

## How to Remotely Access SMH Research Documents on the Intranet

This step-by-step guide illustrates how to access the St. Michael's Hospital *intranet* externally, in order to access internal research documents.

\*\*\*If at any point you experience technical difficulties, please feel free to contact the **SMH help desk** at (416) 864-5751.

### Please read the following options carefully:

1. If you want instructions on how to access Citrix, please start at **Step 1** (page 2).
2. If you already know how to access Citrix, and please skip ahead to **Step 7** (page 5).
3. If you're already connected to the intranet, the links to all internal research policies/documents are listed on **Step 10** (page 6).

- 1) Launch the Internet Explorer browser, copy and paste the following **Address** field, and press **Enter**:  
<http://angel.smh.ca>  
The Remote Access log-on web form will open:

## St. Michael's Remote Access

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You are using a St. Michael's Hospital system, which may be used only for authorized Hospital purposes. Unauthorized access or use of this system may subject you to administrative, civil, or criminal actions. This computer system may be monitored and information disclosed for any lawful purposes, including for the management and maintenance of the system, to ensure that the system is authorized to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. You have no reasonable expectation of privacy while using this system. Use of this system by any user, authorized or unauthorized, constitutes express consent to this monitoring.



User name:

Password:

Log On

To access SMH applications, you will require your user ID, password and the RSA token. Please click here to proceed:  
[SMH Applications](#)

- 2) Log-in using your SMH **user name** and **password**. Please note that the passwords are case-sensitive.

- 3) Once you have successfully logged on, a screen will appear asking you to install Citrix

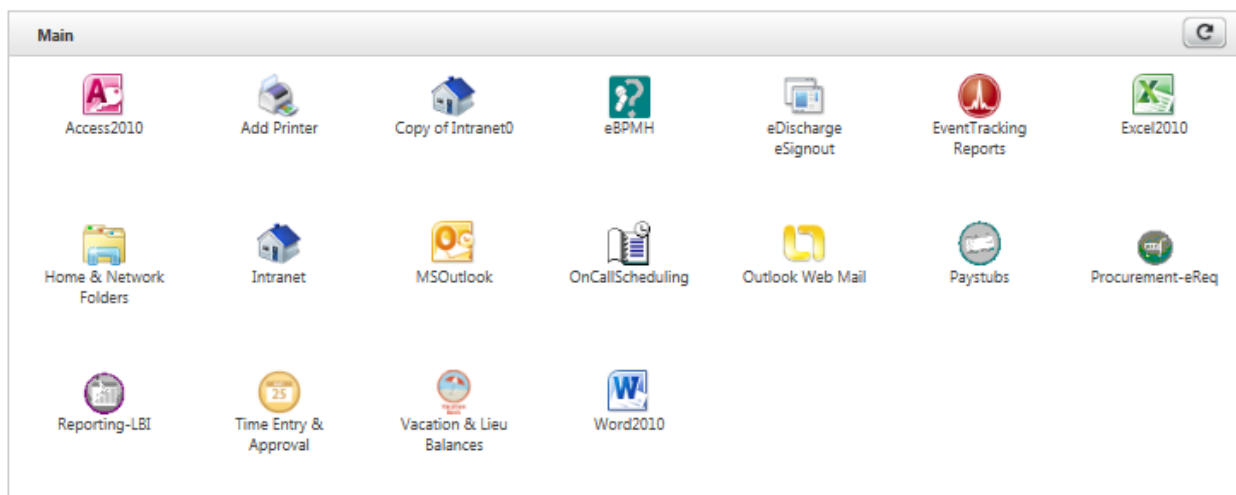


- 4) Make sure you check off the box marked "I agree with the Citrix license agreement" and then press the green "Install" button.

- 5) A screen will appear asking you to confirm once the download is complete. If a pop-up appears asking you to save or Run the software, make sure you select "Save". Once the installation is complete, press the continue button.



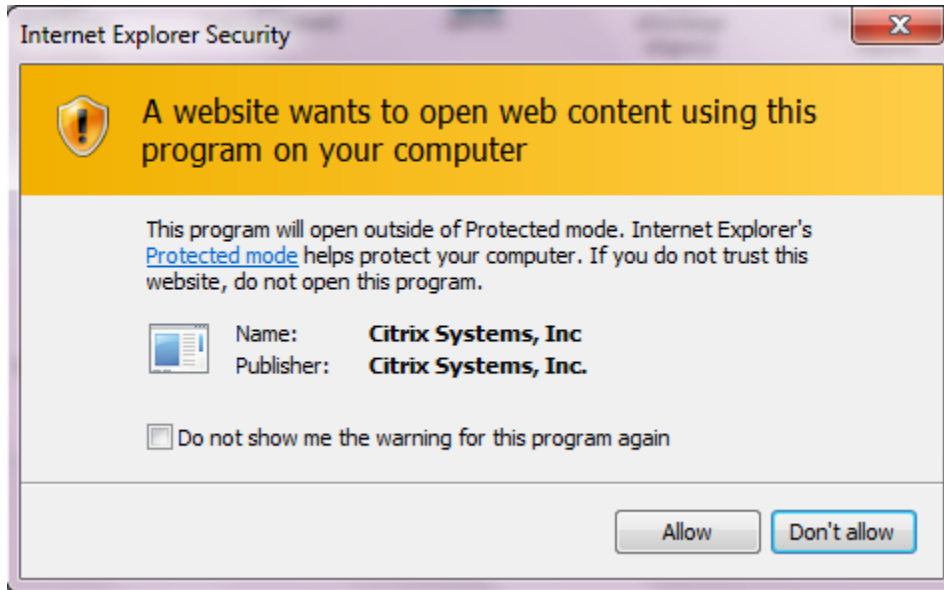
- 6) Once you are successfully logged on, a screen will appear, displaying icons for all internal programs that you have access to.



7) Select the “Intranet” icon:



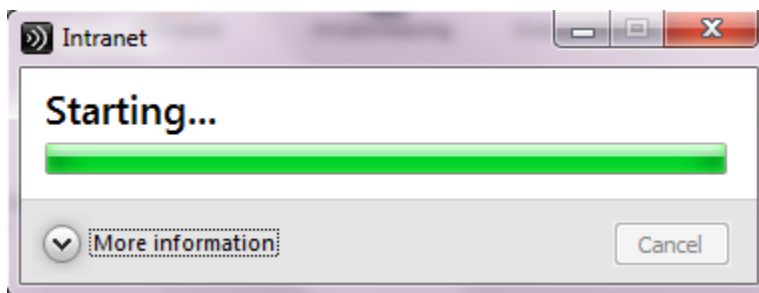
8) If a security alert, like the one below pops-up, make sure to first check off the box that reads “Do not show me the warning for this program again” and click the “Allow” button.



9) If you encounter a prompt like the one below, please select “Save”; once saved, then select “Open”.



10) A box should appear, letting you know that the Intranet web-browser is being launched.



11) Once you are connected to the intranet, please manually add in the links that you need for the following documents/policies/pages:

1. Post-Doctoral Fellow Policy, please use this link:  
<http://cpps/Default.aspx?cid=887&lang=1>
2. Research Visitor Policy, please use this link:  
<http://cpps/Default.aspx?cid=1669&lang=1>
3. Benefits eligibility summary, please use this link:  
<http://callaway/web-assets/resources/research/research-hr-benefits-eligibility-summary.doc>
4. Job descriptions, please use this link:  
<http://callaway/web-assets/resources/research/research-hr-research-job-descriptions.docx>
5. Employer costs, please use this link:  
<http://callaway/web-assets/resources/research/research-hr-Research-Employer-Costs.pdf>
6. Known candidate instructions, please use this link:  
<http://callaway/web-assets/resources/research/research-hr-hire-known-candidate-instructions.docx>
7. Known candidate template, please use this link:  
<http://callaway/web-assets/resources/research/research-hr-hire-known-candidate-template.docx>
8. Reference check template, please use this link:  
<http://callaway/web-assets/resources/research/research-hr-hire-known-candidate-reference-check-template.doc>
9. Internal Peer Review of Research Grant and Award Applications, please use this link: <http://cpps/Default.aspx?cid=890&lang=1>
10. Expense Policy, please use this link:  
<http://cpps/Default.aspx?cid=363&lang=1>
11. Secure Handling of Confidential Information in Digital Format Policy, please use this link:  
<http://cpps/Default.aspx?cid=445&lang=1>
12. Information Security Policy, please use this link:  
<http://cpps/Default.aspx?cid=1549&lang=1>

### 13. ReQuIST

[http://portal.smh.ca/wps/portal/smhIntranet/SMHIntranet/home/initiatives/quality/strategic-framework/quality%20-%20qi%20ethics%20review!/ut/p/a1/1VJNc4IwEP0rePCIWQwFekRHUetH1TIKFydCkFQMGOLXv29QpzfpNKfN7Hu7-94uCtEahZyc2Y5IlnOSVf\\_Q2thfn2anY7jgOVMA14OJjZ3pqLc0FSBQAHjxXLjzO\\_7swZ9ZBsDwA\\_r-ANp46eEnv-u5A9MeV4y-A25V23Zt8Bbmnf8iPRtitEihCiMuC5migPJdxspUi3IuKZdaxraCiFsTykOqMS4F4VQ2QbAo1SS9qjDND7QJUS6KXBBJFYhJpsSfadmE44IkTN5-A03XjkyjMmVRqQl6ZvRSdS8iFqPg3TK27bhN9STBVDCtinUn2YJuOHEcA7bjxIeamvs-MPtU9qaCgryANQtpM7SyvFADWm\\_nGJuoeU\\_VY\\_-INVB4RIuRTqvHGqLSXeyUx2ITHXGkxytaxawuk\\_76kCc4WAViSq7vkx-Dc5k2tL7VtmVLaemYDTy\\_xExQ0VB98\\_OPim7xcO4Lf9ajPuXdxG4wfiHOcf/dl5/d5/L3dHQSEvUUtRZy9nQSEh/](http://portal.smh.ca/wps/portal/smhIntranet/SMHIntranet/home/initiatives/quality/strategic-framework/quality%20-%20qi%20ethics%20review!/ut/p/a1/1VJNc4IwEP0rePCIWQwFekRHUetH1TIKFydCkFQMGOLXv29QpzfpNKfN7Hu7-94uCtEahZyc2Y5IlnOSVf_Q2thfn2anY7jgOVMA14OJjZ3pqLc0FSBQAHjxXLjzO_7swZ9ZBsDwA_r-ANp46eEnv-u5A9MeV4y-A25V23Zt8Bbmnf8iPRtitEihCiMuC5migPJdxspUi3IuKZdaxraCiFsTykOqMS4F4VQ2QbAo1SS9qjDND7QJUS6KXBBJFYhJpsSfadmE44IkTN5-A03XjkyjMmVRqQl6ZvRSdS8iFqPg3TK27bhN9STBVDCtinUn2YJuOHEcA7bjxIeamvs-MPtU9qaCgryANQtpM7SyvFADWm_nGJuoeU_VY_-INVB4RIuRTqvHGqLSXeyUx2ITHXGkxytaxawuk_76kCc4WAViSq7vkx-Dc5k2tL7VtmVLaemYDTy_xExQ0VB98_OPim7xcO4Lf9ajPuXdxG4wfiHOcf/dl5/d5/L3dHQSEvUUtRZy9nQSEh/)

12) Once you have completed with your tasks, please make sure to go back to the main screen with the icons, and click “Log Off” icon on the top right hand corner of the screen, marked with a red box below:

