How to Access MSHA Using a Windows 8 Device

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<th>MSHA Locations</th>
<th>Intended Audience</th>
<th>Effective Date</th>
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<td>ALL MSHA Locations</td>
<td>Windows 8 Users</td>
<td>10.1.15</td>
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**Knowledge:**

What I need to know: As a result of reviewing this Mini Guide, Team Members will be made aware of how to use “accessMSHA” using a Windows 8 Device.

**Actions:**

What I need to do: Please follow steps 1 through 10 below to set up a Windows 8 Device and to use “accessMSHA.”

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**Step 1:** To download the Citrix Receiver, open the **Windows Store** by clicking on the “Windows Store” icon on your device.

![Citrix Receiver](image)
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**Step 2:** Switch your device to **Desktop Mode** by selecting “Desktop” on your Windows 8 Device.

**Step 3:** While in **Desktop Mode**, click the Internet Explorer icon to open up the Internet.

**Step 4:** Once connected to the Internet, go to [https://www.mountainstateshealth.com/](https://www.mountainstateshealth.com/) and select “MSHA Portals”.

**Step 5:** When the “MSHA Portals” screen opens, select “accessMSHA”. 
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NOTE: If you receive a black screen, as indicated in the screen shot below, please click the “Compatibility Mode” icon located in the address bar on the top left of the screen.

Step 6: To log into the system, enter your username and password.

Step 7: The “Login to Your Account” screen will open. Answer a security question you previously have set up.  
NOTE: The security question was created when you first set up “accessMSHA”.

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**Step 8:** Once the Home screen opens, select “Settings.”

**Step 9:** In **Settings**, scroll down to the “**Window size**” section, as shown in the screen shot below, and select “**Full screen**” Then click the “**Save**” button located on the top right of the screen.
Step 10: Double-click the “Roaming Sessions” icon.