

Configure Citrix Workspace for Windows

This article details the process to configure Citrix Workspace for your personal device. This update is due to a change in the system which introduced a new web address, <https://citrix.kumed.com>.

Before You Begin

1. Enroll in Multi-Factor Authentication (MFA). [Click here](#) to enroll in MFA.
2. Install the Citrix Workspace application. [Click here](#) and select your computer's operating system to install Citrix Workspace. The page will show a list to choose from like this:

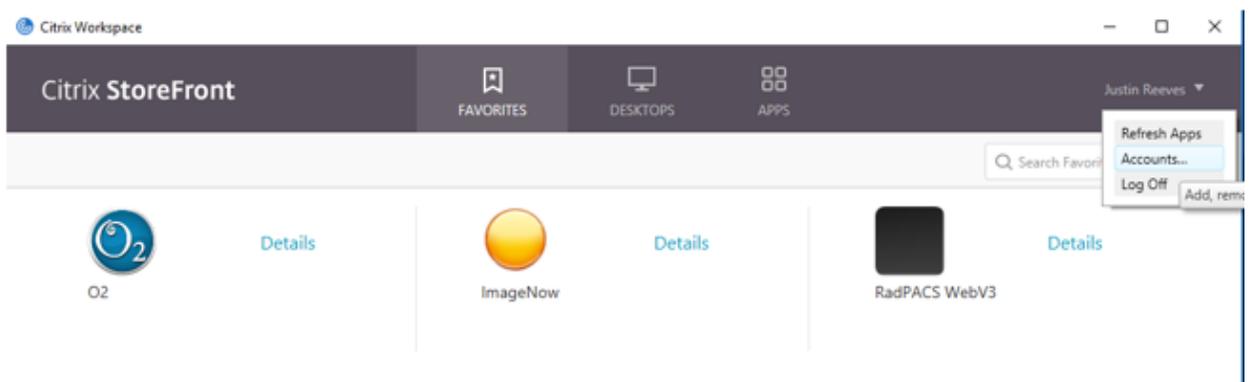
Citrix Workspace App

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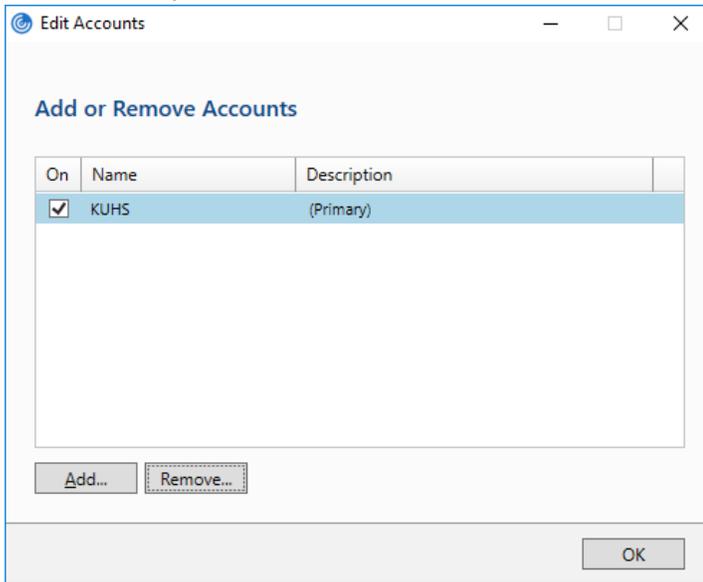
- Workspace app for Windows
- Workspace app for Mac
- Workspace app for iOS
- Workspace app for Linux
- Workspace app for Android
- Workspace app for Chrome

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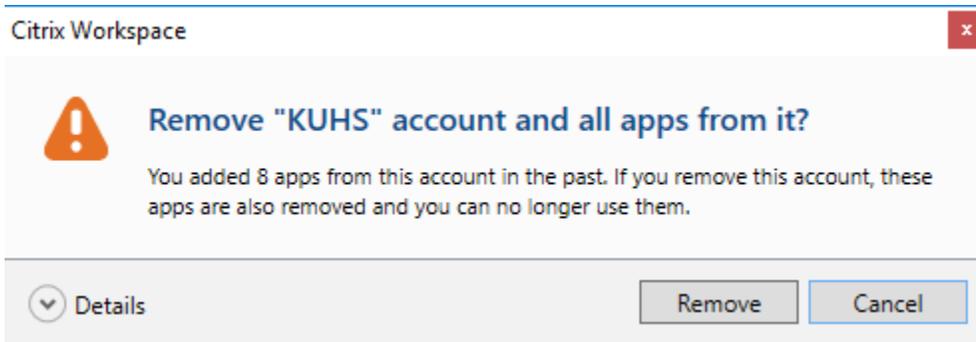
1. Open the **Citrix Workspace** app.
 - a. If this is the first time using Citrix Workspace, [click here to skip to step 7](#).
2. Click **your name** in the upper right corner.
3. Click **Accounts**.



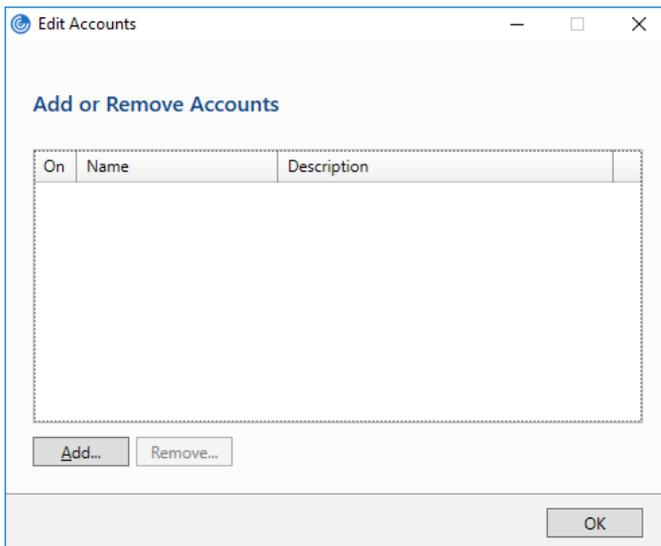
4. Select the hospital account and click **Remove**.



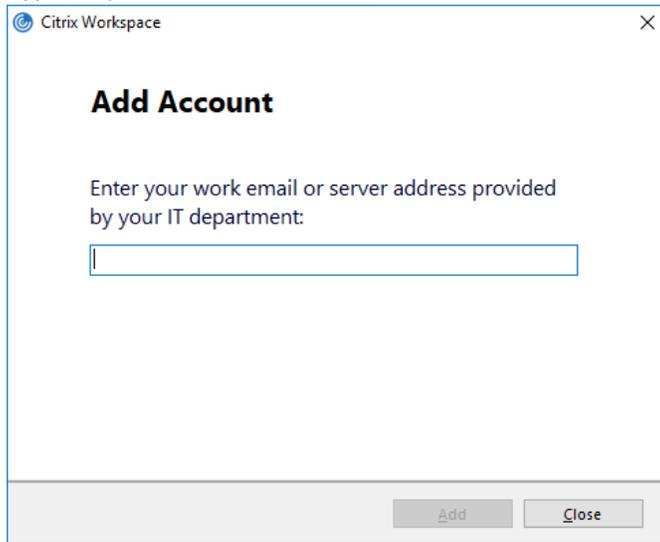
5. Click **Remove**.



6. Click **Add**.



7. Type <https://citrix.kumed.com> in the Add Account box. Click **Add**.

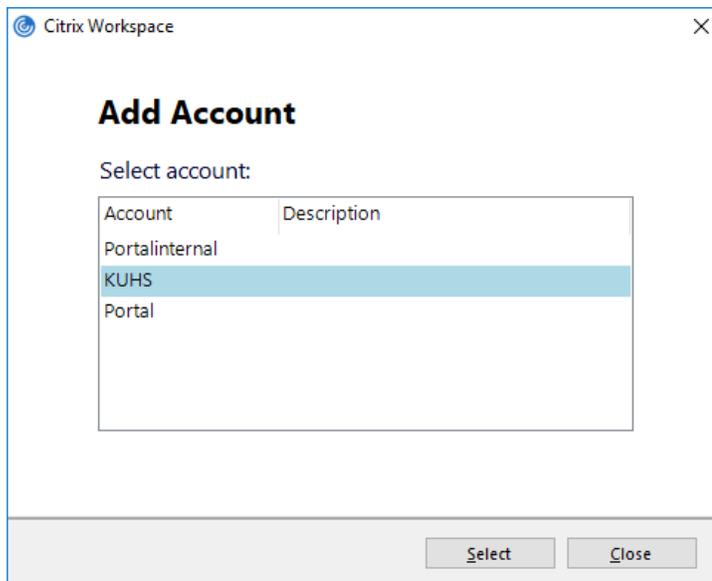


The screenshot shows a Citrix Workspace window titled "Add Account". It contains a text input field for entering a work email or server address. At the bottom, there are "Add" and "Close" buttons.

Add Account

Enter your work email or server address provided by your IT department:

8. Choose **KUHS** and click **Select**.



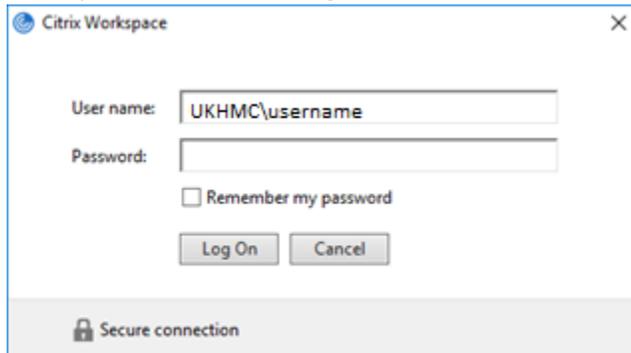
The screenshot shows the "Add Account" dialog box with a list of accounts. The "KUHS" account is selected. At the bottom, there are "Select" and "Close" buttons.

Add Account

Select account:

Account	Description
Portalinternal	
KUHS	
Portal	

9. Enter your credentials using **UKHMC\username** and your network password. Click **Log On**.



The screenshot shows a Citrix Workspace window titled "Log On". It contains fields for "User name:" (with "UKHMC\username" entered) and "Password:". There is a checkbox for "Remember my password" and "Log On" and "Cancel" buttons. A "Secure connection" indicator is at the bottom.

Log On

User name:

Password:

Remember my password

Secure connection

10. Click **OK**.

