

Accessing HRXpress from Home

1. Open any browser and go to the All Access address: <http://allaccess.edward.org>.

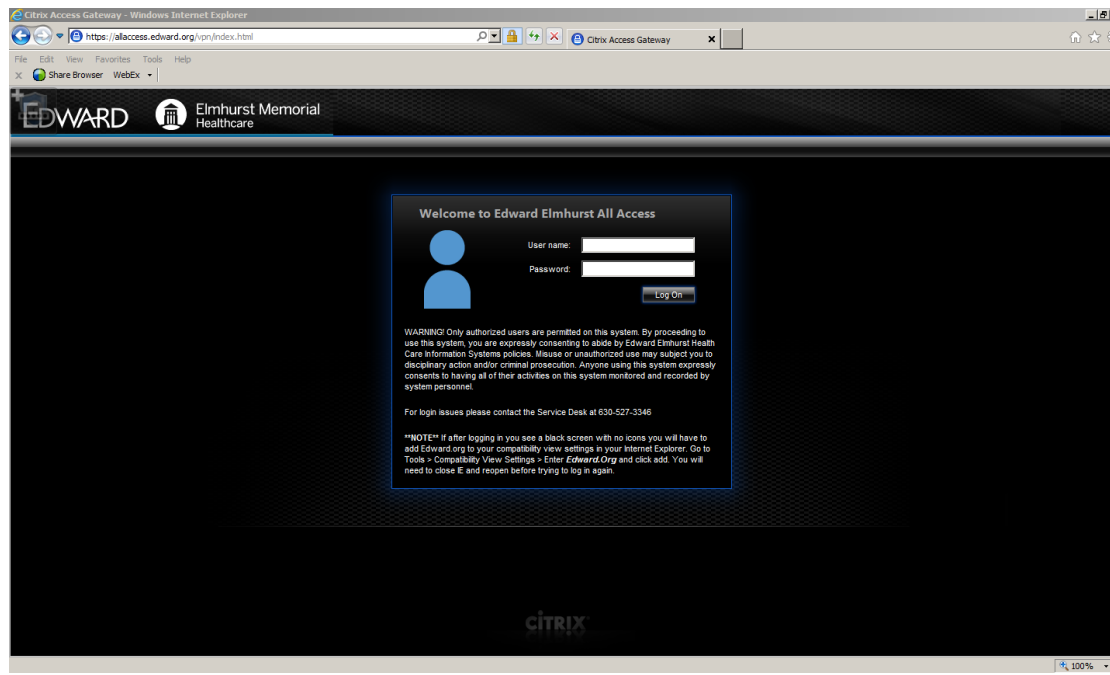
The first time you use All Access, you will be prompted to download the Citrix Receiver.

Note: If you use Internet Explorer 11, you will need to change the settings to run All Access. In Internet Explorer, go to Tools -> Compatibility View Settings -> Enter Edward.org and click Add. Restart IE and launch allaccess.edward.org again.

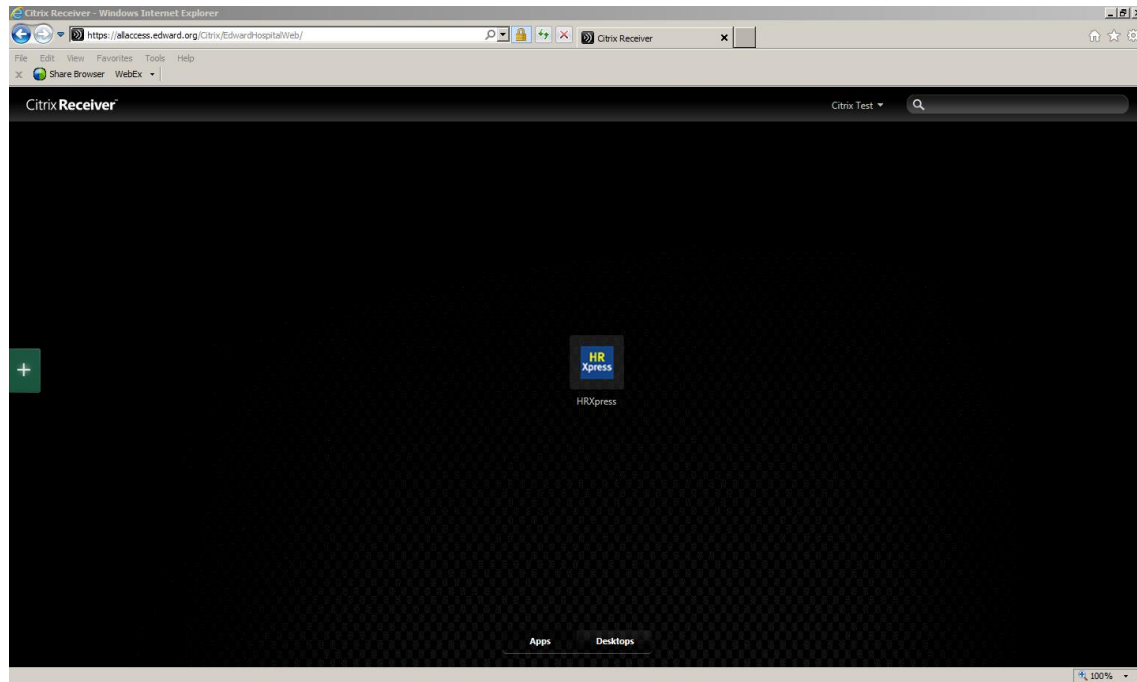
For tablets and smartphones:

To use the All Access on a tablet or smartphone, you will need to download the Citrix Receiver from Google Play or the iTunes App Store.

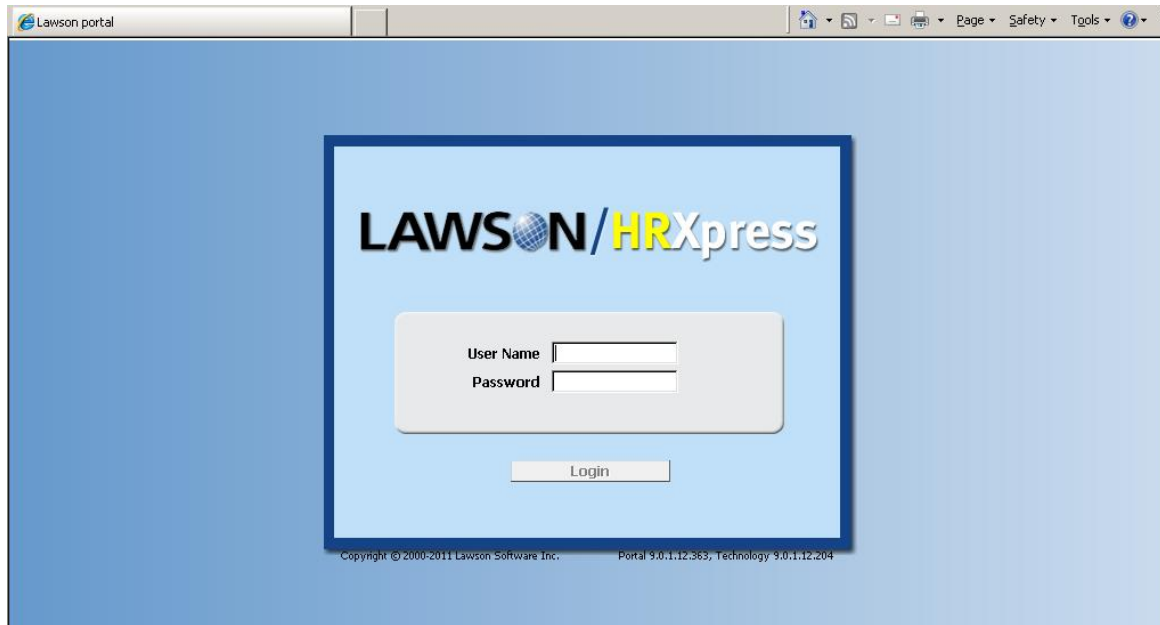
2. Enter your User Name and Password. Your User Name is your Network ID and your Password is your Network Password. 3. You will also be asked a personal question to authenticate you as the user.



3. Once you are logged on to All Access, click on the HRXpress icon



4. The HRXpress Login screen will appear. You will need to enter your User Name and Password again. Your User Name is your Network ID and your Password is your Network Password.



If you need further assistance, please call the IS Customer Service Center at (331) 221-4357 (ext. 14357).