To access PeopleSoft from a personal device:

1. **BEFORE YOUR INITIAL LOGON – request access to the Remote Access Portal.**
    *   Use the "Remote Portal Set Up for Laptop/Desktop" link on the Remote Access Options matrix (http://intranet.wakehealth.edu/uploadedFiles/User_Content/Departments/Information_Technology/Documents/Remote%20Access%20Options.pdf) to open, complete and submit the electronic Remote Access Request Form.
    *   Once your remote access has been created, you will receive instructions via email on how to download and login to the remote access Citrix Portal.
    If you're unable to access the Remote Access Request Form, or if you're unable to access the Citrix Portal from your personal device once your remote access has been created, contact the Help Desk (336-716-HELP [4357]) for assistance.

2. **BEFORE YOUR INITIAL LOGON – register for RSA 2-factor authentication.**
    *   Go to https://wakehealth.auth.securid.com/mypage. Follow the onscreen instructions (using your WFBH email address and password) to register for RSA 2-factor authentication.
    *   When prompted to complete device registration, download the RSA SecurID Authenticate app from the Apple App Store or the Google Play Store to your smartphone or other mobile device. (Be sure to download the RSA SecurID Authenticate app, not the RSA SecurID Software Token app.)
    *   After installing the RSA SecurID Authenticate app on your mobile device, continue following the onscreen instructions on your PC to complete the registration process.
    Click the "Web Mail Set Up" link on the Remote Access Options matrix (http://intranet.wakehealth.edu/uploadedFiles/User_Content/Departments/Information_Technology/Documents/Remote%20Access%20Options.pdf) to see more detailed instructions on registering for RSA 2-factor authentication. If you're still unable to register, contact the Help Desk (336-716-HELP [4357]) for assistance.

3. **Login to the remote access Citrix Portal from your personal device.**
    *   Go to https://portal2.wakehealth.edu in your web browser.
    *   Enter your WFBH network username and password, and click the Logon button.
    *   When prompted to enter your tokencode or select another method, enter 1 in the answer field and click the Logon button again. This will send a push notification to your mobile device.
    *   Click the green checkmark on your mobile device to launch Citrix Receiver on your PC.
    *   Scroll down and click the tile for PeopleSoft HR-Payroll Login.
    *   Click the .ica file at the bottom of your computer screen to launch PeopleSoft.
    *   Use your WFBH network username and password to login to PeopleSoft, and select Main Menu, Self Service, Benefits, then Benefits Enrollment.