# How to Access Amalga

The Amalga application can be accessed two ways.

- Using the UAS Launchpad *(Recommended)*
- Launching via Citrix *(Alternate)*

This quick reference guide provides step-by-step instructions for **Logging In and Out** of Amalga from both locations. Select the one that works best for you.

## Logging in to Amalga via UAS Launchpad

1. Login to the desktop/laptop using the UAS Login Window.
   
   **A.** Enter your username *(Corp ID, "abc123")*

   **B.** Enter your password *(same as the password set up in password management)*

   **C.** Click **Logon**.

   The UAS Launchpad with the Amalga icon will appear.

2. Confirm that your name appears in the User field on the Launchpad.

3. Click the **Amalga** Icon from the Launchpad or from the Launchpad dropdown.

   The Citrix screens will open, login, and start Amalga for you...just watch!

   Once completed, the Amalga Home window will appear.

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**You have successfully logged in to Amalga!**

To learn more about how to use Amalga, see Amalga Help under the **Shortcut** button on the toolbar.
Logging Out of Amalga via UAS Launchpad

When you are finished working in Amalga, be sure to use the UAS Launchpad to exit the application.

1. Click the Red Door icon from the Launchpad.
   
   This will ensure all sessions (for all open applications) are closed.

   The desktop will display a gray screen with the Vergence Logon screen.

Congratulations!
You have successfully accessed Amalga via UAS Launchpad.
### Logging in to Amalga via Citrix

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Open the NH Intranet page.</td>
</tr>
<tr>
<td>2.</td>
<td>Mouse over the <strong>Physician Services</strong> item from the left navigation bar on the NH Intranet homepage.</td>
</tr>
<tr>
<td>3.</td>
<td>Click <strong>Amalga via Citrix</strong> item from the fly-out navigator menu.</td>
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<tr>
<td></td>
<td><em>This link can also be found on the MDLinks internet page</em></td>
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<tr>
<td></td>
<td><strong>A Citrix Welcome window will appear</strong></td>
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<tr>
<td>4.</td>
<td>Log in to Citrix.</td>
</tr>
<tr>
<td></td>
<td><strong>A.</strong> Enter your username <em>(Corp ID, &quot;abc123&quot;)</em></td>
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<tr>
<td></td>
<td><strong>B.</strong> Enter your password <em>(same as the password set up in password management)</em></td>
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<tr>
<td></td>
<td><strong>C.</strong> Click the <strong>Log In</strong> button.</td>
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<tr>
<td></td>
<td><strong>The Citrix Applications screen will appear</strong></td>
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<td>5.</td>
<td>Click the <strong>Amalga Icon</strong> on the Citrix Applications screen.</td>
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<tr>
<td></td>
<td><strong>The Amalga Application login screen will appear</strong></td>
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<tr>
<td>6.</td>
<td>Click the <strong>Login</strong> button.</td>
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<tr>
<td></td>
<td><strong>Your username and password will automatically be populated.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>The Amalga Home window will appear</strong></td>
</tr>
</tbody>
</table>

*You have successfully logged in to Amalga!*

To learn more about how to use Amalga, see Amalga Help under the **Shortcut** button on the toolbar.
# Logging Out of Amalga via Citrix

When you are finished working in Amalga, be sure to log out of Amalga **AND** Citrix!

1. **Click Logout** from the Amalga Home Window.  
   *This will ensure the application closes – **BUT** you are not done yet!*

   The Amalga Login screen will appear

2. **Click the “X” in the upper right corner to close the window.**  
   *Forgetting to close this window puts you at risk because others can still log in as you!*

   The Citrix Applications screen will appear

3. **Click the Logout button.**

   A successful logout message (from Citrix) will appear

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**Congratulations!**

You have successfully accessed Amalga via Citrix.