

Accessing Concur via Citrix

Overview: When on a shared SHC computer (break room, nurse station, etc.) to access Concur, House Staff must go through Citrix. Microsoft Edge is the preferred browser

Accessing Concur via Citrix:

1) Go to SHC Connect intranet home page: [SHC Connect - Home \(sharepoint.com\)](https://stanfordhealthcare.sharepoint.com) - <https://stanfordhealthcare.sharepoint.com>

2) Once on the **SHC Connect** home page
In the top right corner
Click on **CITRIX LOGIN**



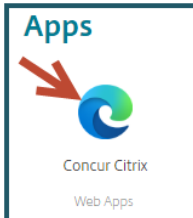
3) Enter your **SID#**
Enter your **Network Password**:
Click on **LOG ON**

4) You will now be on the **Citrix platform**
In the **top right corner** – Find and Click on the **Magnifying Glass**

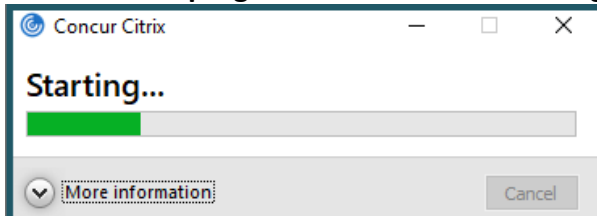


5) Type **Concur**

6) Click on the icon that shows as **Concur Citrix**



7) You will see a **progress bar** for Concur starting:



Concur will then open