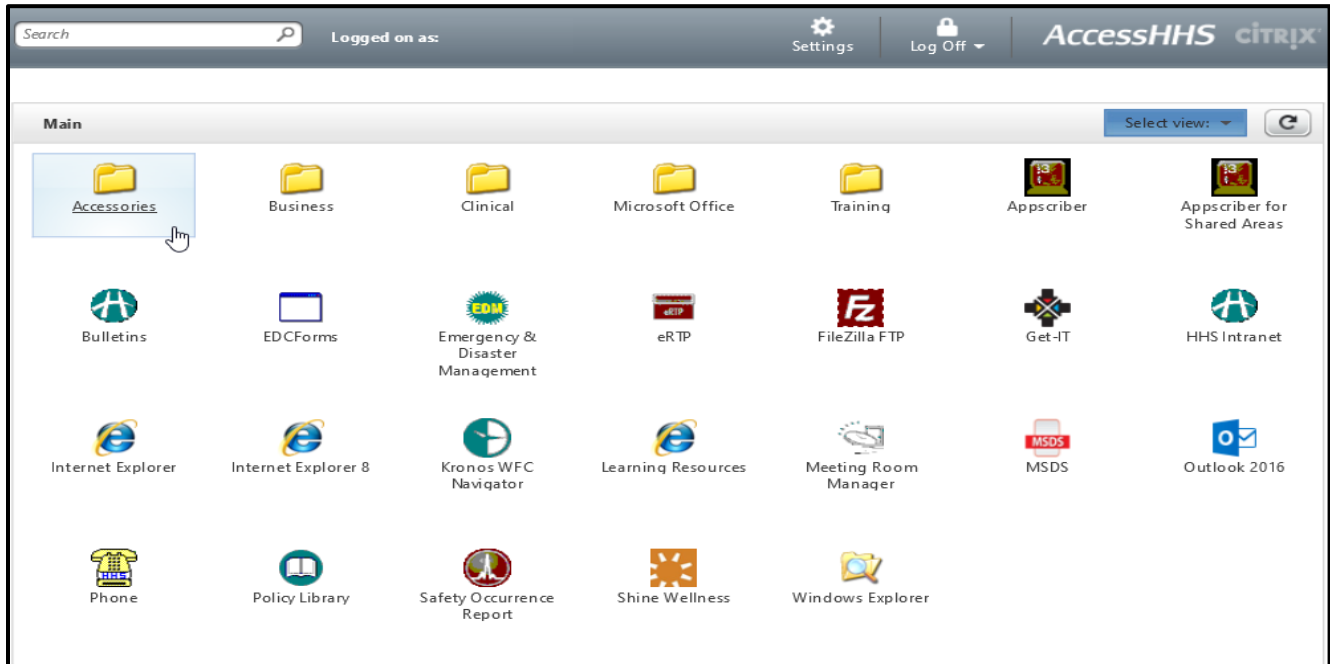


2. How to Map a Printer

Step 2.1

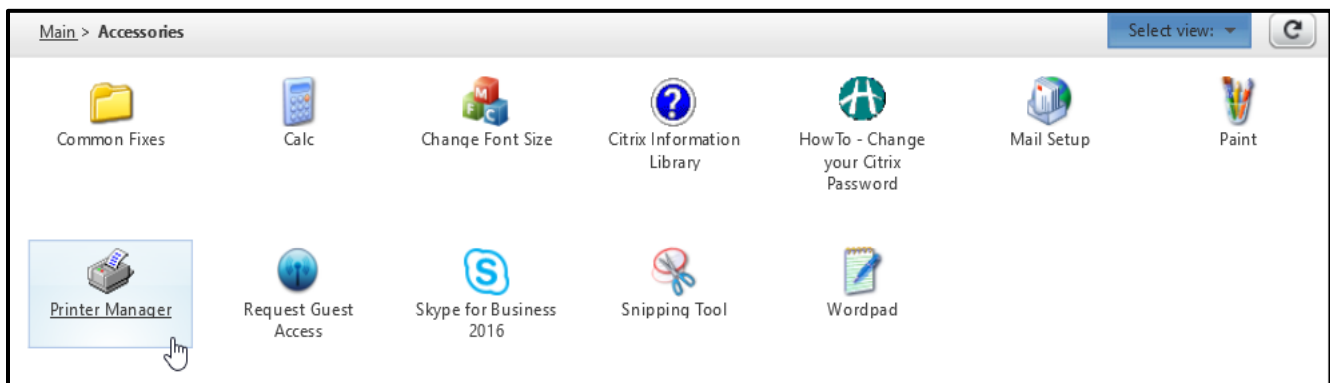
NOTE: If you do not know the name of the printer you would like to map, you will need to determine this piece of information first. The name of the printer should be on a label, on the front of the printer.

From the main Citrix homepage, click once on the **Accessories** folder.



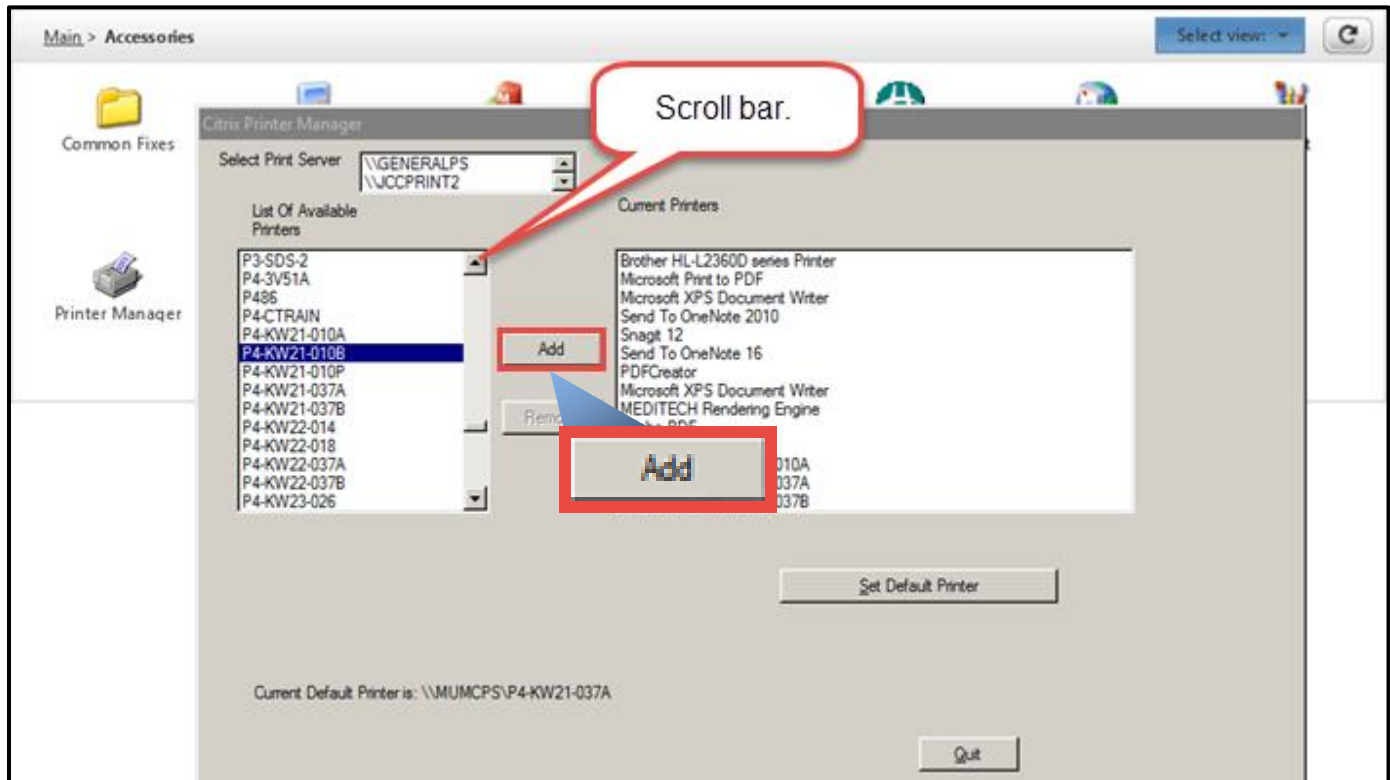
Step 2.2

Click on the **Printer Manager** folder.



Step 2.3

In the Printer Manager app, look at the List of Available Printers on the left. Toggle up or down using the scroll bar to find the printer you wish to map. Once you have found and highlighted it in blue by clicking on the name, click the **Add** button to move the specified printer into your Current Printers list on the right.



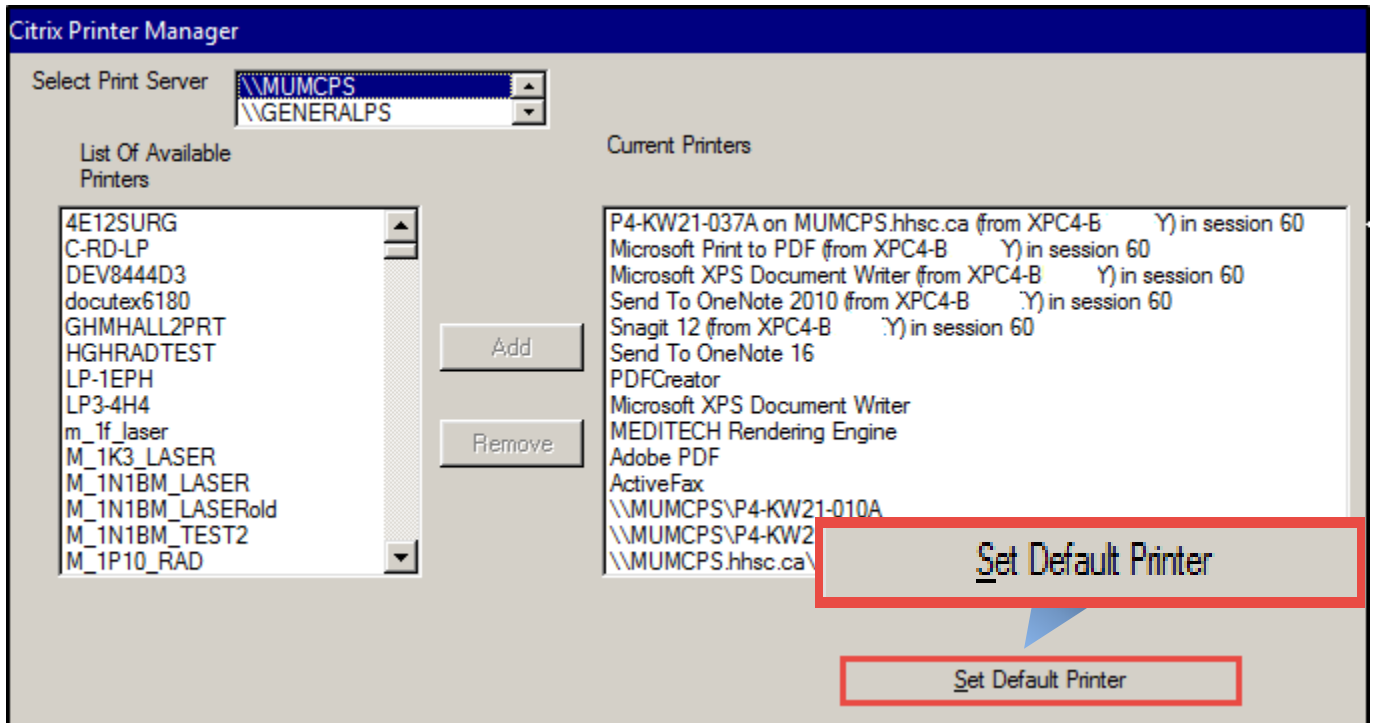
NOTE: If you want to set a default printer, see instructions below. If you do not want to set a default printer at this time and are done adding your printer to the Current Printers list, click Quit and exit Printer Manager. Your printer should now appear as an option when printing from within the document (*Refer to **Viewing Pay** for the guide to printing your pay*).

3. How to Set a Default Printer

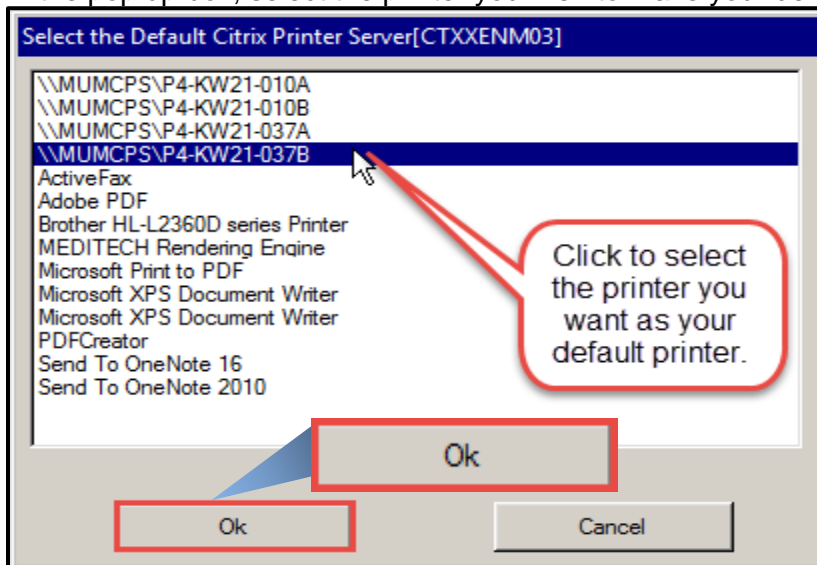
Step 3.1

NOTE: If you usually print from the same printer, you can identify that printer as your default printer. This means that every time you go to print a document, the default printer will automatically populate as the printer location unless you manually change it to a different printer.

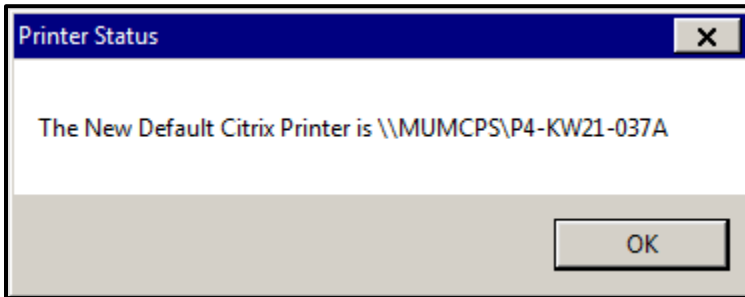
To set a specific printer as your default printer, click the Set Default Printer button.



In the pop up box, select the printer you wish to make your default printer. Click OK.



NOTE: The below message will appear to confirm you have set a new default printer.

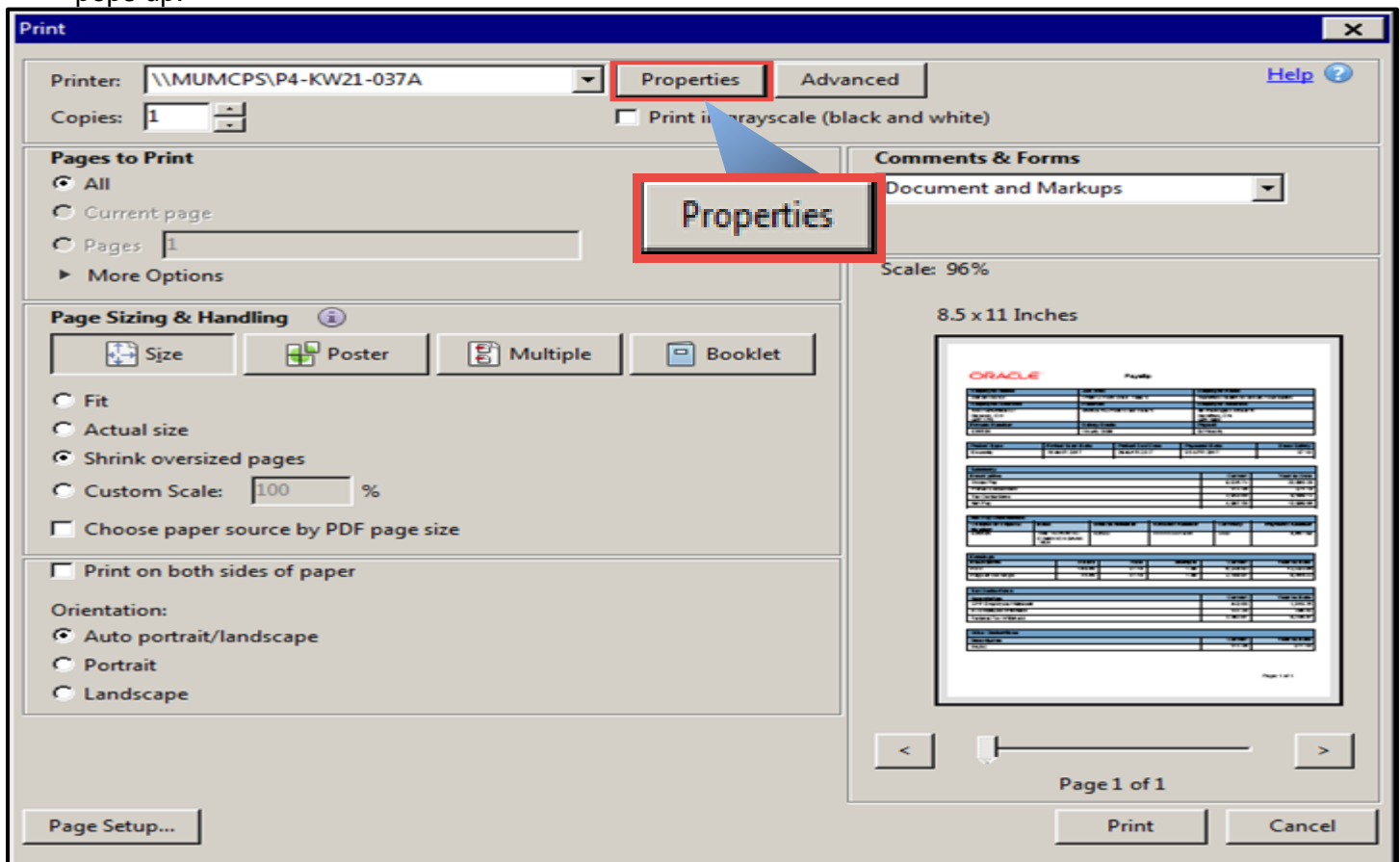


4. How to Lock Print Pay Advice (Secure Printing)

Step 4.1

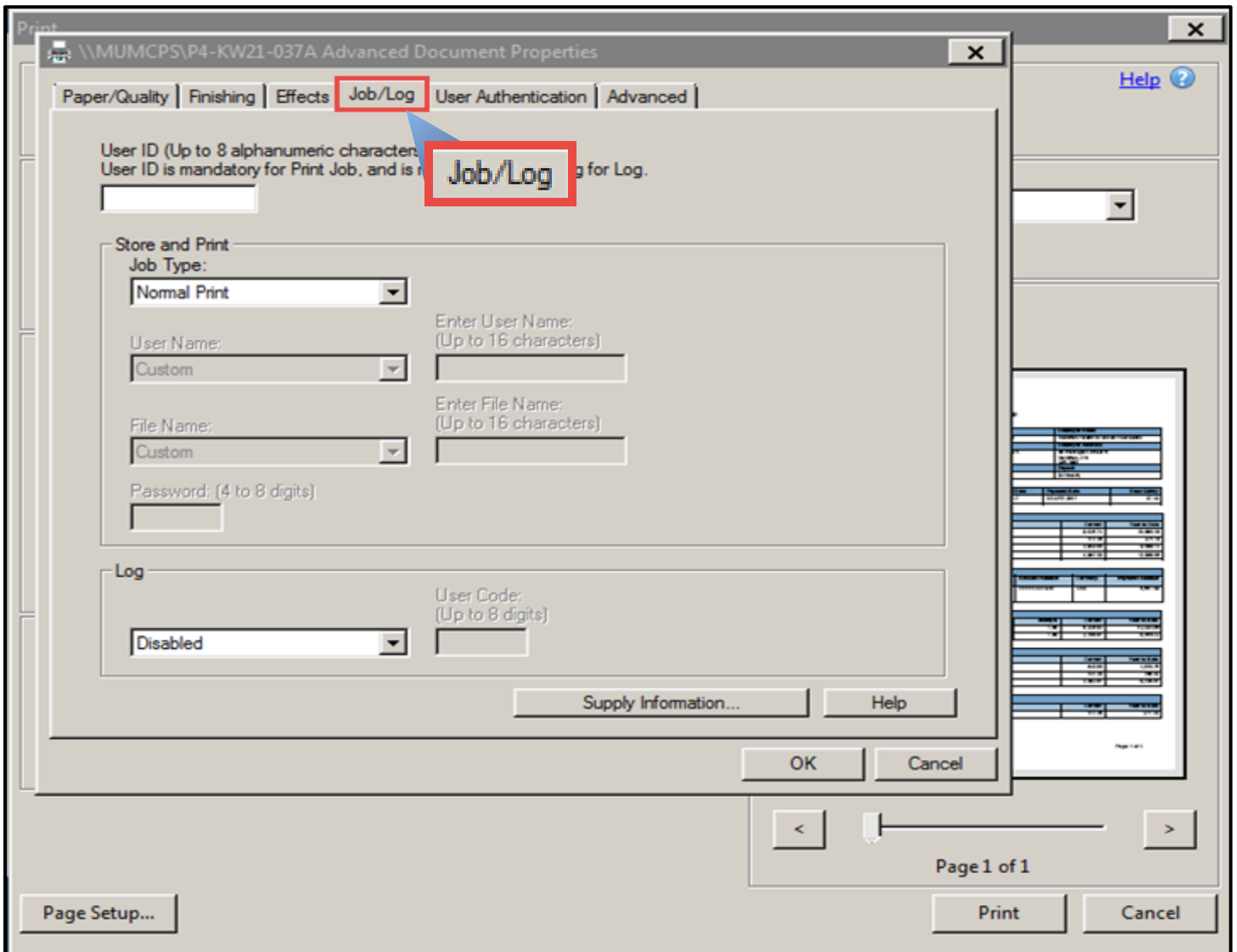
For **privacy** reasons, it is recommended that you use the lock print feature to securely print your payslip when using a shared printer. To protect your privacy, the payslip will not print at the selected printer when you click Print. Instead, it will hold the print job until you can securely identify yourself in person at the printer with a password.

To securely print your pay advice using the lock print feature, click **Properties** on the Print box that pops up.



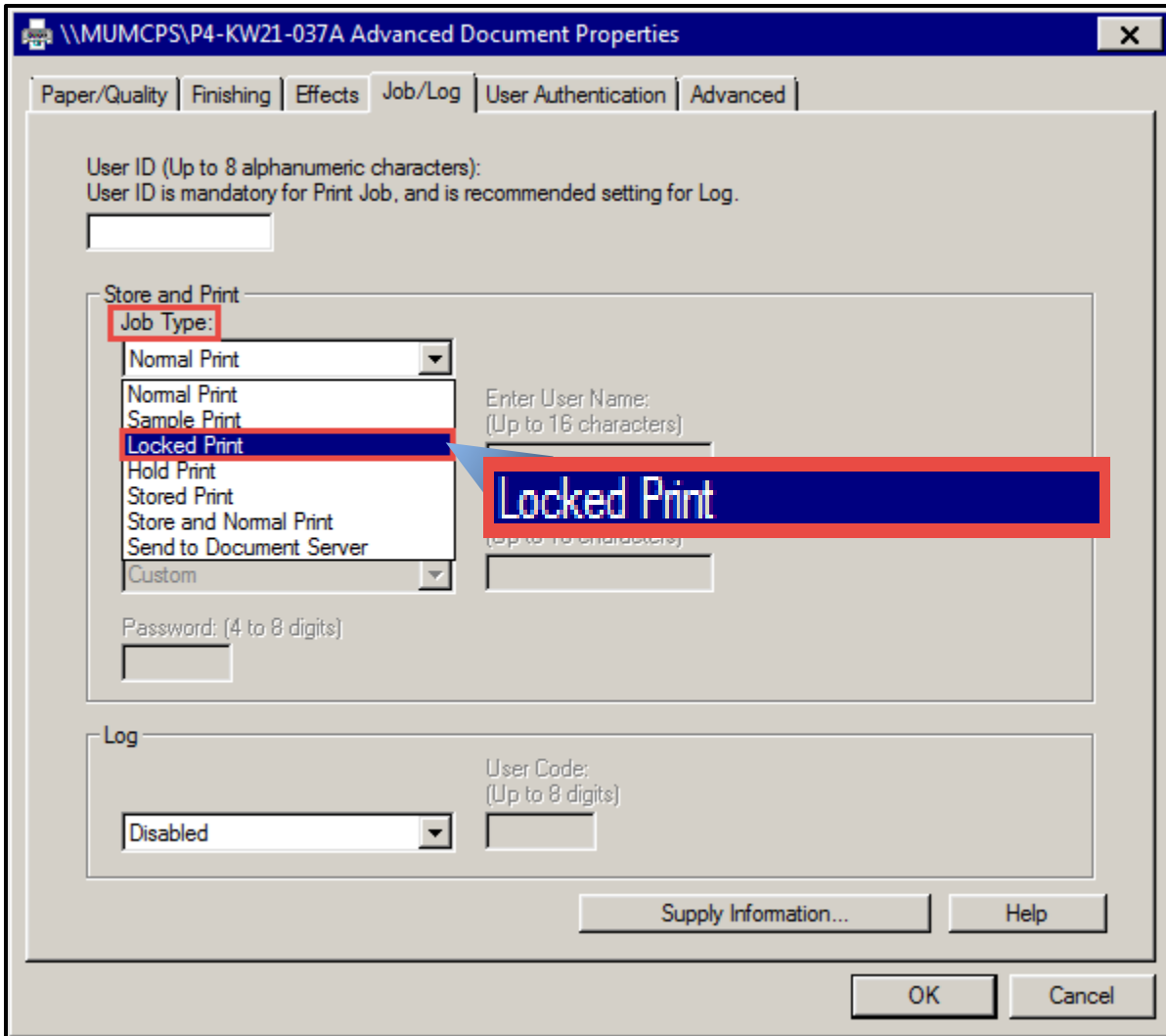
Step 4.2

Click the **Job/Log** tab at the top of the Printer Properties menu.



Step 4.3

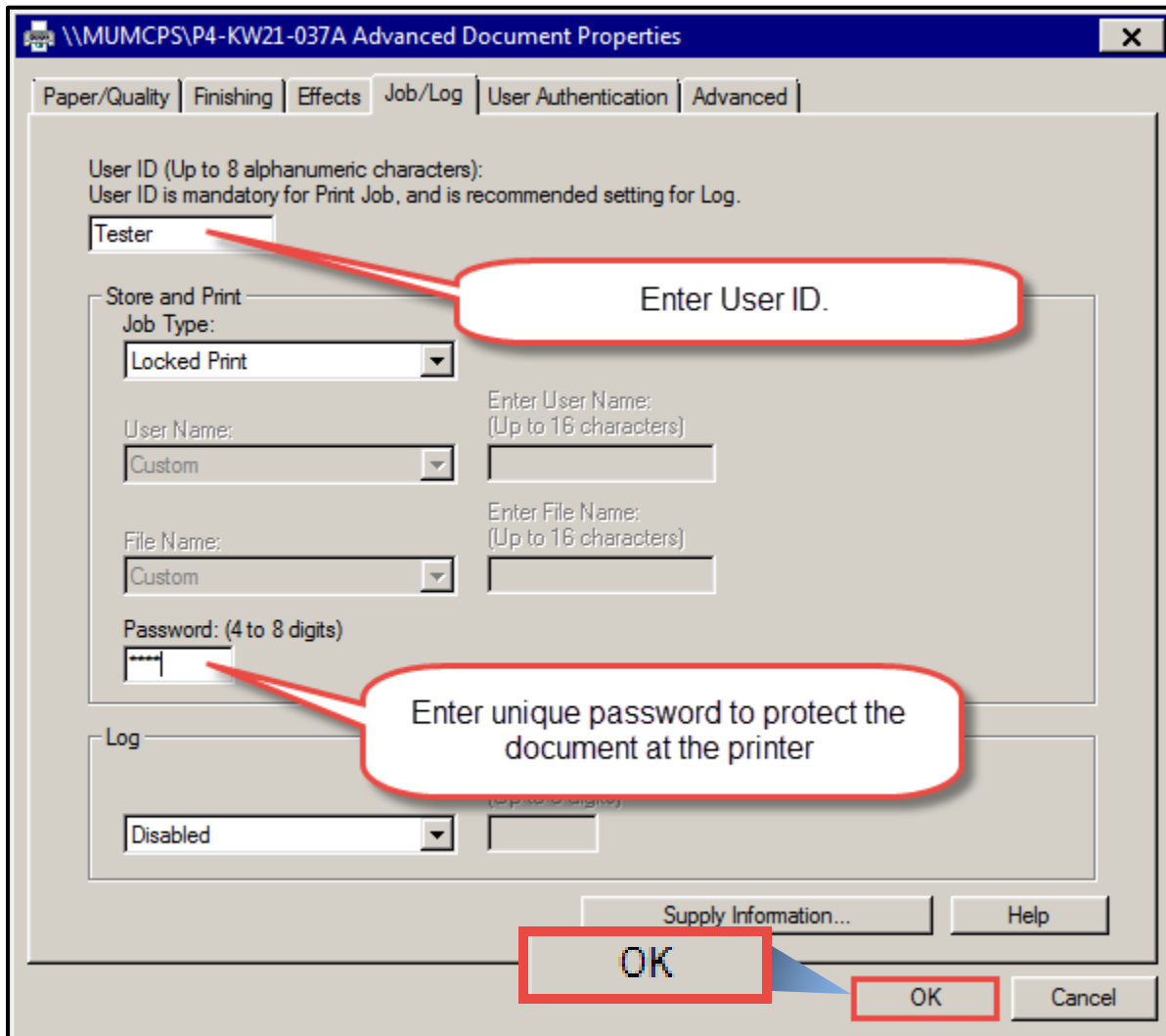
Under Store and Print, for Job Type, click to display the dropdown menu. From the dropdown menu, click on **Locked Print**.



Step 4.4

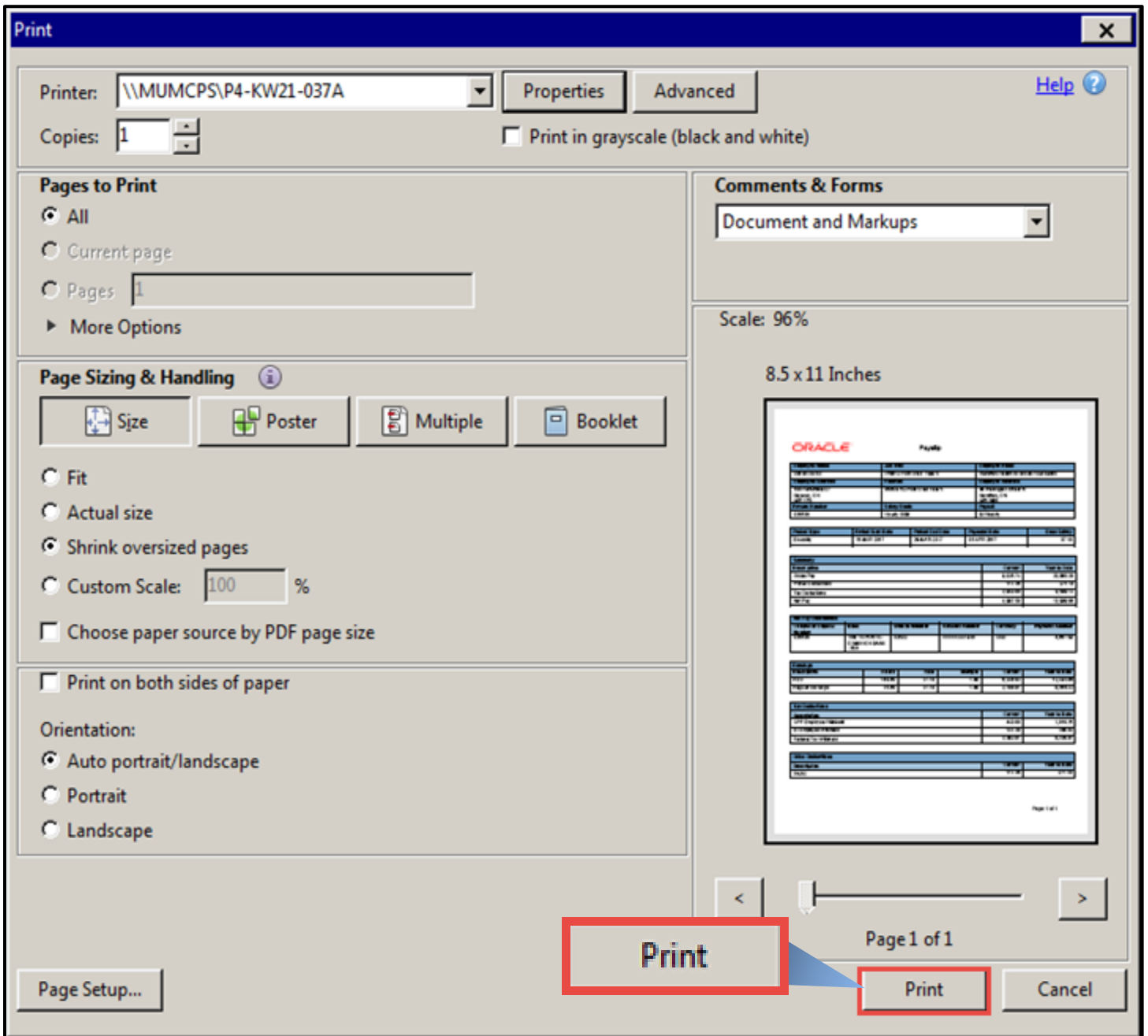
At the top of the Printer Properties box, type in an alphanumeric User ID (up to 8 characters long).

In the Password field, type an alphanumeric password (4-8 digits long). Once done, click OK.



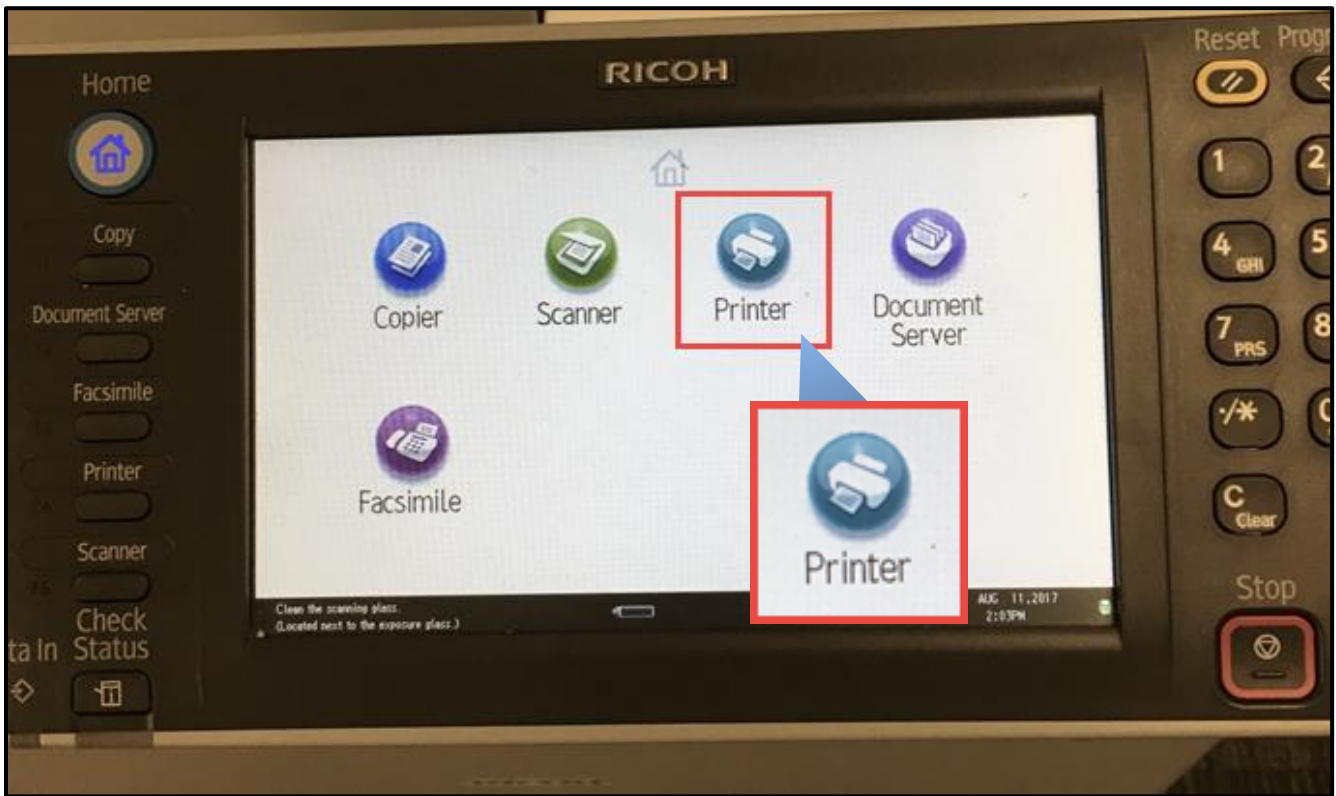
Step 4.5

Now that you are ready to print securely, click the **Print** button.



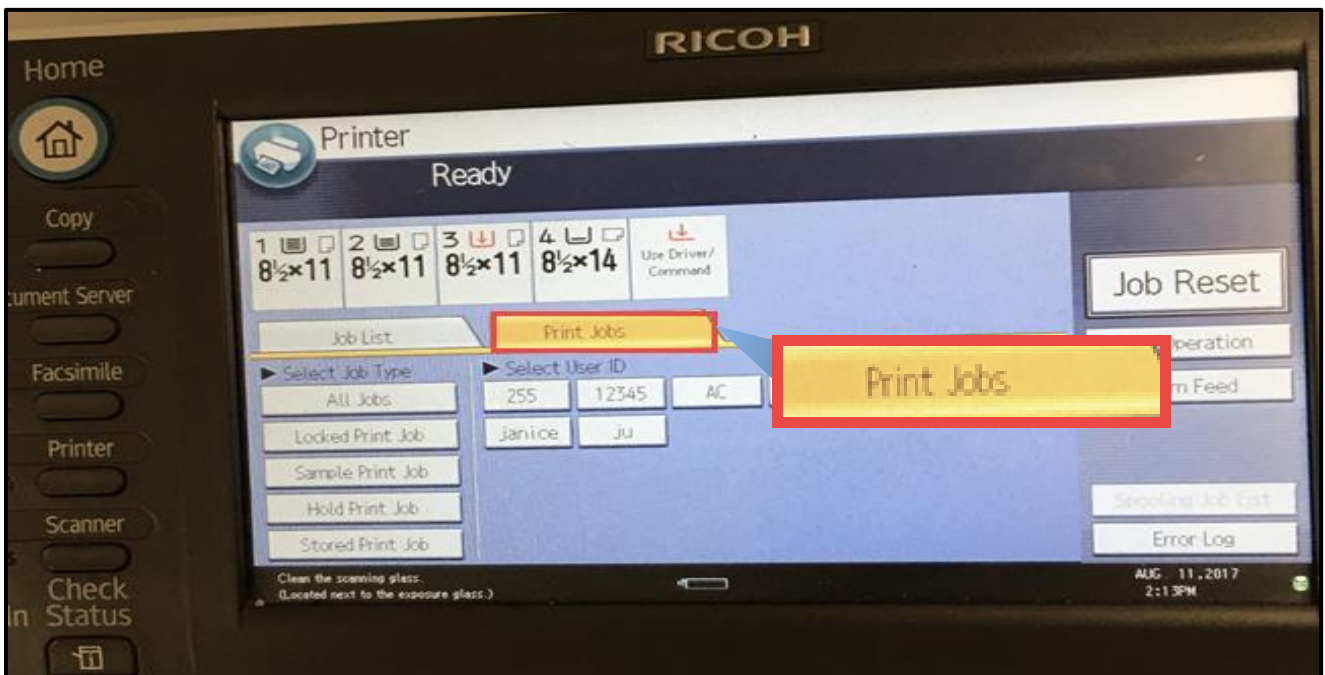
Step 4.6

At the printer, use the screen and press the **Printer** icon on the display.



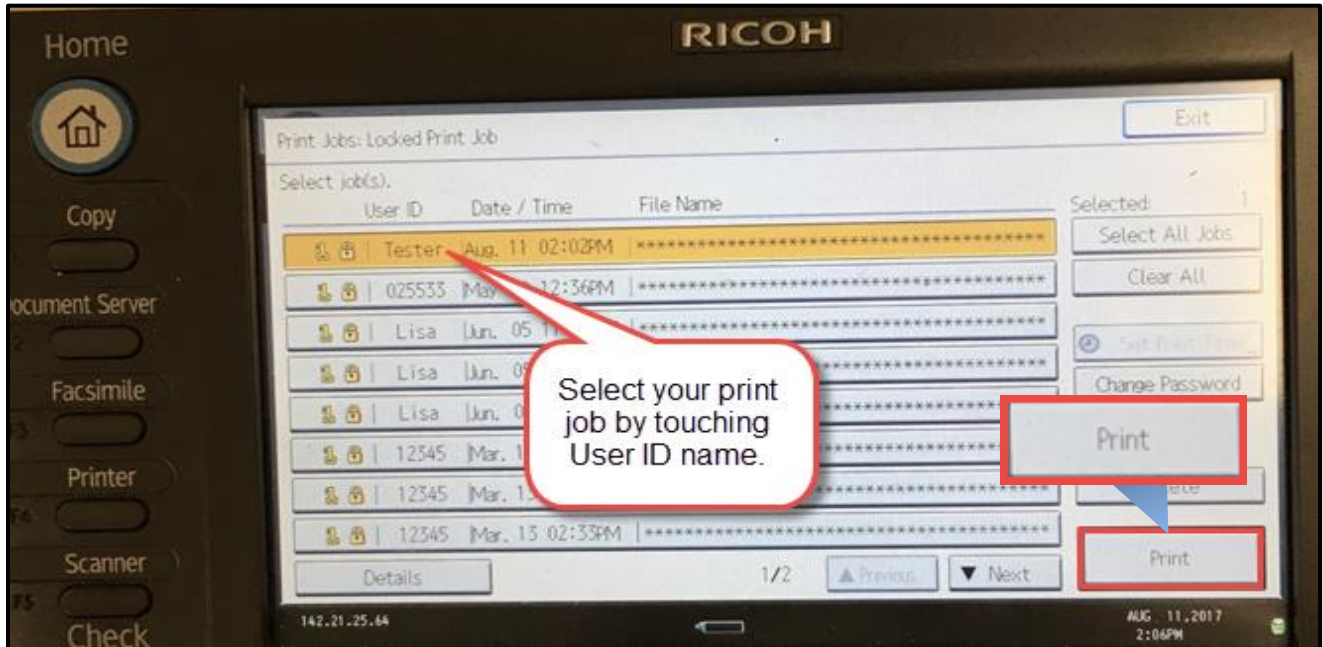
Step 4.7

Touch the Locked Print Job button on the left menu under Select Job Type.



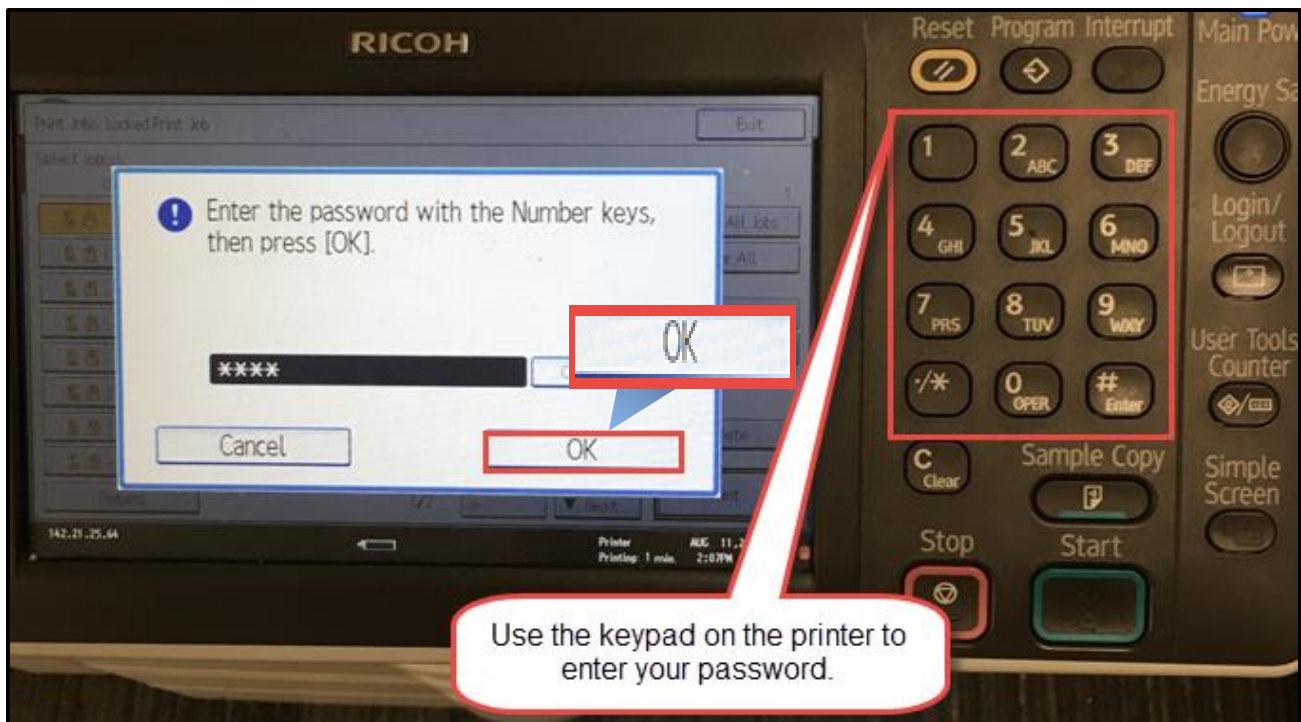
Step 4.8

All of the pending locked print jobs will display with the User ID and time and date as identifiers. From the list, select your print job by touching the line with the User ID you typed in the Printer Properties box. Then, touch the Print button.



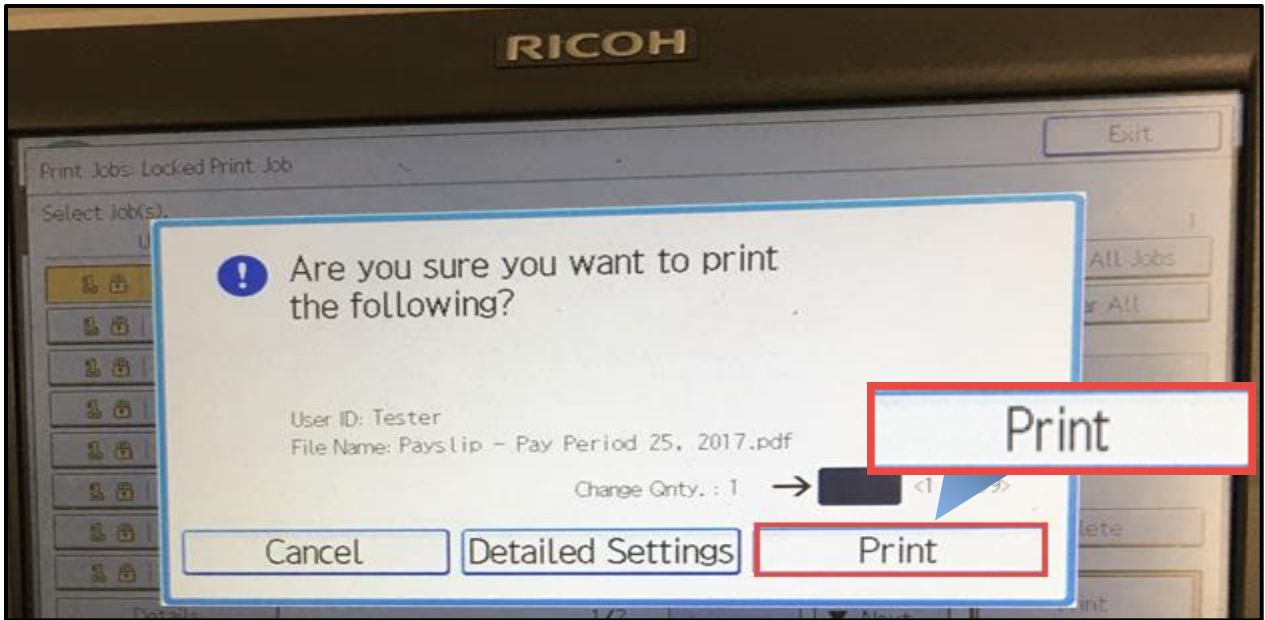
Step 4.9

Using the numeric keypad on the printer (to the right), enter the 4-digit password you previously assigned to this print job in the Printer Properties box. Touch the OK button.



Step 4.10

On the popup screen, verify the information presented and touch the Print button when you are ready to print.



NOTE: Remember to pick up your printed payslip from the printer before leaving the area.

***For any additional questions, you can contact myHR:
Phone: 1-905-521-2100 ext. 4myHR (46947)
Email: myhr@hsc.ca***