West Region (SLHS) Access to BJC Saba

Important Information for ALL SLHS Users:

Not all West Region employees have access to BJC Saba. If you fall into one of the groups below, you likely have access:

- 1. West Region Leaders*
- 2. West Region Leaders* with East Region Direct Reports
- 3. Certain Individual Contributors in HR or in the Activate Program

*Leaders are defined as those who, as listed in Workday, have a Management Level of Supervisor and above.

SLHS Individual Contributors Saba Login:

1. Launch the "SLHS Access" app from the desktop icon.

Children Lineaces						
 Once Citrix loads, click on the "BJC Workspace - ONE BJC" tile. Click "Open" under "Actions". You will then be presented with a VMWare Horizon Login Screen. 		BJC Workspace ONE	Workstay Training Resources BIC Description: - Icon for acces	BIC Workspace ONE BIC BIC	al (Estranet)	
 Enter your BJC NT ID. a. Most are formatted <u>AB12345@BJC.ORG</u> b. Older NTIDs are formatted <u>ABC1234@BJC.ORG</u> c. The @BJC.ORG is important Enter your password. If you do not know your BJC NTID or password, contact the BJC IT HelpDesk at 314-362-4700. 			Usernar Passivor ACCOU	VMware Horizon Username Password ACCOUNTS		
 Once logged into VMWare, double-click on the "SLHS BJC Access" icon. 				Login Cancel		

- 7. Locate the "Saba" Shortcut and double-click to load Saba within Citrix.
- 8. When presented with a Microsoft Login screen, enter the same BJC NTID (including the @bjc.org) and password as above.