

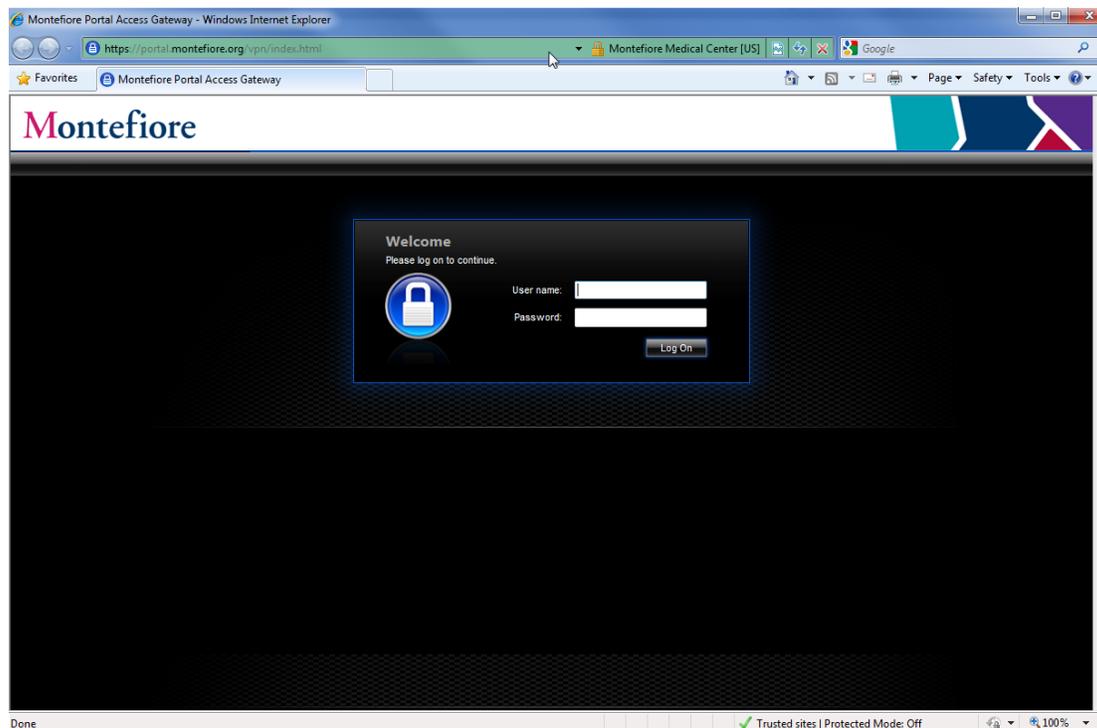
Montefiore

Montefiore Portal Quick Reference Guide

Montefiore's remote portal allows users to securely access Windows® applications, file shares, internal web applications, and more. To use the Portal, you must already have Citrix access.¹

Login on

<https://portal.montefiore.org/> and enter your network username and password (this is the account you use to login into your computer)

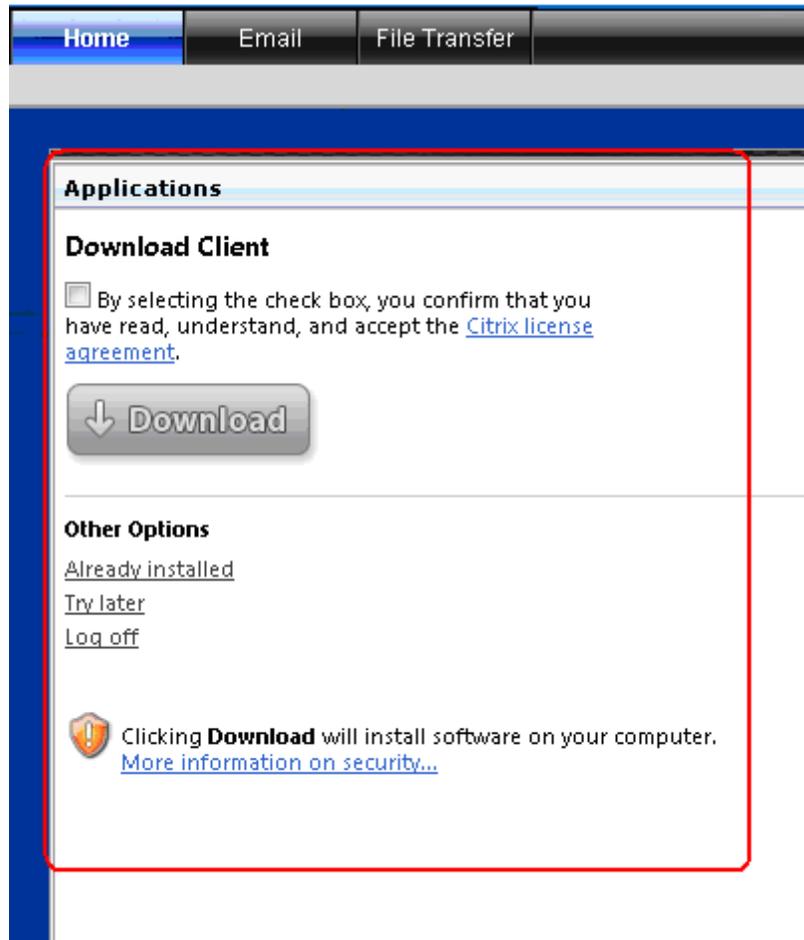


¹ Send this request in email to servicerequest@montefiore.org.

Citrix online plug-in detection

If the portal detects that your computer is missing or has an older version of the Citrix online plug-in, it will prompt you to download and install the plug-in. Check the box to **accept the license agreement and click the download button**. You will be prompted to save or run the file. Follow the instructions on screen to complete the installation of the plug-in.

Alternatively, you can skip the installation by selecting **Already Installed, Try Later** and **Log Off**



Access Interface

The Access Page lists the available Citrix published **applications** (based on what is provisioned for your username) along with **Web Sites** (the most commonly accessed internal Web sites such as the Intranet or Sharepoint) and the **File Shares** (H: Drive, I: Drive, etc)

The screenshot displays the Montefiore Portal Access Gateway interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: <https://portal.montefiore.org/cvpr/vaHRDcDovLzEyNy4wLjAuMQ/vpns/portal/homepage.html>. The page features a navigation bar with 'Home', 'Email', and 'File Transfer' options, and a 'Log Off' button in the top right corner. The main content area is organized into three columns:

- Applications:** This column is highlighted with a red box. It contains a sub-section titled 'Applications' with a 'Main' heading. Below this, there are two icons: 'Wireless' and 'Remedy User'. At the bottom of this column, there are links for 'Change View', 'Messages(1)', 'Preferences', 'Problem Connecting?', 'Log Off', 'Reconnect', and 'Disconnect'.
- Web Sites:** This column is also highlighted with a red box. It is divided into two sections: 'Enterprise Web Sites' and 'Personal Web Sites'. Under 'Enterprise Web Sites', there is a link for 'MMC Intranet'. Under 'Personal Web Sites', it shows 'none' and links for 'Add' and 'Remove'.
- File Shares:** This column is highlighted with a red box. It is divided into two sections: 'Enterprise File Shares' and 'Personal File Shares'. Under 'Enterprise File Shares', there is a link for 'Homedrive'. Under 'Personal File Shares', it shows 'none' and links for 'Add' and 'Remove'.

The browser's status bar at the bottom indicates 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of 100%.

Bookmarks

You can create your own bookmarks to appear under **Personal Web Sites** or **File Shares**. These bookmarks can be links to either intranet or Internet Web sites or file shares in the internal network.

To add a bookmark

Web Sites	File Shares
Enterprise Web Sites MMC intranet	Enterprise File Shares Homedrive
Personal Web Sites none	Personal File Shares none
Add Remove	Add Remove

1. Click **Add**.
2. In Name, type the name for the link.
3. In Address, type the Web address of the Web site or the network path to the internal Web server.²
4. In Description, type a description for the link and click **Add**.

To remove a bookmark

1. Click **Remove**.
2. Select the bookmark and click **Remove**³

² The Montefiore portal differentiates automatically between Web addresses and network file paths based on the format in which they are entered, such as <http://www.mycompany.com> or `\\server\sharename`. When creating a link, you do not need to specify the resource type.

³ You can remove bookmarks that are listed under Personal Web Sites but not those under Web Sites.

Using Email

The email tab provides you with access to your email using GroupWise Web



File Transfer

This page allows you to log on to the internal network and access shared resources.

Click the **File Transfer** tab.



There are several buttons on the top panel of the browser window that allow you to perform various tasks for storing and transferring files.



Log on to the internal network or a specific computer on the network.



Navigate to the previous folder.



Refresh the contents of the active folder.



Create a new folder.



Download the selected file from the remote server



Upload the selected file from the client device to a folder on the remote server.



Delete Delete the selected file from the remote computer



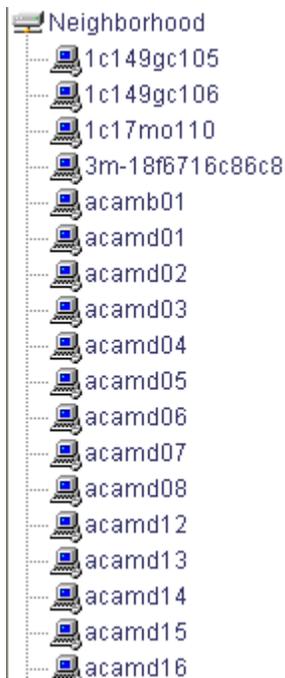
Rename Change the name of a file or folder.



Log Off Disconnect from the remote server.

Viewing Folders and Files in the Left Panel

The servers, their directories, and the directory structure appears in a tree format in the left panel. Click the plus (+) icon to view folders.

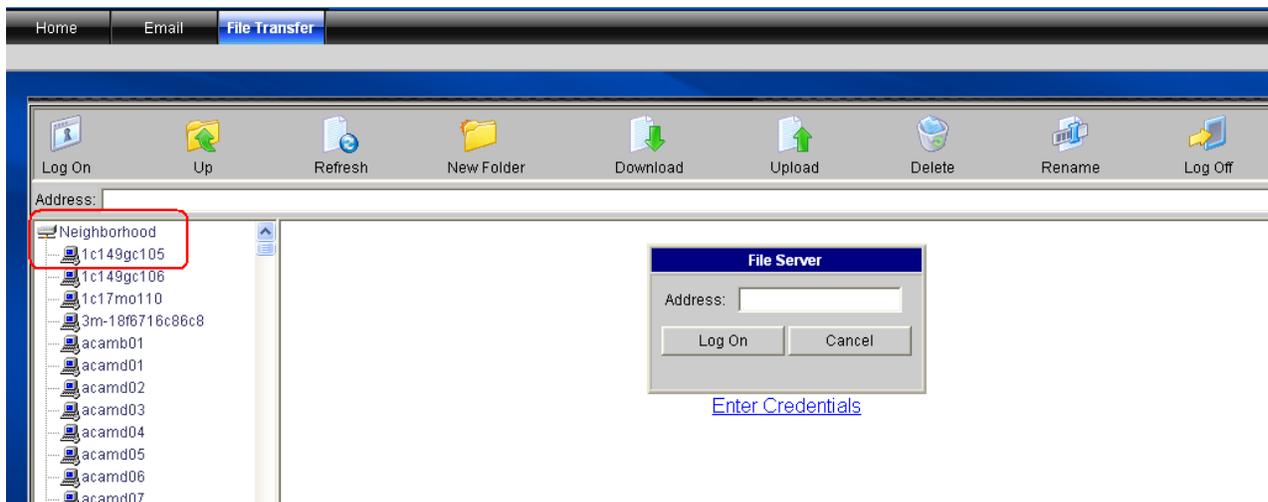


Connecting to Network Resources in the Right Panel

The right panel displays the File Server window. Use this window to log on to a file server in the internal network.

1. In **Address** field, type the name of the file share.
2. In **Login**, type your user name.
3. In **Password**, type your password.
4. In **Domain**, type a valid domain name. (DM_MONTYNT) If the remote server is not assigned a specific domain, leave the field blank.⁴

The right panel will display the subfolders and files. The location of the active folder appears in the Address field.



⁴ If you leave this field blank, you are logged on to the internal network and not to a specific server

Adding the portal as a trusted site to improve compatibility with Internet Explorer

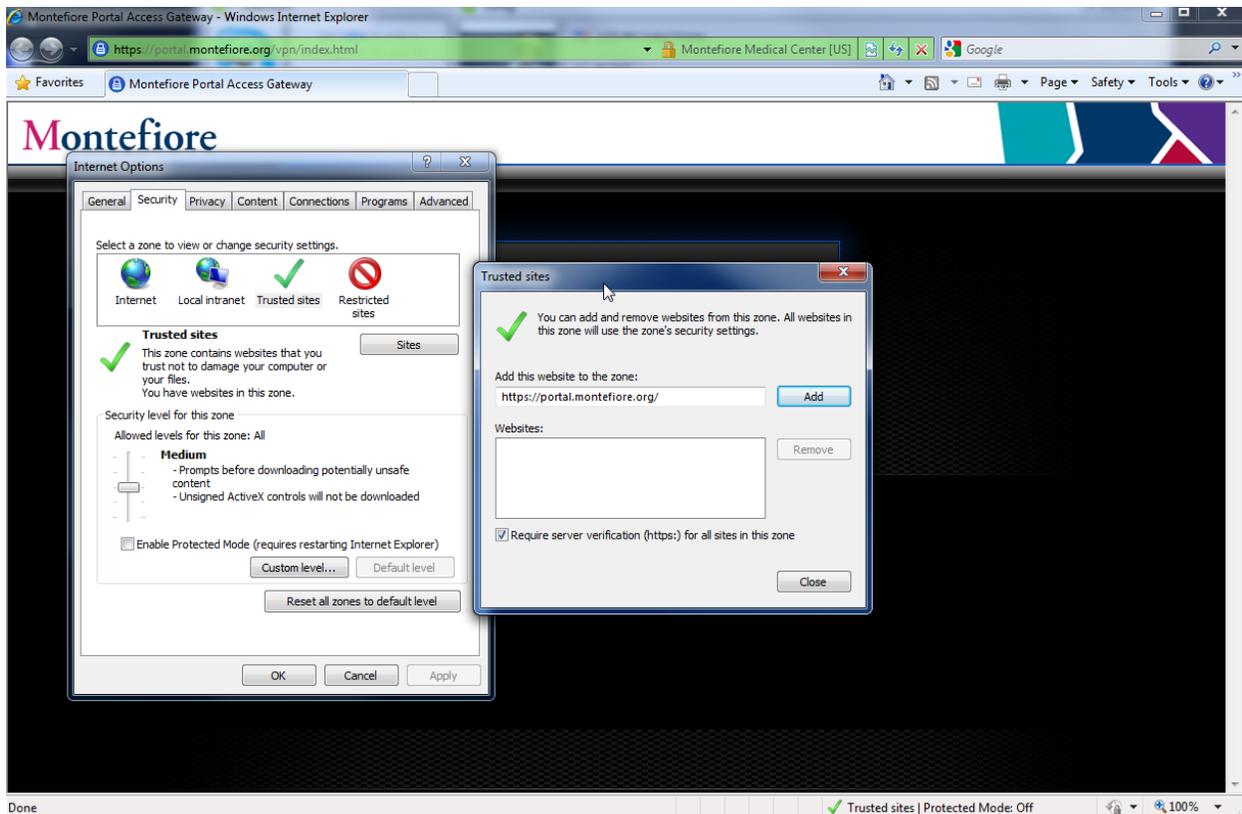
From Internet Explorer:

Please click on **Tools > Internet Options**

After small window will pop up “**Internet Options**” (you can also reach internet options from the windows control panel)

Click on the **Security** tab > Select **Trusted Sites** Zone > Click on **Sites** button

In the trusted sites window add the address of <https://portal.montefiore.org> (see screen shot below)



For more information on Internet explorer zones read <http://support.microsoft.com/kb/174360>