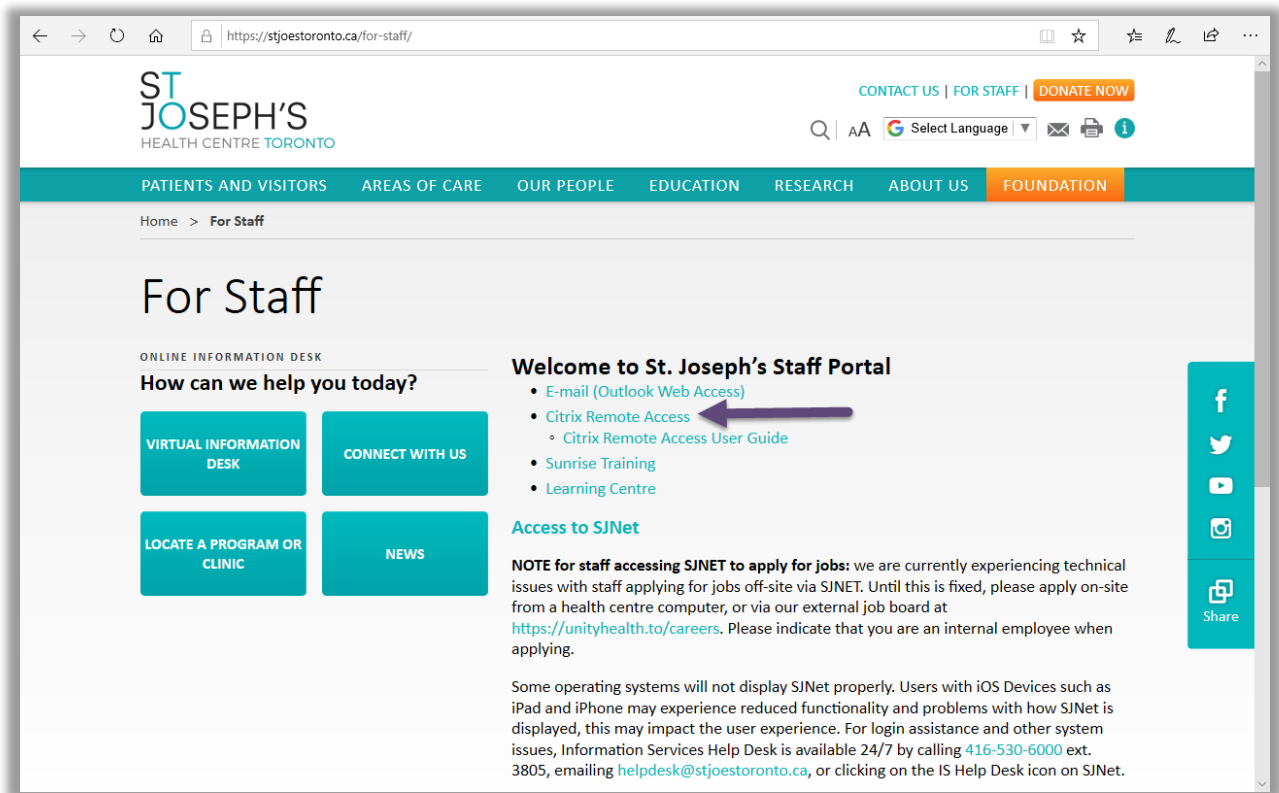


## Time Entry & Approval Remote Access Login Validation

Please use the following instructions to confirm that you are able to successfully log on from a remote location to the **Infor Time Entry & Approval** application.

**Step 1:** From the St. Joseph's public web site (<https://stjoestoronto.ca/>) click on the [For Staff](#) link at the top right of the web page.

**Step 2:** On the [For Staff](#) page click on the Citrix Remote Access link.

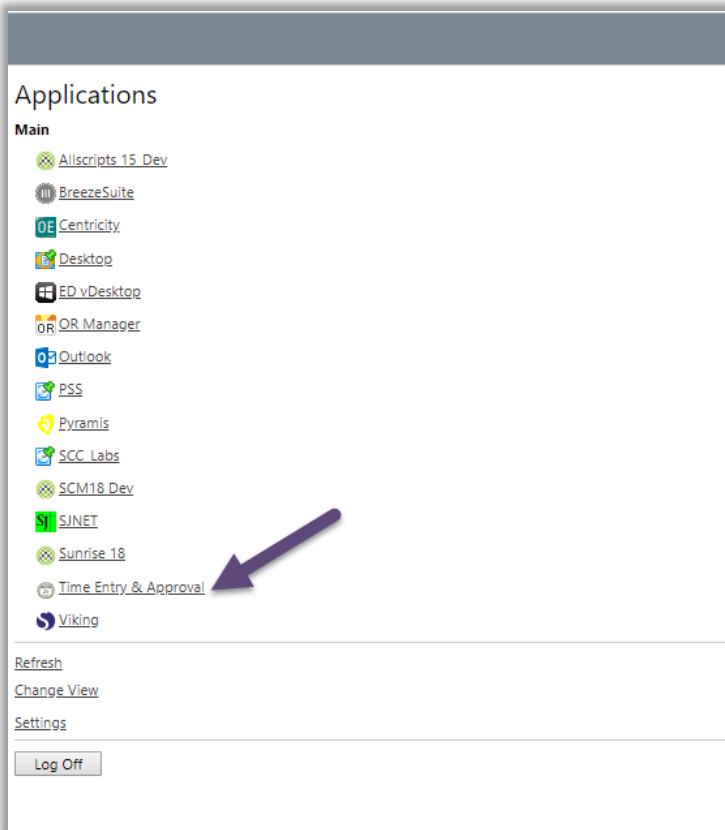


**Step 3:** You will be prompted with the Citrix login page. Enter your username, password and the RSA Passcode. The RSA passcode is a number that is auto generated on a RSA SecureID token.

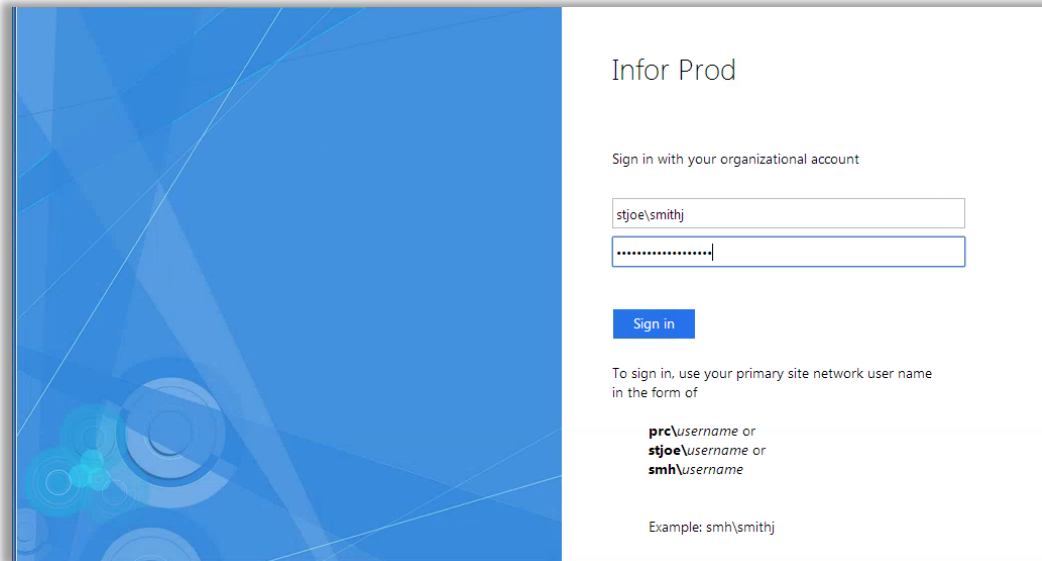


*Example of RSA SecureID token key fob*

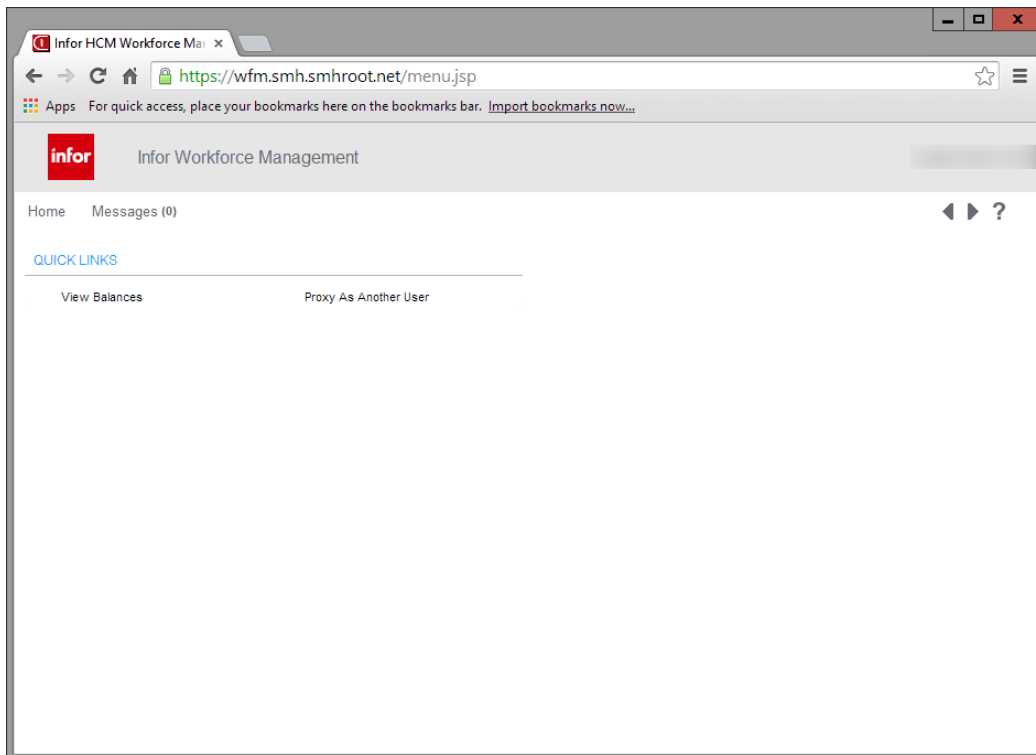
**Step 4:** You will be presented with a list of applications similar to the following image. Click once on the Time Entry & Approval application to launch the application.



**Step 4:** You should be presented with the following login page. Enter your username in the form of stjoe\username (example: stjoe\smithj). Your username is your Windows login. Enter your password and then click Sign in.



**Step 5:** If you reach a page that is similar to the one below and can see the “Infor Workforce Management” title in the grey bar then you have successfully logged on to the Time Entry & Approval application.



**Step 6:** Close all the Time Entry & Approval browser tabs that were opened.

If you were unsuccessful, please contact Helpdesk at [helpdesk@stjoestoronto.ca](mailto:helpdesk@stjoestoronto.ca) or ext. 3805.