

## INTRODUCTION

The Hartford Healthcare Portal is a secure network for affiliated physicians and select employees. It is a web-based portal which allows access to systems from home or office. The portal address is:


<https://portal.hhchealth.org>

## ACCESS

If you are in need of access to applications used at Backus Hospital via the HHC Portal, a signed Registration Form and Agreement from must be completed and faxed to the number provided on the form. The form is available in the same location as this setup guide. It is labeled **Backus Online Access**. The form is located on page three of the document.

## PORTAL SETUP INSTRUCTIONS

1. Type the portal address  
<https://portal.hhchealth.org>  
in your Internet Explorer  
browser.

You will be presented with a  
login page as shown in the  
image to the right. 

Enter your User name and  
Password and click Log On.



Hartford  
HealthCare

Caring Safety Excellence Integrity

Secure  
Gateway

Please log on to continue.

User name:

Password:

Company:

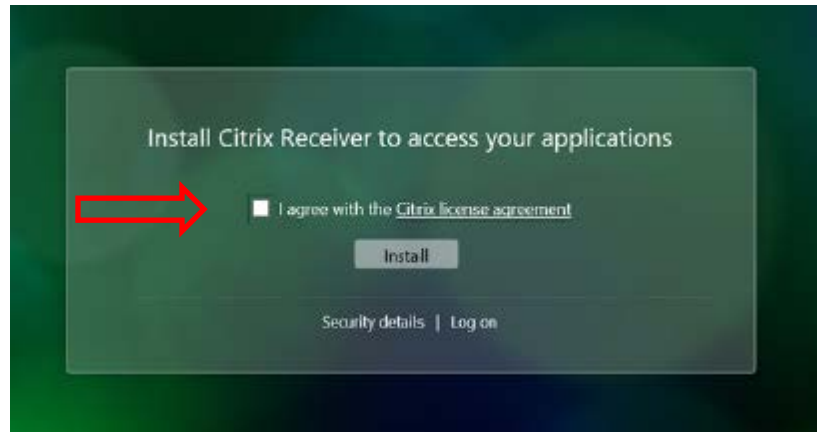
Log on

CITRIX

**NOTE:** The Citrix Client is an automatic download from the HHC portal. If you do not already have Citrix installed on your computer you will be presented with the option to download and install after your initial login.

2. You will be prompted to review and agree to the Citrix license agreement as shown to the right.

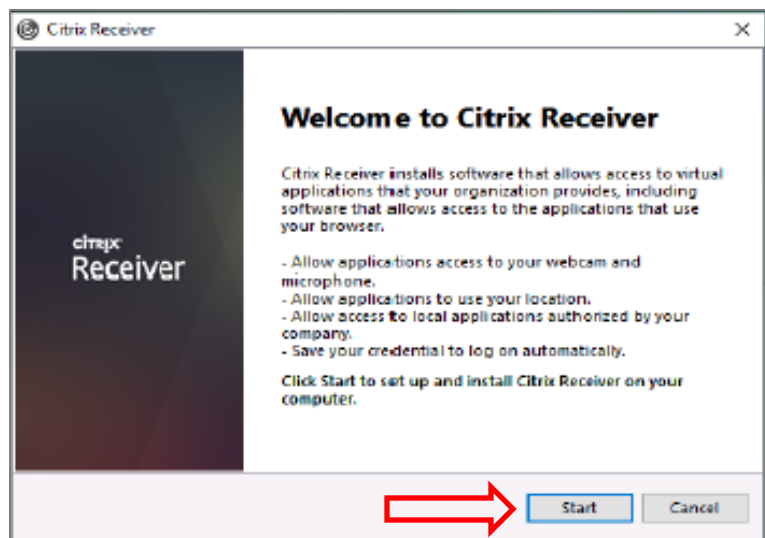
To continue check the **I agree** box and click on the install button.



3. When prompted to run or save the Citrix Receiver as shown in the image to the right, choose **Run**.

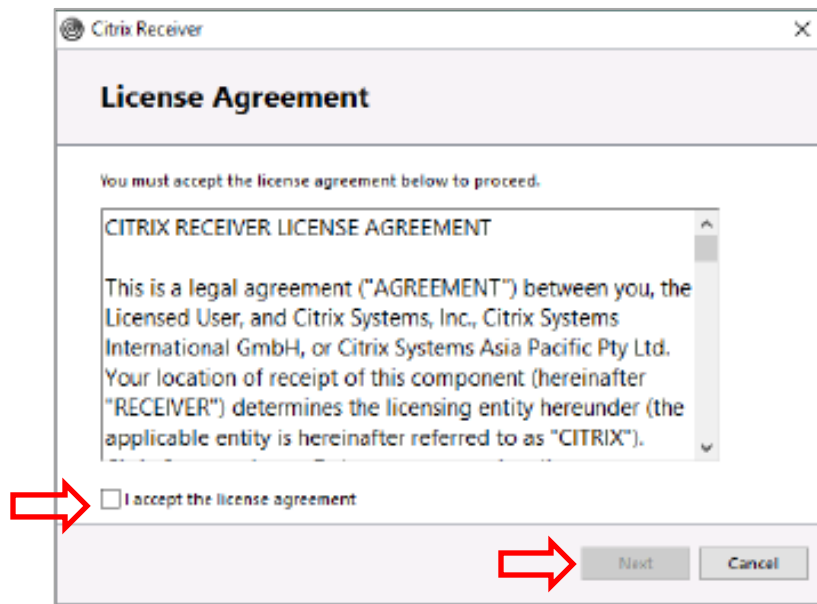


4. When the Welcome to Citrix Receiver message appears click **Start**.

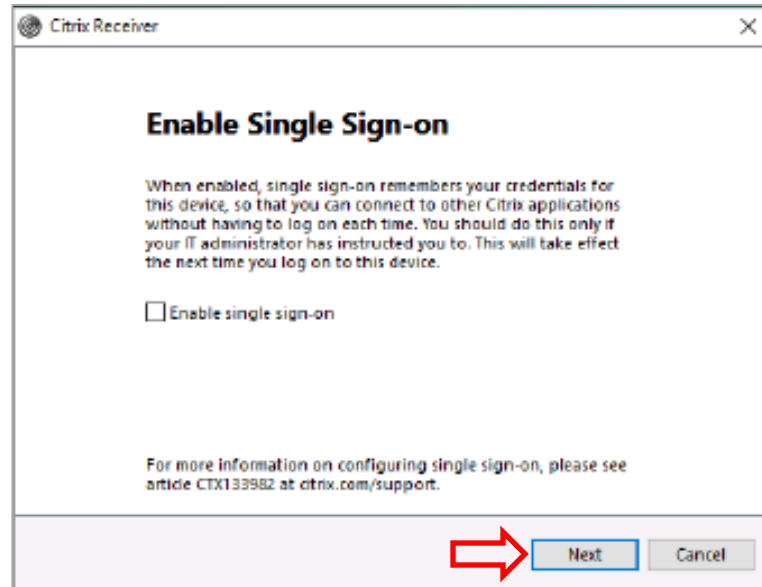


5. You will be prompted to review and agree to the Citrix license agreement as shown to the right.

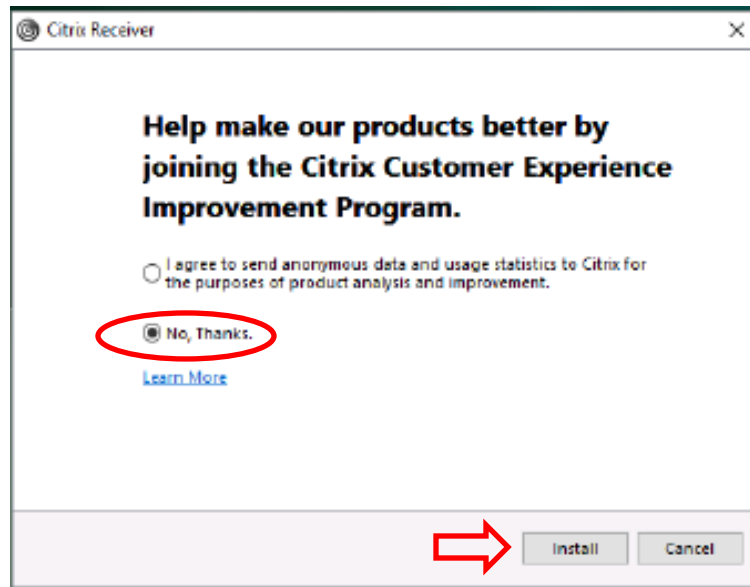
To continue with the installation check the **I accept** box and click Next.



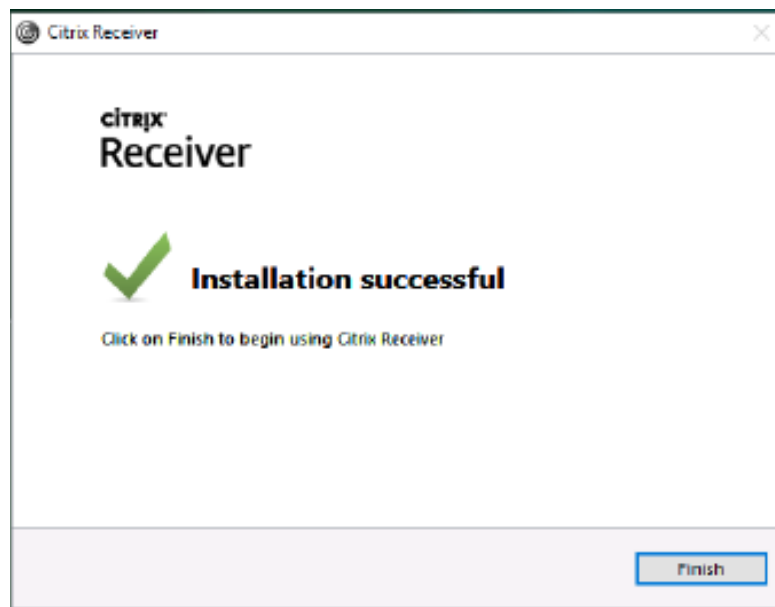
6. At the Enable Single Sign-on screen leave the box unchecked and click Next.



- To complete the installation process more quickly, check the **No, Thanks** option when prompted with the Citrix Customer Experience Survey and click Install.



- When the installation is complete you should see the successful screen as shown in the image to the right. Click Finish.



8. The Citrix Storefront will open as shown in the image to the right.

If you do not see the application you need click on the + sign on the left of the page.



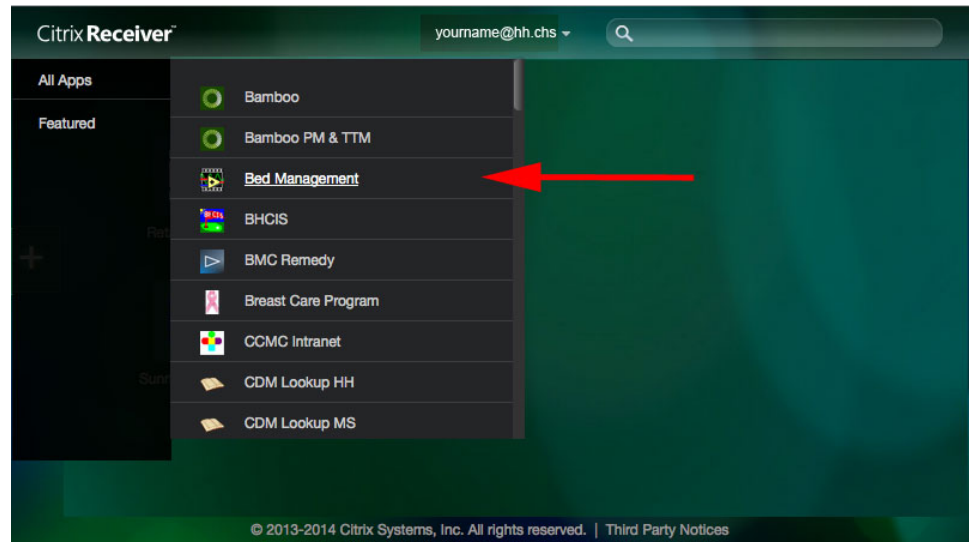
9. Choose **All Apps**



8. Search for your applications on the top right of the page.

Click on the application, and it will be placed on your HHC portal page

Your portal settings will follow you so you should only need to add the application once and it will be there each time you log in.



9. When you are finished using the portal click on your username in the top right and use the dropdown menu to select: Log Out

