

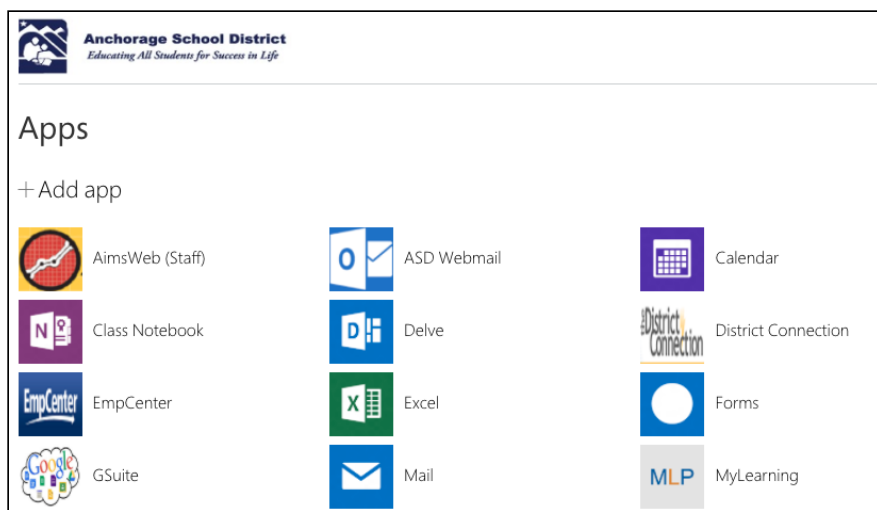
# Login Portal - ASD Apps Access

Created by michael\_joe, last modified by Greene\_Katherine on Jan 15, 2020

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 have issues with this process, please submit a ticket at [ServiceDesk.asdk12.org](https://ServiceDesk.asdk12.org) or contact the ASD Service Desk at 742-4615 option 1.

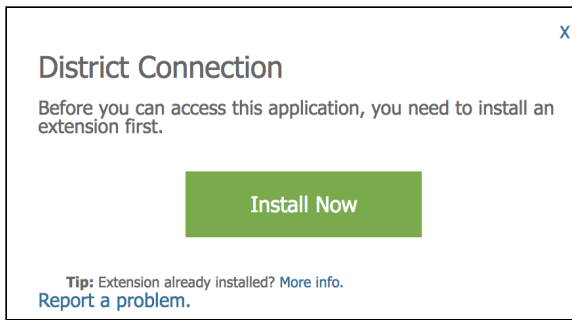
## Accessing the Login Portal

1. Navigate to: [login.asdk12.org](https://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.

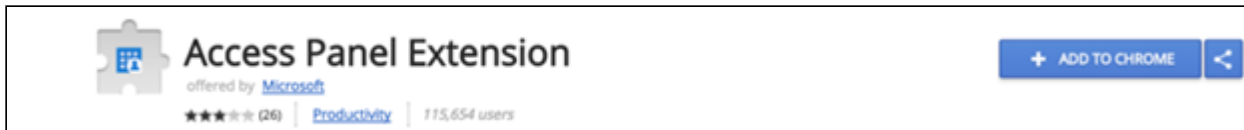


## Chrome: Installing Extension

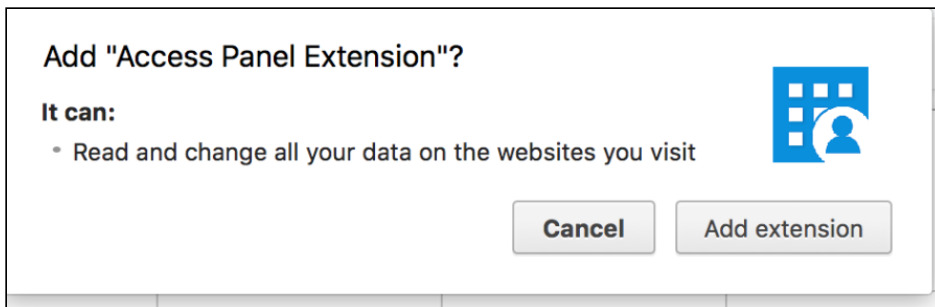
Some apps (Example: District Connection) require extra steps in order for them to be added to the Login Portal in Chrome .



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 Login Portal page after you install the extension.

## Using the Login Portal on a Mobile Device

It is recommended that the login 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+>

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