

West Region (SLHS) Leader 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

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

West Region Leaders - Logging into BJC Saba:

1. Log into your SLHS computer using your standard login method
2. Open a web browser, ideally Chrome or Edge
3. Navigate to <https://bjc.sabacloud.com>
4. You should be automatically logged into Saba
5. If you receive an error or see a Microsoft Login screen, first navigate to an Enterprise SharePoint Site (like BJC [Corporate Compliance](#)) and log in if prompted
6. Then click on the link listed in #3 above

West Region Leaders with East Region Direct Reports:

Although you have been assigned East Region login credentials (BJC NTID), your BJC Saba account has been configured to be accessed using your West (SLHS) identity.

1. Follow the instructions above for West Region Leaders

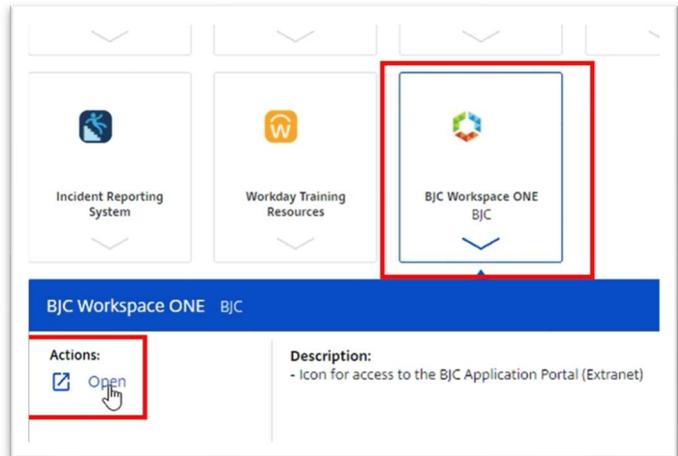
Note: If you wish to access Saba via Horizon with your BJC NTID, like accessing MyTime, myBJCnet, or PeopleSoft, contact the Saba Team (BILD@bjc.org) and request your Saba account be changed.

Individual Contributors in HR with access to BJC PeopleSoft

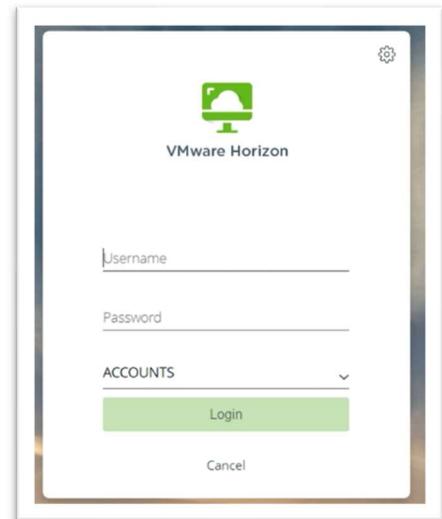
1. Launch the “SLHS Access” app from the desktop icon.



2. Once Citrix loads, click on the “BJC Workspace - ONE BJC” tile.
3. Click “Open” under “Actions”. You will then be presented with a VMWare Horizon Login Screen.



4. Enter your BJC NT ID.
 - a. Most are formatted AB12345@BJC.ORG
 - b. Older NTIDs are formatted ABC1234@BJC.ORG
 - c. The @BJC.ORG is important
5. Enter your password.
If you do not know your BJC NTID or password, contact the BJC IT HelpDesk at 314-362-4700.



6. Once logged into VMWare, double-click on the “SLHS BJC Access” icon.
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.

Having Issues? Contact BILD@bjc.org