

# ASD Access Panel

This document is designed to help staff customize their single sign on apps in the Access Panel. The Access Panel is designed for your convenience when accessing ASD resources with one log in. If you are facing issues, please contact the ASD Service Desk at 742-4615 option 1.

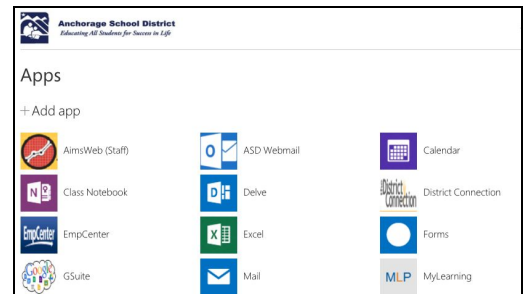
## Accessing the access panel

1. Click here: [login.asdk12.org](http://login.asdk12.org)
2. Username: lastname\_firstname@asdk12.org
3. Password: email password
4. After you sign in you will be able to access some of the apps without having to sign in for each app separately.

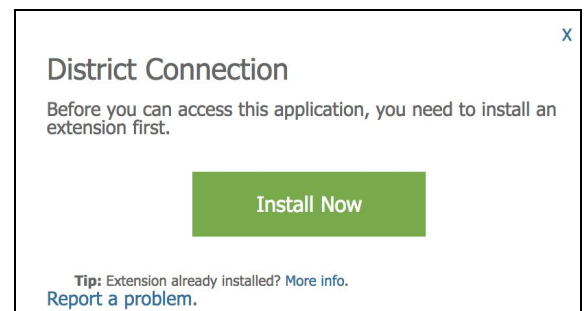
## Installing Access Panel Extensions

Be advised: Some apps initially require extra steps in order for them to be added to the apps launcher. One example would be District Connection. After downloading the extension, these apps will ask you to enter your password the first time you access them.

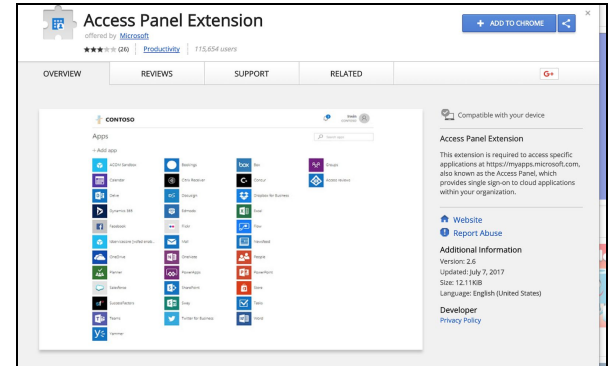
\*\*\*You will only be able to use this for Chrome, Firefox, IE, and Microsoft Edge.\*\*\*



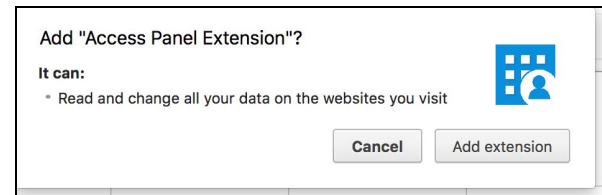
If you are trying to access certain apps using the portal you will be prompted to download the Access Panel Extension



Once redirected to the Chrome Store, click “Add to Chrome”



When prompted to “Add Panel Extension”? Click Add Extension



You will need to refresh the Access Panel page after you install the extension.

## Using the portal on a mobile device

It is recommended that the portal be used on a computer or a laptop. Many of ASD’s applications are not compatible with a mobile device. However, if you choose to use this functionality on your phone:

- Download Microsoft’s My Apps to your phone
  - For Android devices:  
<https://play.google.com/store/apps/details?id=com.microsoft.myapps>
  - For Apple Devices:  
<https://itunes.apple.com/us/app/my-apps-azure-active-directory/id824048653?mt=8>
- Open the app and sign in with your ASD email address and password
- Note: ASD applications that do not work on a mobile device will indicate that you can’t use them when you click on them.