

Accessing Colleague Connection Remotely

For those times that you have to work remotely and be able to access Colleague Connection, simply follow these steps to:

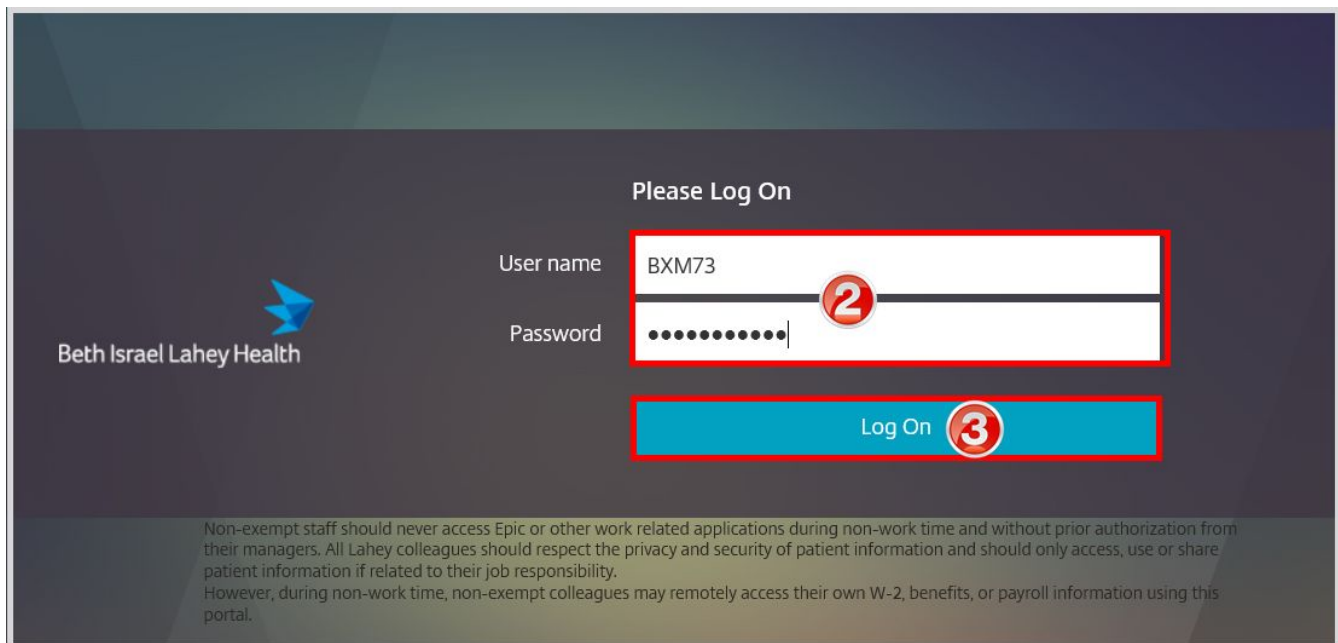
- Log onto the Network.
- Complete the Duo Authentication process.
- Connect to the Citrix StoreFront.
- Access the needed Lahey application

Log onto the Lahey Network

1. Open an **Internet Explorer browser** and navigate to <https://connect.lahey.org>

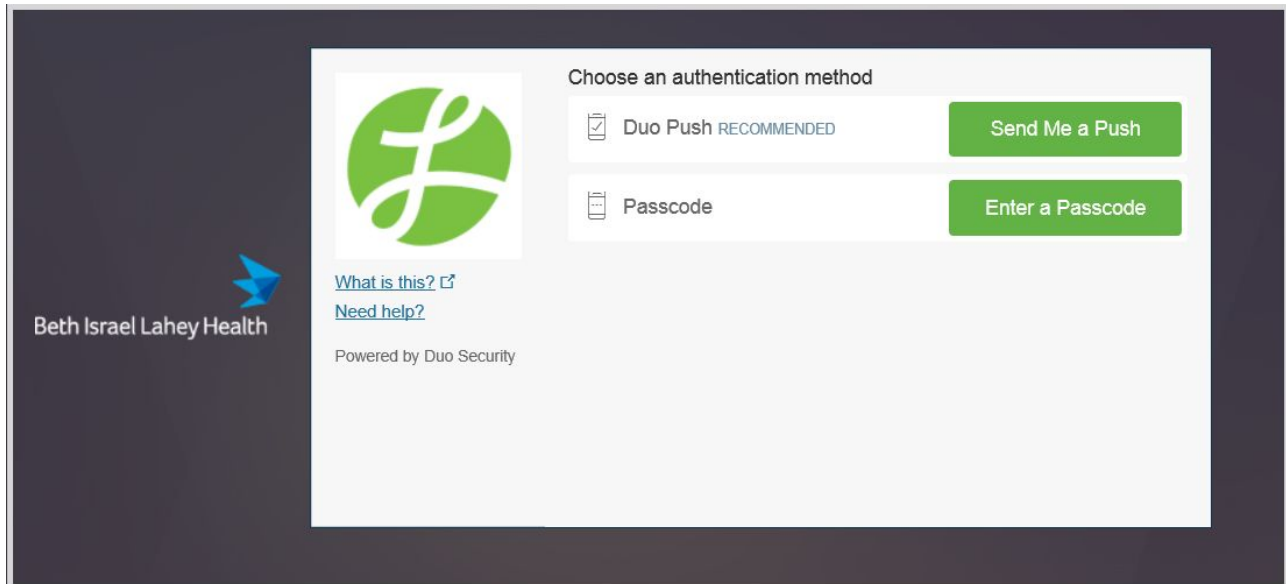


2. Enter your network **User name** and **Password**. This is the login name and password you would use to log into your desktop computer.
3. Click on the **Log On** button.

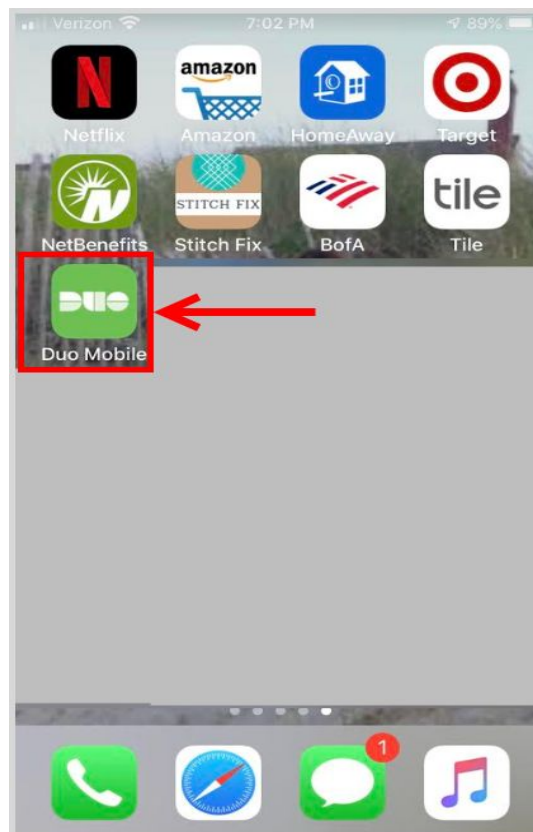


Complete the Duo Authentication Process:

1. Once the **Log On** button is clicked, the following window will automatically appear.

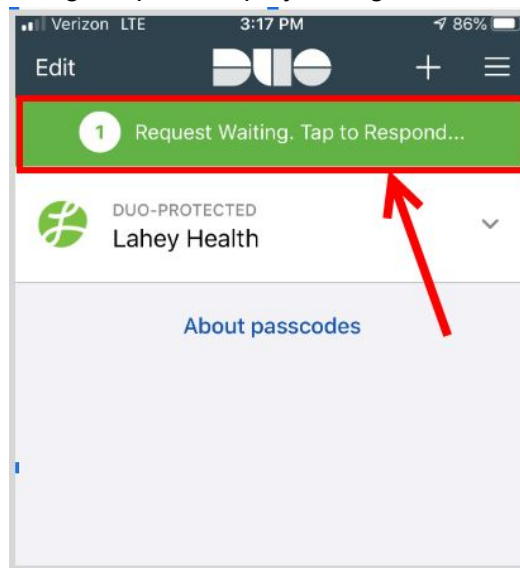


2. Choose the **Send Me a Push** button or **Enter a Passcode** button.
3. At this point, you need to download the **Duo Authentication Application** from the App Store onto your mobile device if you haven't already. This will only need to be done the first time.

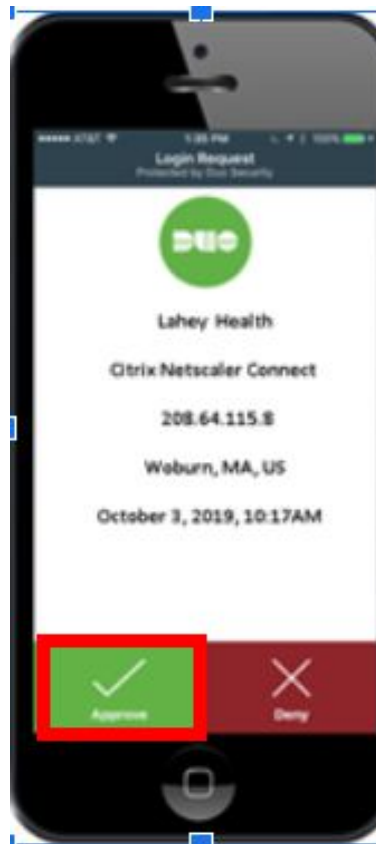


4. Once your device has been set up to send a push automatically, a notification appears on the home screen of the device once the **Log On** button is clicked.
5. Tap the notification and select **Approve**.

6. If the notification does not automatically appear, then navigate to the DUO Mobile app on the device. Tap on the Pending Request displayed in green at the top of the app

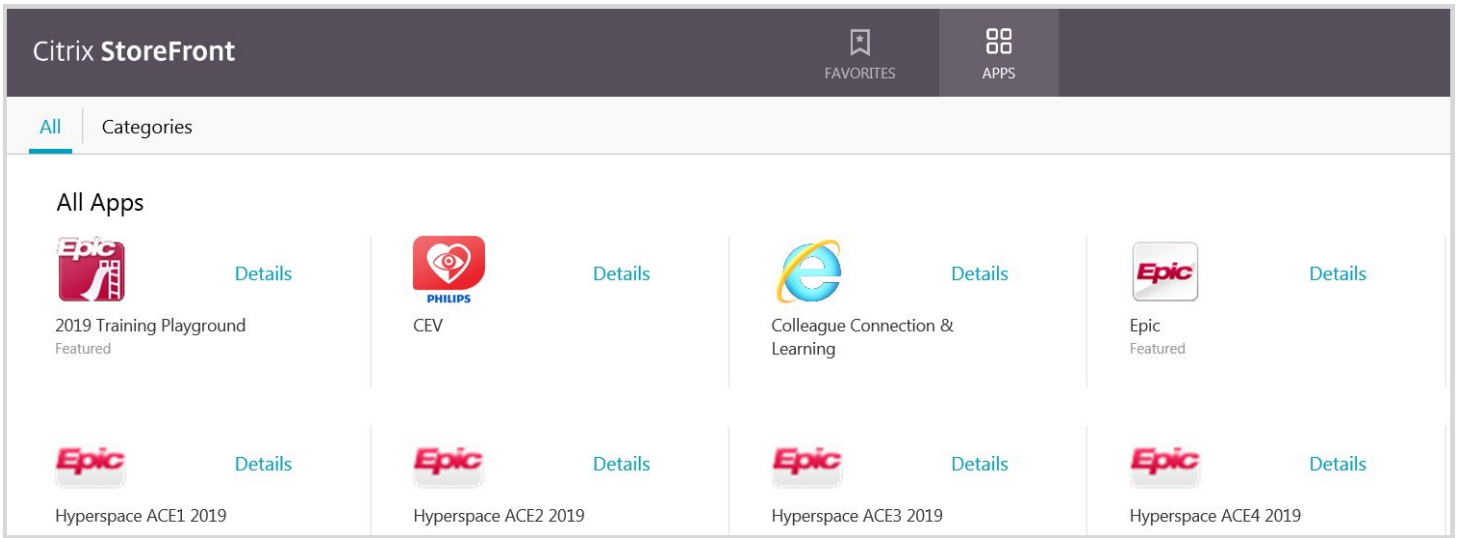


7. Click on **Approve**.

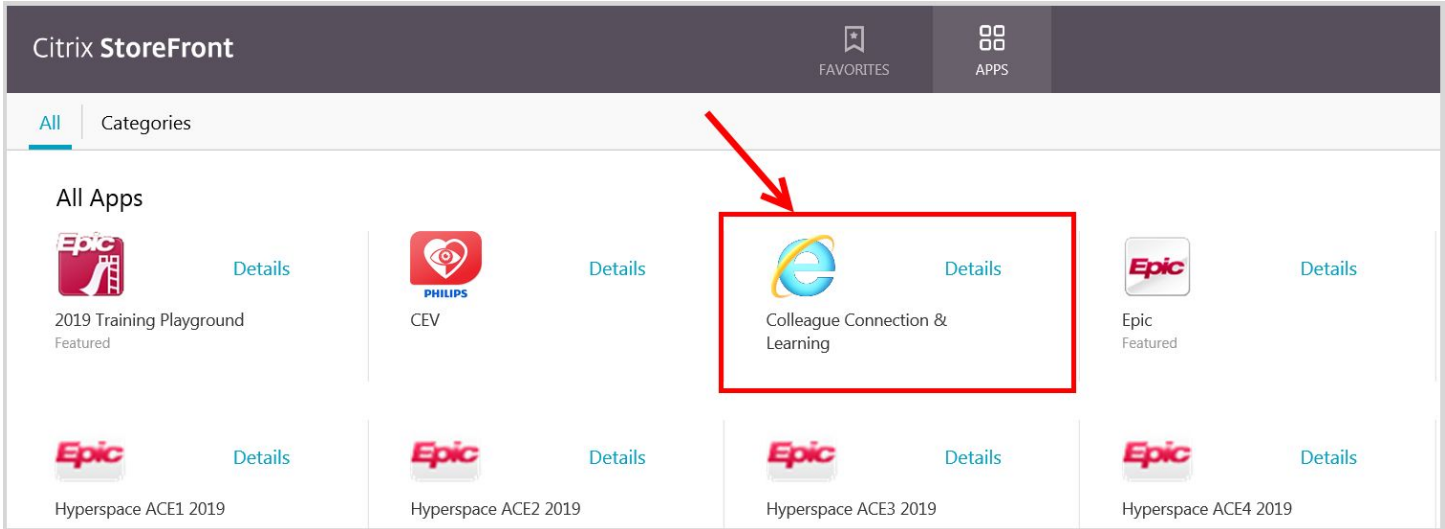


Connect to the Citrix StoreFront:

1. Once you have selected **Approve**, Connect.lahey.org (the Citrix StoreFront) will populate your associated applications. These vary depending on your job and security. **Choose the appropriate application.**



2. To access Colleague Connection click on the **Colleague Connection & Learning** application.
3. **Login** as you normally would.



You Can Also...

- **Call the HelpDesk @ 781-744-8888** or email the HelpDesk@lahey.org if you are still having difficulty.

You have completed Accessing Colleague Connection remotely.