Away from the office? – Tips for accessing PDS

STEP 1:

If you are outside of the County network – at home, for example – you will first need to log into Citrix to get to County applications.

citrix.leegov.com

Citrix: County network login, the one you would use to get onto your work PC or get to Outlook email.


The login and password for Citrix is your County network login; the one that you would use to log into your PC or get to your Outlook email. If you don't know it, or can't remember your password, call ITG: 239-533-4357

If you are using Citrix for the first time you will be prompted to download an Add-on. Follow the instructions on the screen. If you are using a MAC or iPad you may need a different download, which can be found here:

https://www.citrix.com/downloads/workspace-app/

STEP 2:

Within Citrix, open up Vista HRMS.
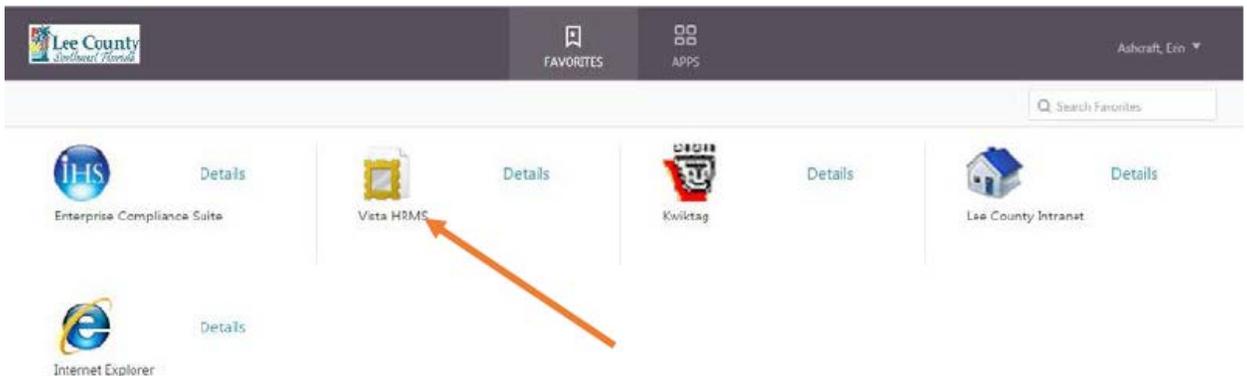
STEP 3:

Login

When the VistaHRMS login box appears enter your VistaHRMS User ID and Password to access the application. For most employees your User ID is your first name's first initial and last name; however, this is not always the case. This user id will be provided to you by Human Resources, through your HR Representative.

If you have forgotten your password, click the Forgot my password link. You will be prompted to enter your user ID and then click "Reset My Password". You will then be sent a link via your county email . You can access your work email from home through this link using your County user name and password: https://owa.leegov.com/owa/

The link you receive in this email will not work when you click on it. Instead, copy and paste it in the address bar of the Internet Explorer app (opened up within the Citrix Receiver).
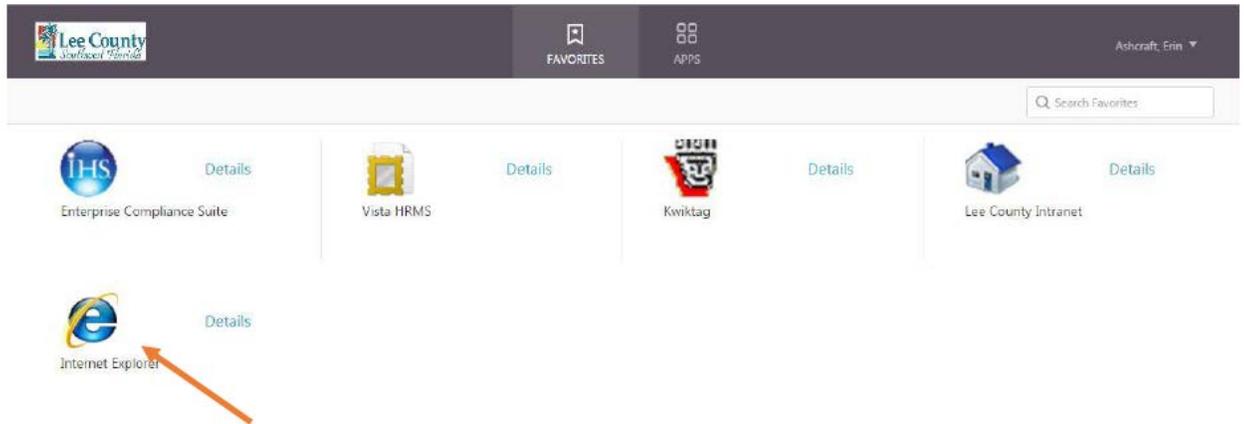

If you do not have the Internet Explorer icon showing, you will need to click on the "apps" at button at the top of the page to view the other programs you have available.

Once you have Internet Explorer open through Citrix, simply copy and paste the link from the "password reset" email into the address bar in Internet Explorer and hit the "Enter".

You will then be brought to the screen below:
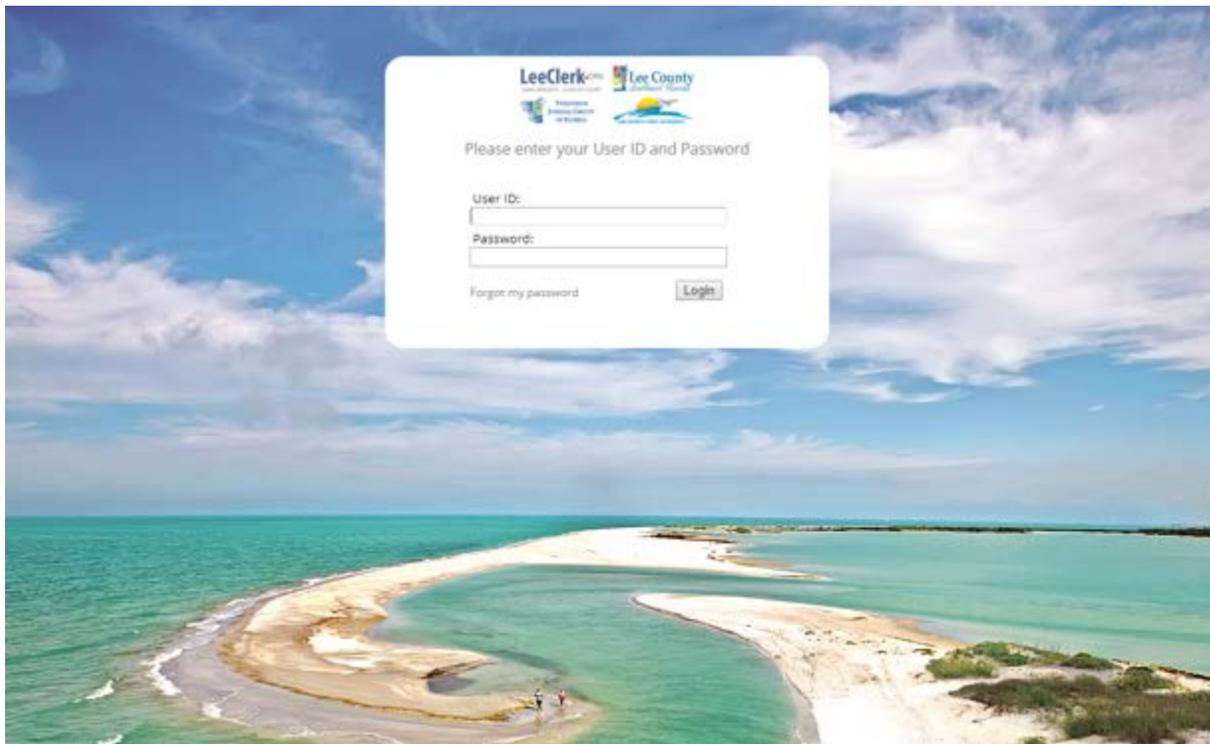
Enter in the password of your choice, confirm it, and click the "Reset Password" button. (Passwords must be at least 8 characters).

From there, you will be logged into to Vista HRMS!

When on the home screen, click on Self Service to get to the Open Enrollment Wizard.
Instructions for the Self Service Wizard in Vista 7 will be available November 4, 2019.

If you are experiencing any other issues not covered in this document, please do not hesitate to contact Human Resources at 533-2245.