



## 2018 OPEN ENROLLMENT November 6<sup>th</sup> – November 17<sup>th</sup>, 2017

### Instructions for accessing Citrix for first time users

1. Open a web browser and go to <http://citrix.leegov.com>.
2. Enter the username and password used to log in to a Lee County computer.
3. When prompted to install the Citrix receiver, check the box that says **I agree** and then click **install**.
4. Click **run**, which will be located at the bottom of the page.
5. Once the installer has run, click **start**.
6. Click to accept the license agreement and then click **next**.
7. On the next dialogue box, click **install**.
8. After Citrix has been installed, click **log on** and enter username and password (if prompted).
9. Refer to the OE Wizard instructions to complete open enrollment, which will be available 11/6/17.

### How to use Citrix to access Vista HRMS

1. Log into [citrix.leegov.com](http://citrix.leegov.com).
2. If the Vista HRMS icon is on the home page, skip to step 5.
3. If not, click on **APPS** located at the top of the page.
4. Click on **All** located in the upper left hand corner.
5. Click on the Vista HRMS icon (at the bottom of the page). If a Security Warning box appears, click on **Permit use**, then enter Vista User ID and password.
6. If "several add-ons are ready for use" warning appears, click **Don't enable**.
7. Refer to the OE Wizard instructions to complete open enrollment, which will be available 11/6/17.

### How to use Citrix to access Lee County Intranet

1. Log into [citrix.leegov.com](http://citrix.leegov.com)
2. Click on **APPS** located at the top of the page.
3. Click on **All** located in the upper left hand corner.
4. Locate the Lee County Intranet icon (which is a house). Click **details** next to the house icon, then click **add to favorites**.
5. The house icon will be copied to the Citrix home page. Return to the home page by clicking on **Favorites**, then click on the Lee County Intranet icon. If a Security Warning box appears, click on **Permit use**, and then log in to the intranet using the **Sign in** link in the upper right corner.
6. Click on **Paystubs - Vista HRMS**.
7. Click on [Login to PDS Vista by clicking here](#).
8. Enter Vista User ID and password. Refer to the OE Wizard instructions to complete open enrollment, which will be available 11/6/17.