

## Apporto: Introduction

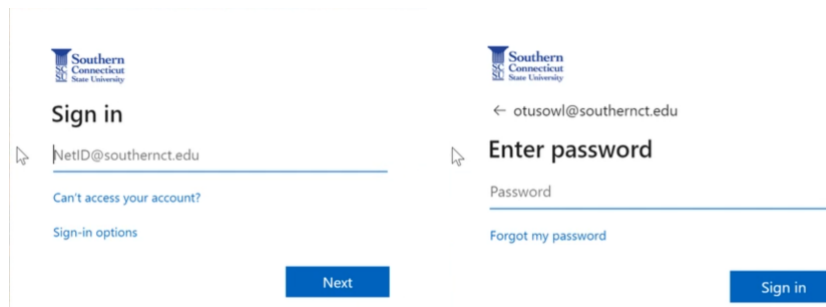
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## Introduction

Apporto allows students, faculty and staff to remotely access select applications using a web browser, that are normally only available on campus lab and classroom computers, ie. Adobe Creative Cloud, SPSS, etc.

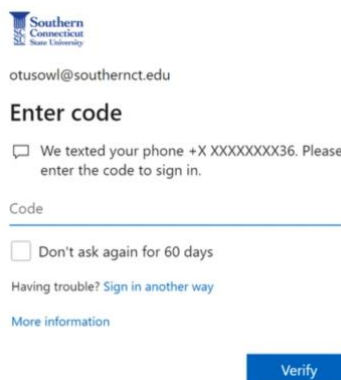
## Accessing Apporto

1. Go to the website: [myapps.southernct.edu](https://myapps.southernct.edu)
2. Sign in using your full SCSU email address and password.



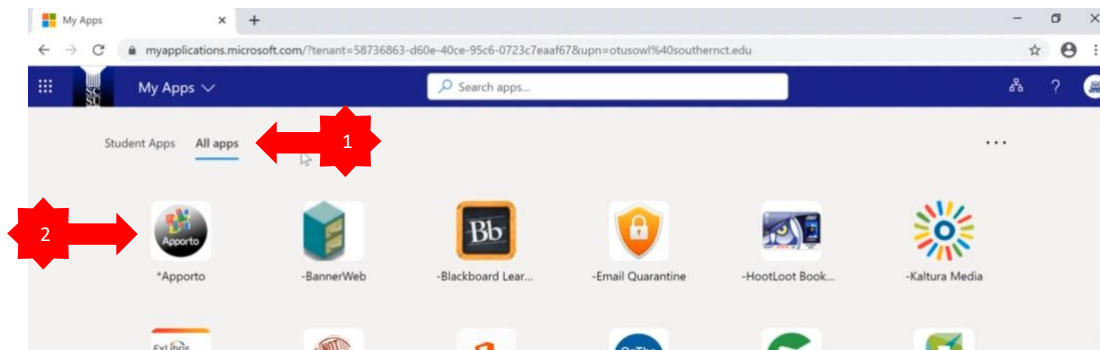
The screenshot shows the Apporto Sign in page. On the left, under the 'Sign in' heading, there is a text input field containing 'NetID@southernct.edu'. Below this field are links for 'Can't access your account?' and 'Sign-in options'. A blue 'Next' button is at the bottom right of this section. On the right, under the 'Enter password' heading, there is a text input field for the password. Above this field is a back arrow and the email 'otusowl@southernct.edu'. Below the password field are links for 'Forgot my password' and a blue 'Sign in' button.

3. Authenticate your account.

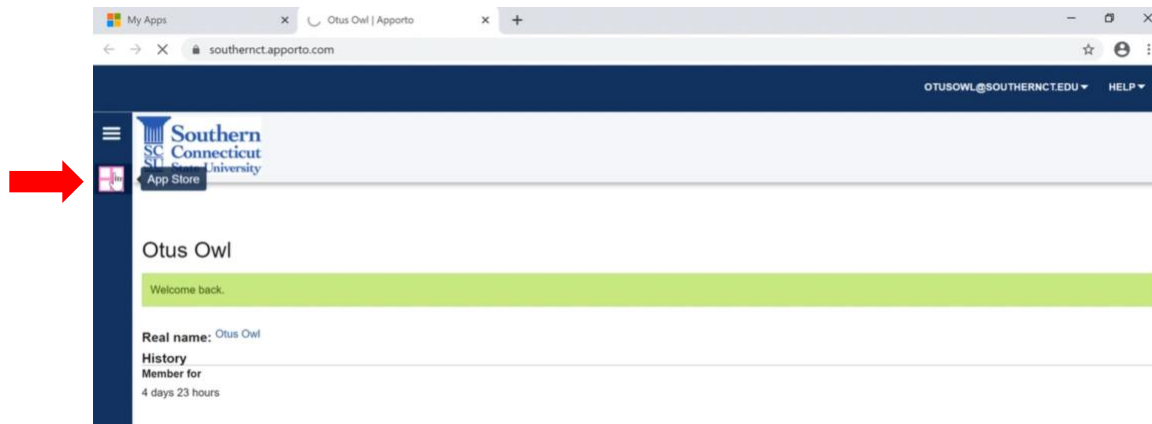


The screenshot shows the Apporto 'Enter code' page. At the top is the SCSU logo and the email 'otusowl@southernct.edu'. The heading is 'Enter code'. Below it is a checkbox with the text 'We texted your phone +X XXXXXXXX36. Please enter the code to sign in.' followed by a text input field labeled 'Code'. Below the code field is a checkbox for 'Don't ask again for 60 days'. At the bottom are links for 'Having trouble? Sign in another way' and 'More information', and a blue 'Verify' button.

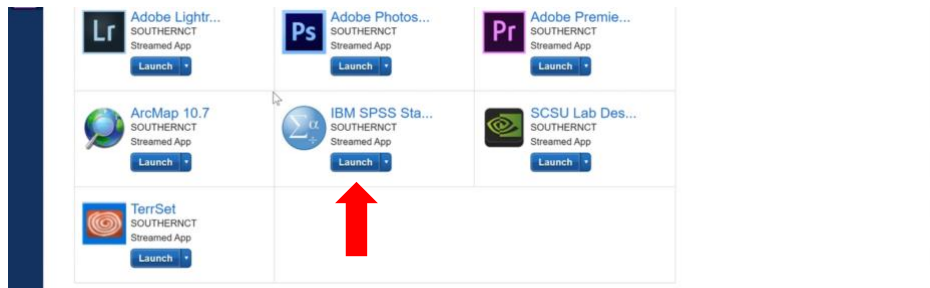
4. Search for the Apporto app and select to open. If not found under the “Student apps” tab, select “All apps”.



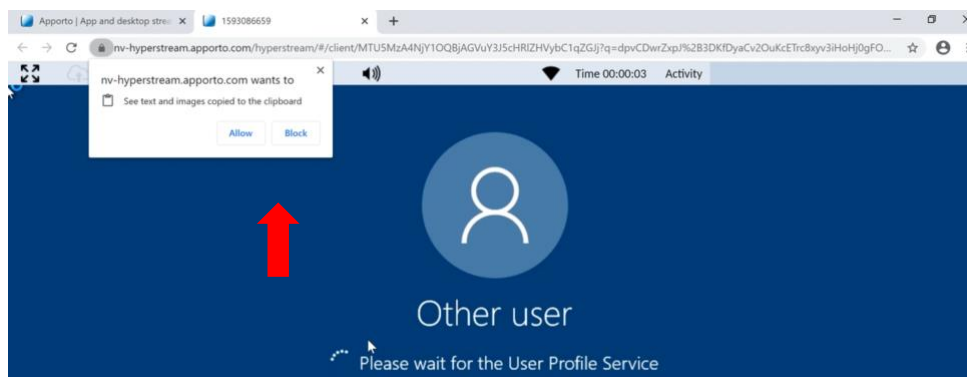
5. Select the tile icon on the left-hand menu to open the “App Store”.



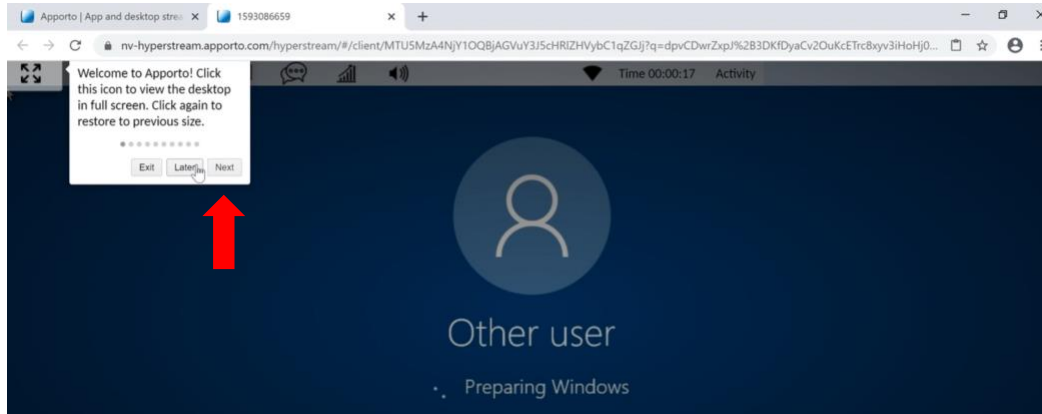
6. Select “Launch” under the application you wish to use. Here, we will be using SPSS as an example.



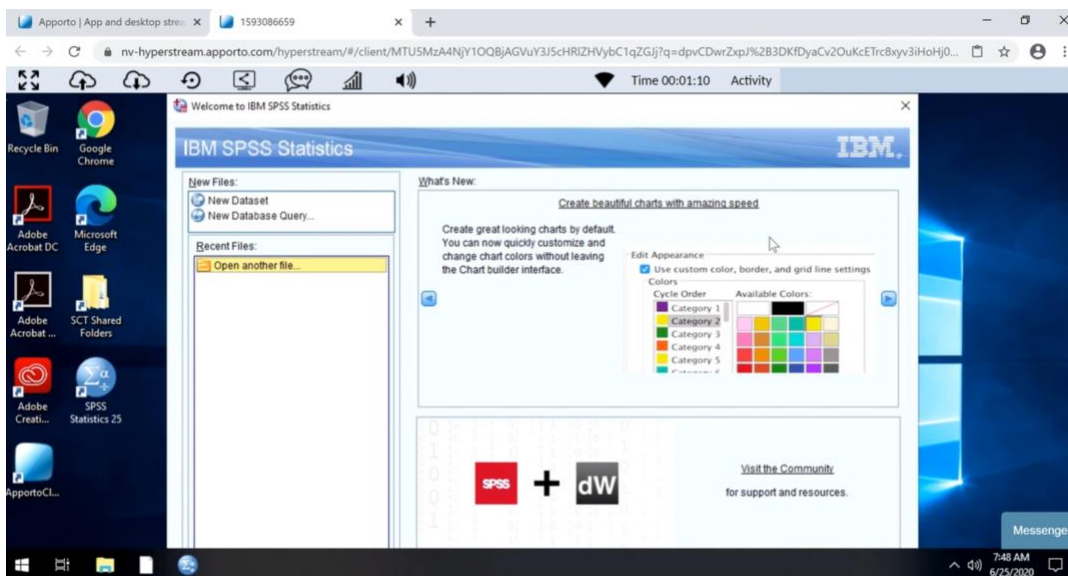
7. The first time this service is used, prepare for a longer than normal log in and set up time, as your profile is being created.
8. Set your preferences within the pop-ups for some of Apporto’s abilities, such as sending you notifications and accessing the clipboard (copy and pasting).



9. During the first use, you will receive pop-up tutorials showing Apporto's tools and features. Select "Next" on each pop-up to proceed through, then "Done" or "Exit" when finished.

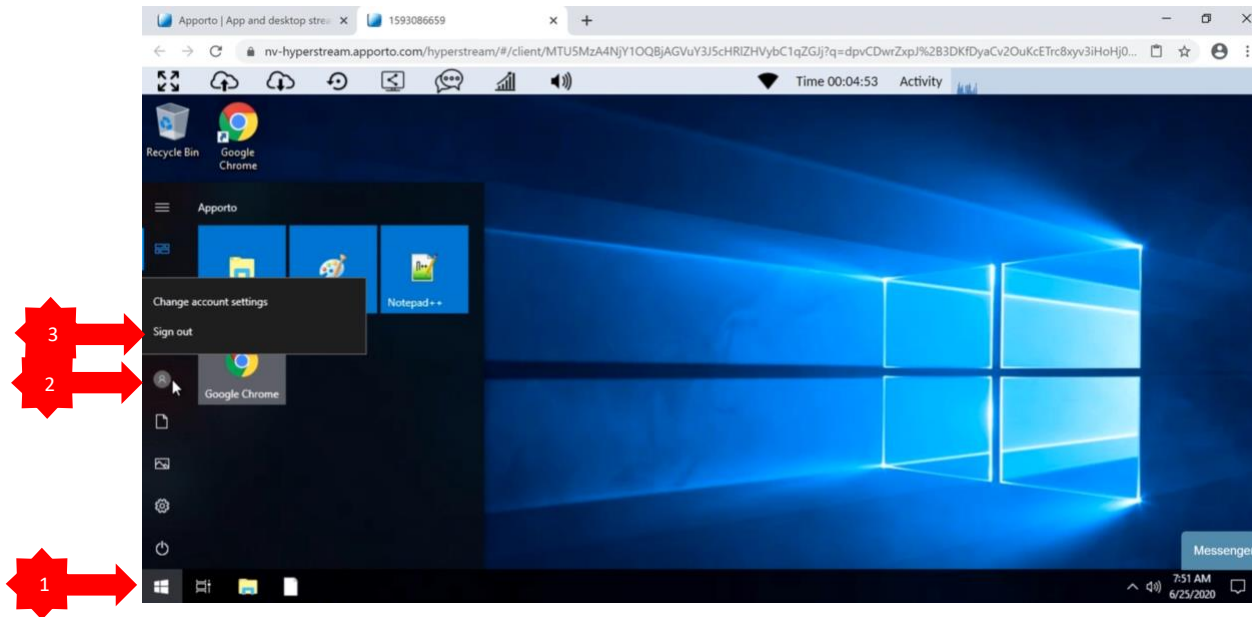


10. The application previously launched will be loaded and ready to use.

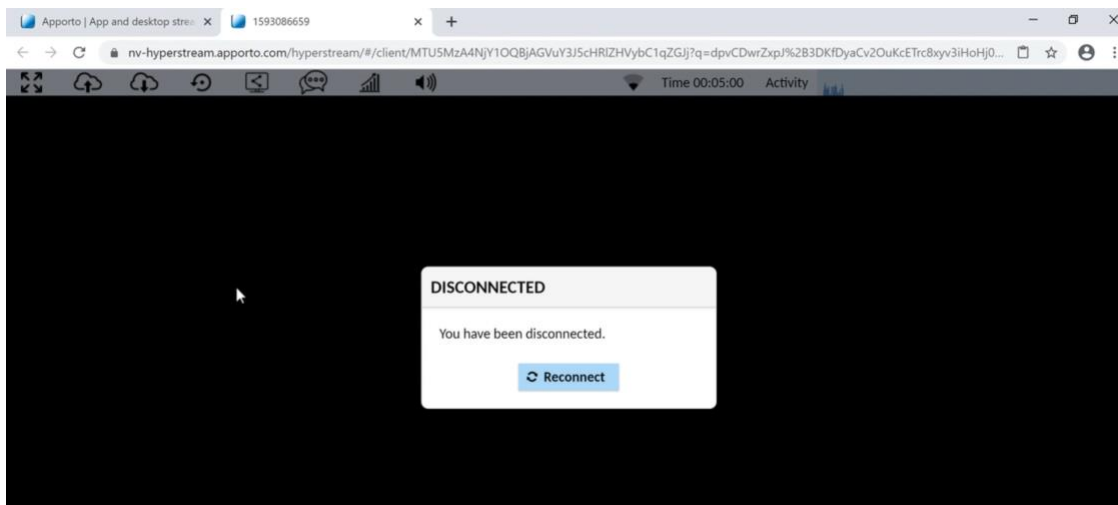


## Ending a session

1. When finished using Apporto, sign out by opening the start menu, selecting the account icon, resembling a person, then “Sign out”.



2. When signed out fully, you may close this window.



## Inactivity timeout

After 30 minutes of the Apporto session being idle, you will receive a notification that you will be signed out within 2 minutes unless you click on the page to continue use.

