

West Region (SLHS) Leader Access to BJC Saba

Logging on:

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

Important: if you have PeopleSoft access, you must use your BJC NTID or you will receive an error.

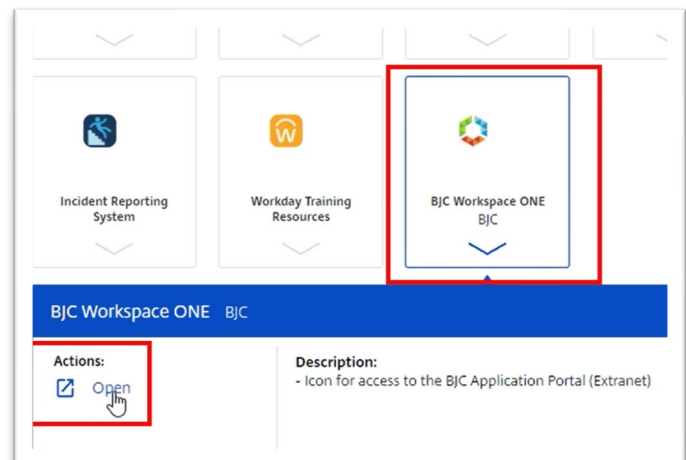
Leaders with existing PeopleSoft Access:

West Leaders who have East Region Direct Reports need to log into BJC Saba using their BJC NT ID.

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

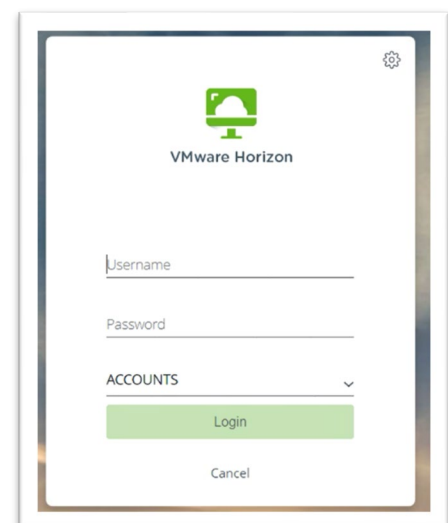


2. Once Citrix loads, click on the “BJC Workspace - ONE BJC” tile.
3. Click “Open” under “Actions”. You will then be presented with a VMWare Horizon Login Screen.

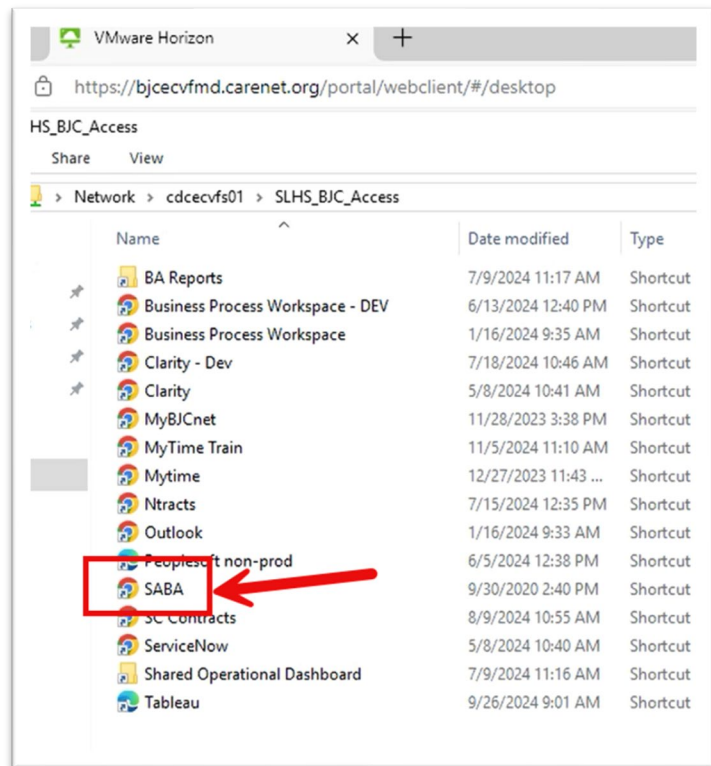


4. Enter your BJC NT ID.
 - a. Most are formatted AB12345@BJC.ORG
 - b. Older NTIDs are formatted ABC1234@BJC.ORG
 - c. The @BJC.ORG is important
5. Enter your password.

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