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
- If you receive an error or see a Microsoft Login screen, first navigate to an Enterprise SharePoint Site (like BJC <u>Corporate Compliance</u>) and log in if prompted
- 6. Then click on the link listed in #3 above

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.
- 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
- 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.
- When presented with a Microsoft Login screen, enter the same BJC NTID (including the @bjc.org) and password as above.

9	VMware Horizon × +						
https://bjcecvfmd.carenet.org/portal/webclient/#/desktop HS_BJC_Access Share View Network > cdcecvfs01 > SLHS_BJC_Access							
					Name	Date modified	Туре
					BA Reports	7/9/2024 11:17 AM	Shortcut
				R	😥 Business Process Workspace - DEV	6/13/2024 12:40 PM	Shortcut
A.	😰 Business Process Workspace	1/16/2024 9:35 AM	Shortcut				
*	🛜 Clarity - Dev	7/18/2024 10:46 AM	Shortcut				
*	🛜 Clarity	5/8/2024 10:41 AM	Shortcut				
	😥 MyBJCnet	11/28/2023 3:38 PM	Shortcut				
	😥 MyTime Train	11/5/2024 11:10 AM	Shortcut				
	🔊 Mytime	12/27/2023 11:43	Shortcut				
	Ntracts	7/15/2024 12:35 PM	Shortcut				
	🛜 Outlook	1/16/2024 9:33 AM	Shortcut				
- E		6/5/2024 12:38 PM	Shortcut				
_ I	😥 SABA	9/30/2020 2:40 PM	Shortcut				
	2 SC Contracts	8/9/2024 10:55 AM	Shortcut				
	😥 ServiceNow	5/8/2024 10:40 AM	Shortcut				
	Shared Operational Dashboard	7/9/2024 11:16 AM	Shortcut				
	n Tableau	9/26/2024 9:01 AM	Shortcut				

Having Issues? Contact BILD@bjc.org

