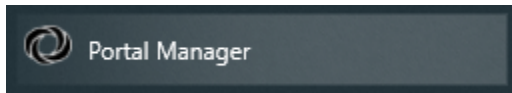


Using Portal Manager

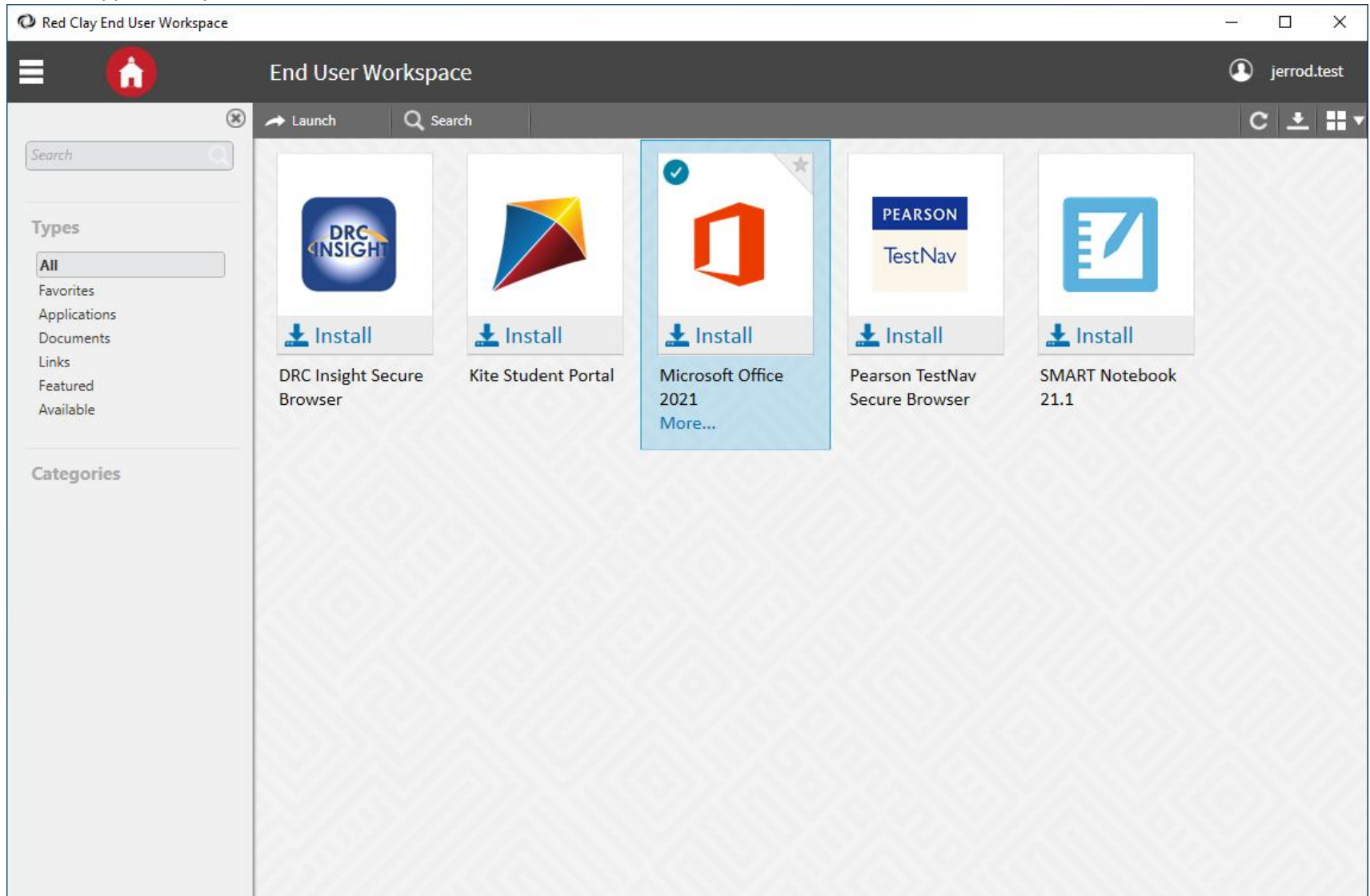
Overview

Portal Manager lets you install district approved applications without needing to put in a ticket or contact the help desk.

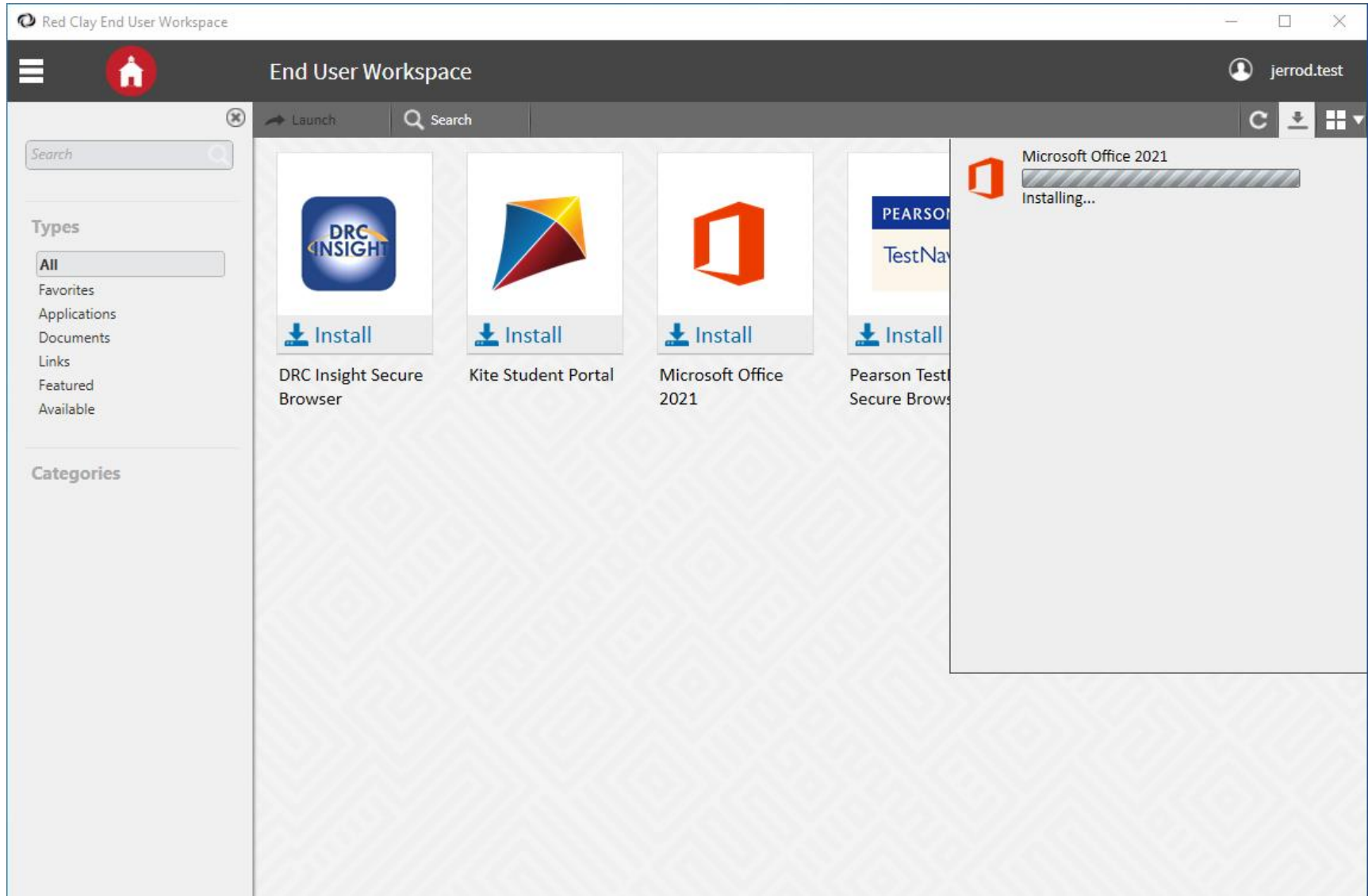
1. Open Portal Manager from your Start Menu/Applications



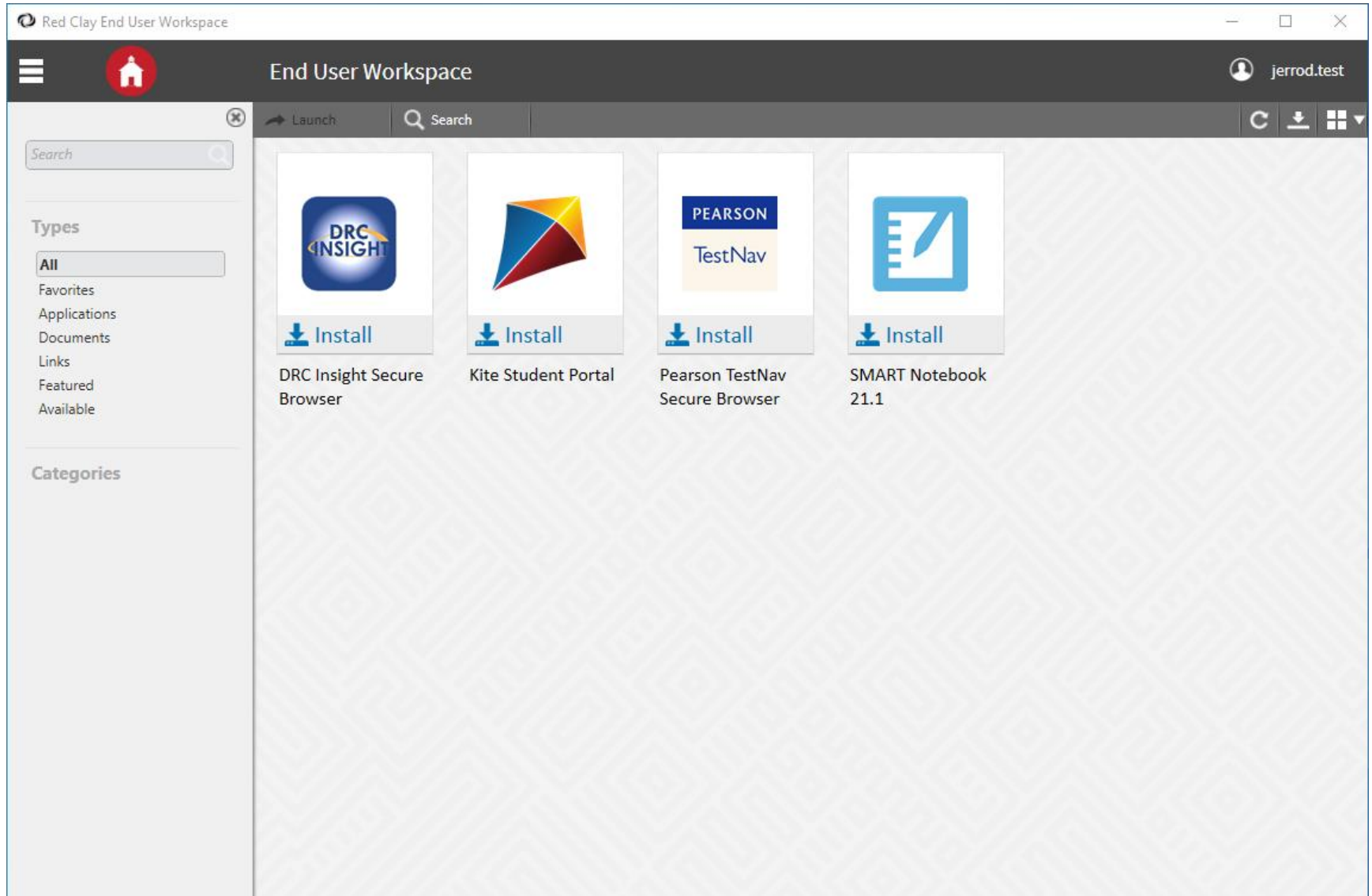
2. Find the application you want and click install



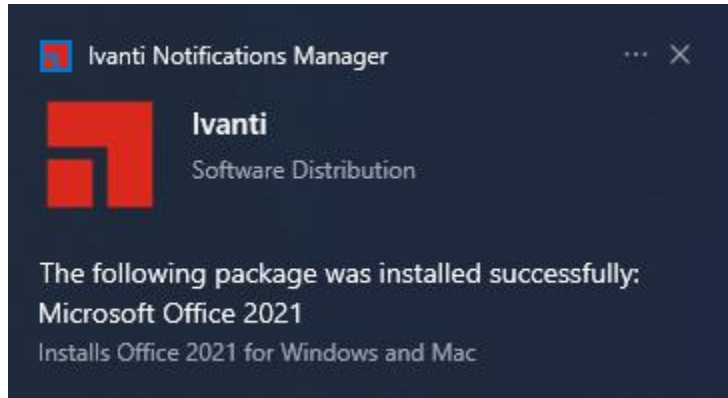
3. Progress will be displayed while the application is downloaded and installed



4. When the install is finished, the progress will clear and the application will no longer be listed in Portal Manager



- a. You should also see a notification that the application was successfully installed



Notes

- If an application fails to install, you should restart your computer and try to install it again.
 - If it continues to fail, you should enter a help request by creating a ticket in Incident IQ.