

Apporto

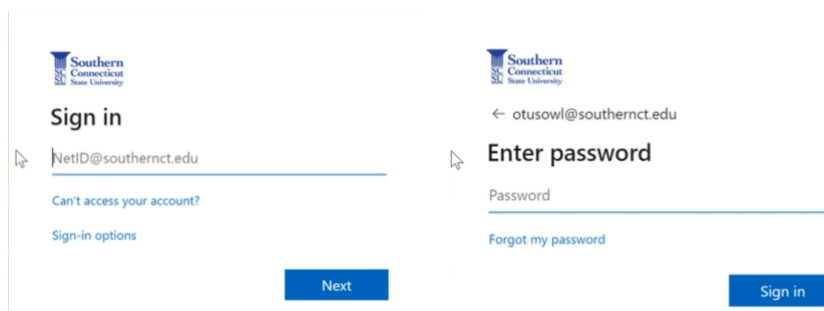
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Introduction

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.

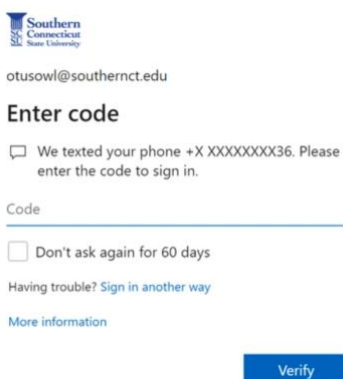
Accessing Apporto

1. Go to the website: myapps.southernct.edu
2. Sign in using your full SCSU email address and password.



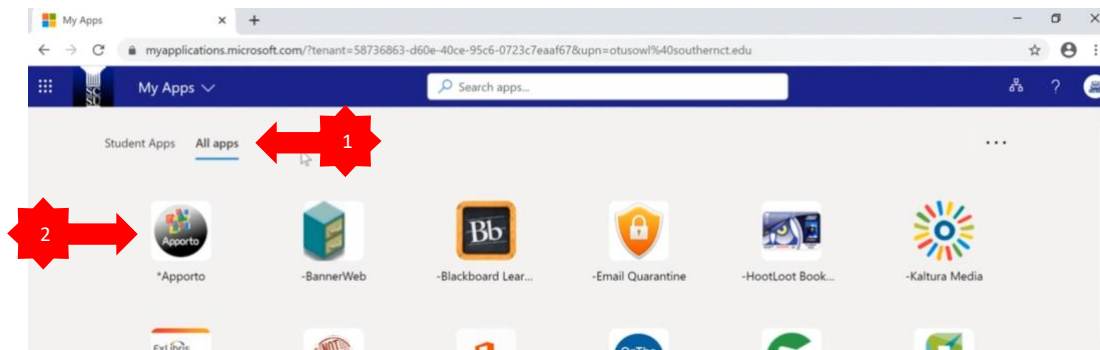
The screenshot shows the Apporto sign-in interface. On the left, under the Southern Connecticut State University logo, is the 'Sign in' section. It contains a text input field for the NetID (pre-filled with 'NetID@southernct.edu'), a link for 'Can't access your account?', and a link for 'Sign-in options'. A blue 'Next' button is at the bottom. On the right, under the same logo, is the 'Enter password' section. It shows the email 'otusowl@southernct.edu' with a back arrow, a password input field, a link for 'Forgot my password', and a blue 'Sign in' button.

3. Authenticate your account.

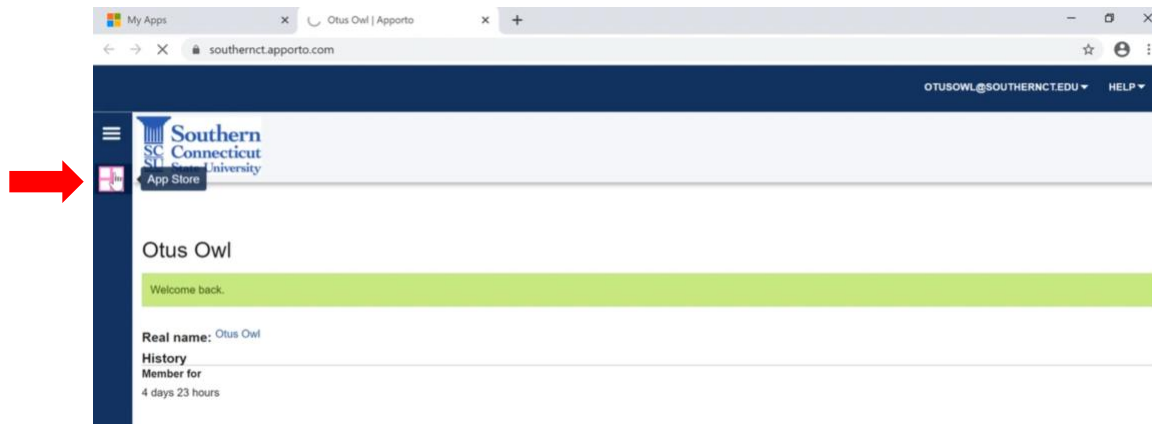


The screenshot shows the authentication step. At the top is the Southern Connecticut State University logo and the email 'otusowl@southernct.edu'. Below is the 'Enter code' section. It includes a checkbox for 'We texted your phone +X XXXXXXXX36. Please enter the code to sign in.' followed by a text input field for the 'Code'. There is a checkbox for 'Don't ask again for 60 days', a link for 'Having trouble? Sign in another way', and a link for 'More information'. A blue 'Verify' button is at the bottom.

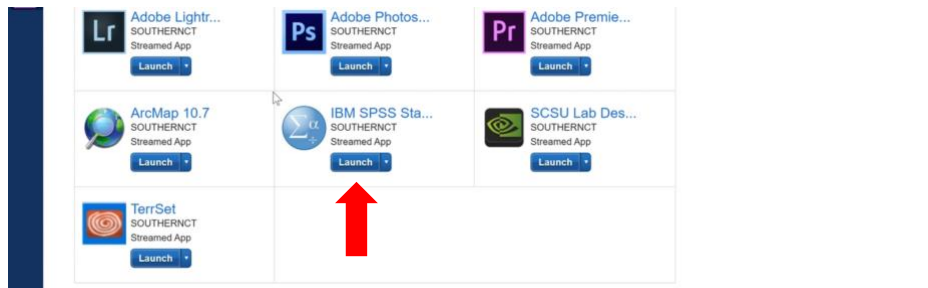
4. Search for the Apporto app and select to open. If not found under the “Student apps” tab, select “All apps”.



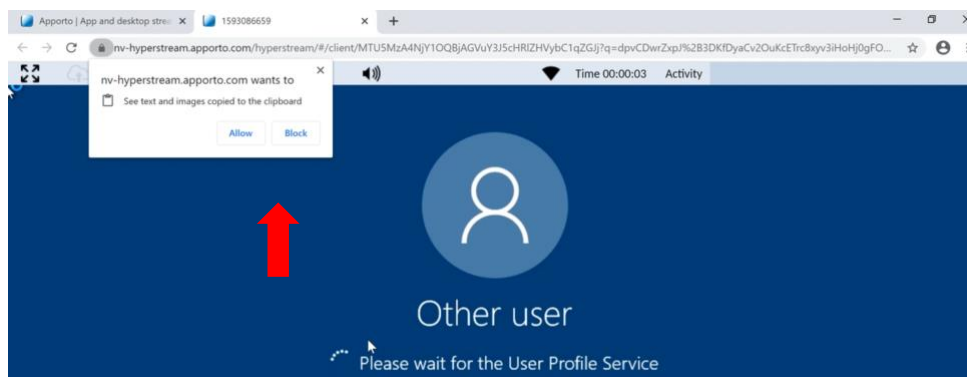
5. Select the tile icon on the left-hand menu to open the “App Store”.



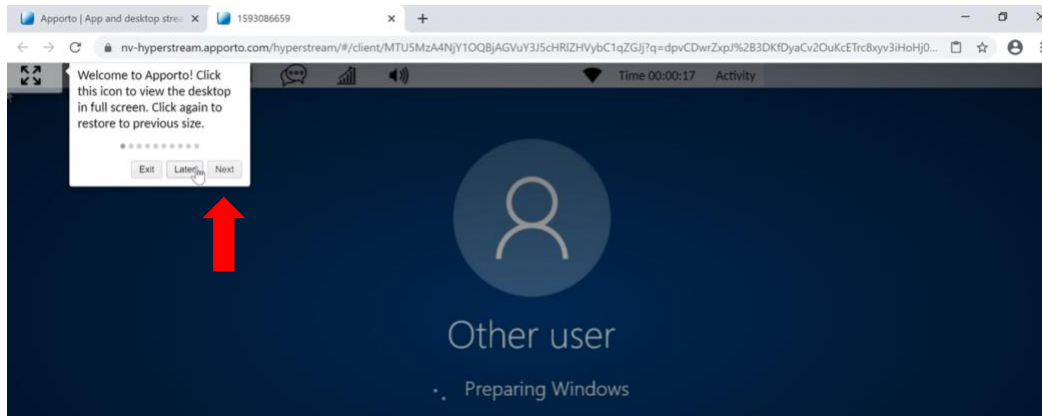
6. Select “Launch” under the application you wish to use. Here, we will be using SPSS as an example.



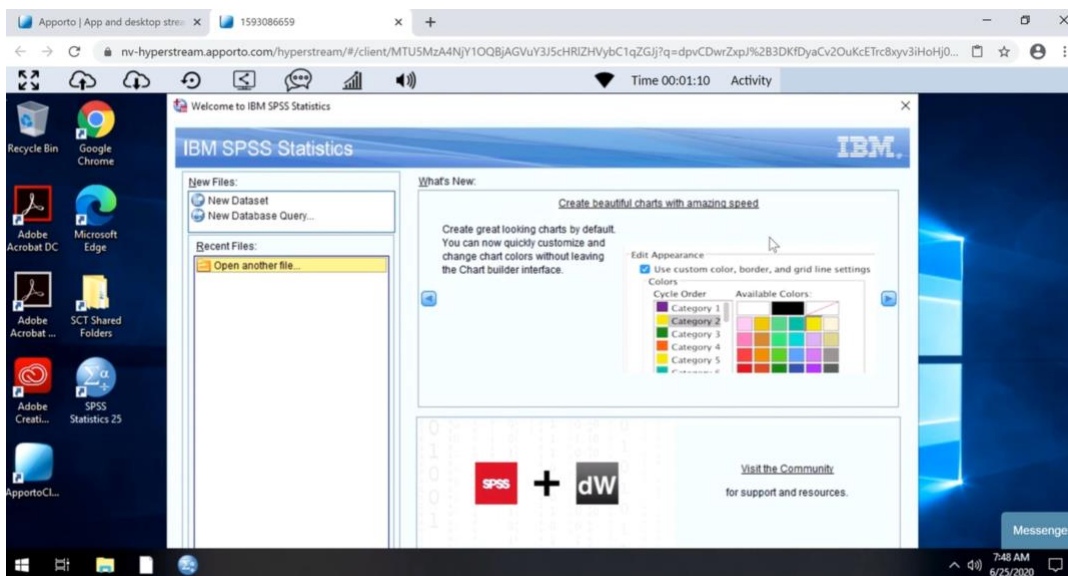
7. The first time this service is used, prepare for a longer than normal log in and set up time, as your profile is being created.
8. Set your preferences within the pop-ups for some of Apporto’s abilities, such as sending you notifications and accessing the clipboard (copy and pasting).



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.



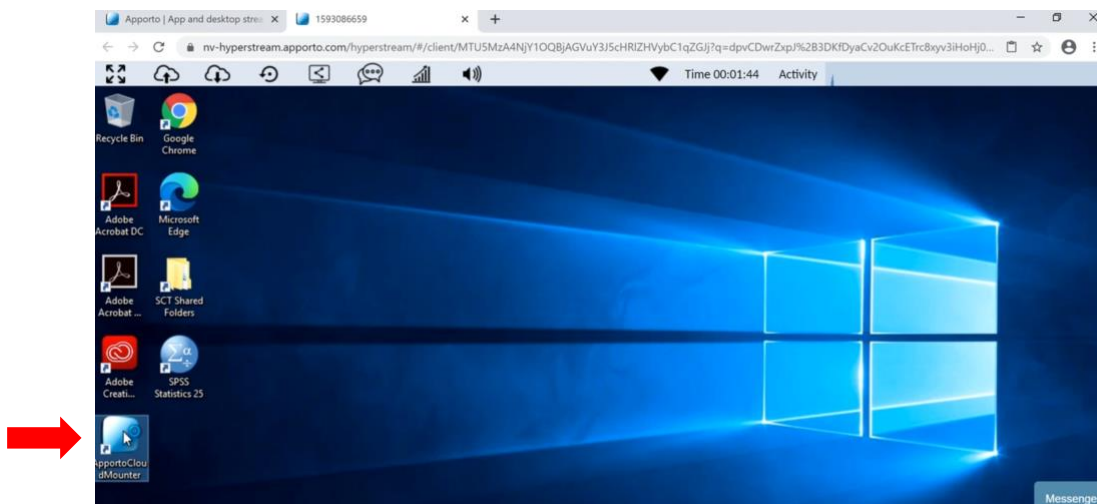
10. The application previously launched will be loaded and ready to use.



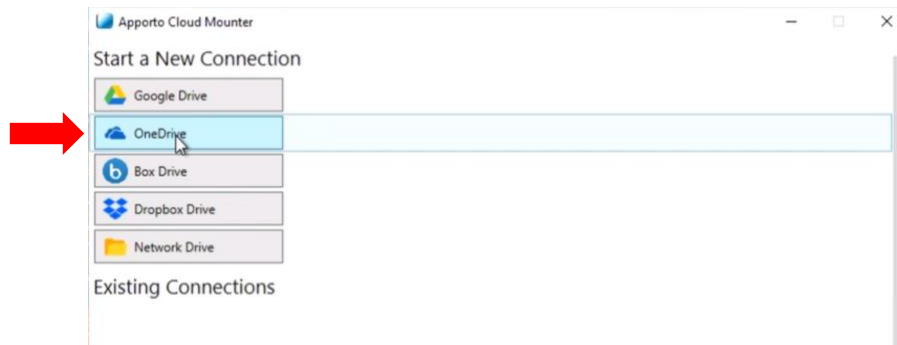
Setting up OneDrive

To save files while in this environment, OneDrive can be set up. It is highly recommended that this application be used, rather than saving anything to the desktop or other folders here, as there is no guarantee that these items will still be available upon next use of the platform.

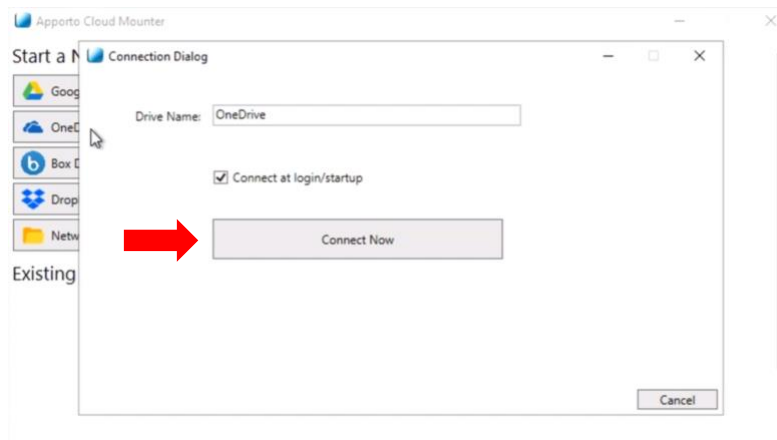
1. Select the "Apporto Cloud Mounter" icon from the desktop.



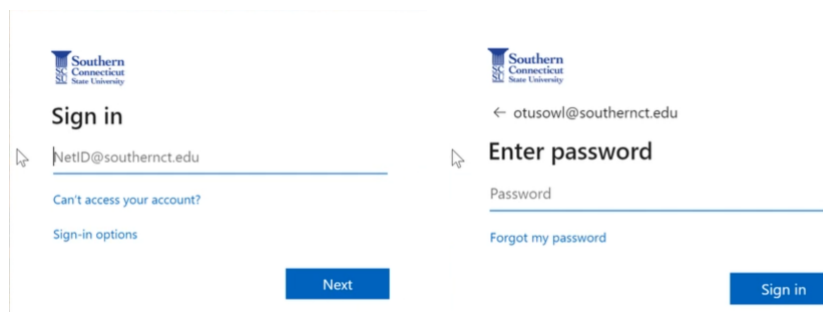
2. Select "OneDrive".



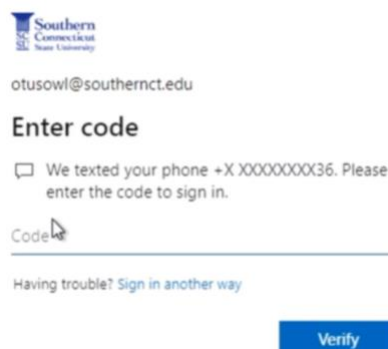
3. Select "Connect Now".



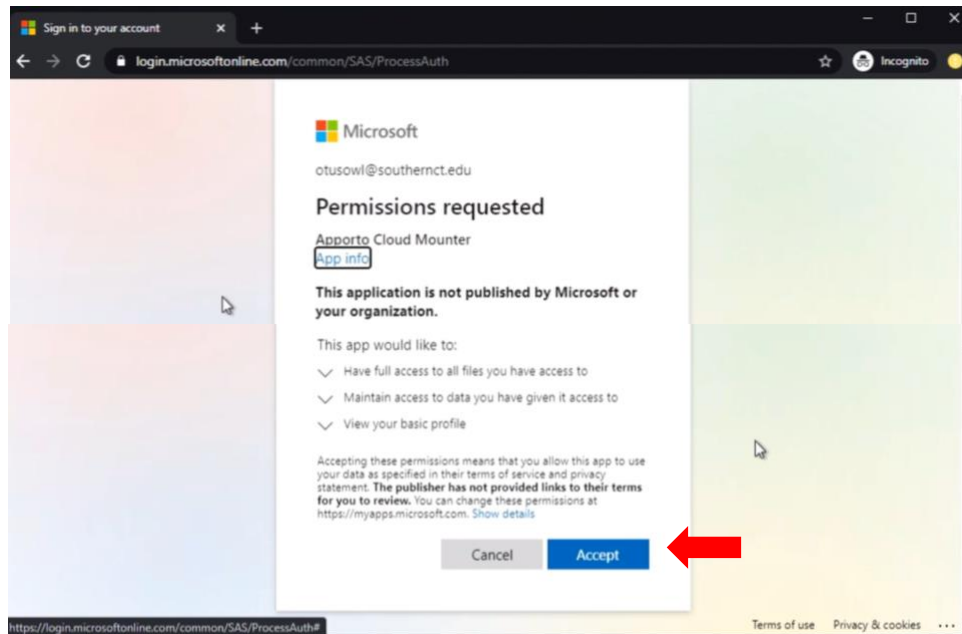
4. Sign in using your full SCSU email address and password.



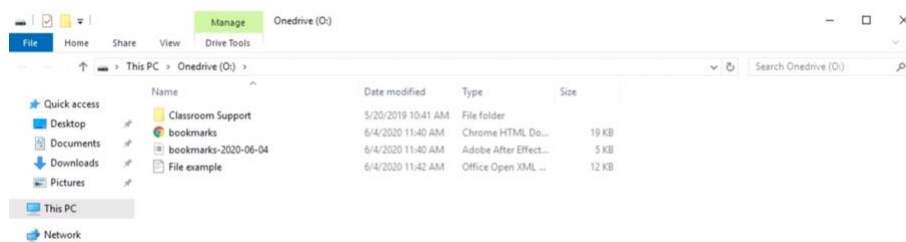
5. Authenticate your account.



6. Review and accept the permissions requested for Apporto to access your OneDrive.

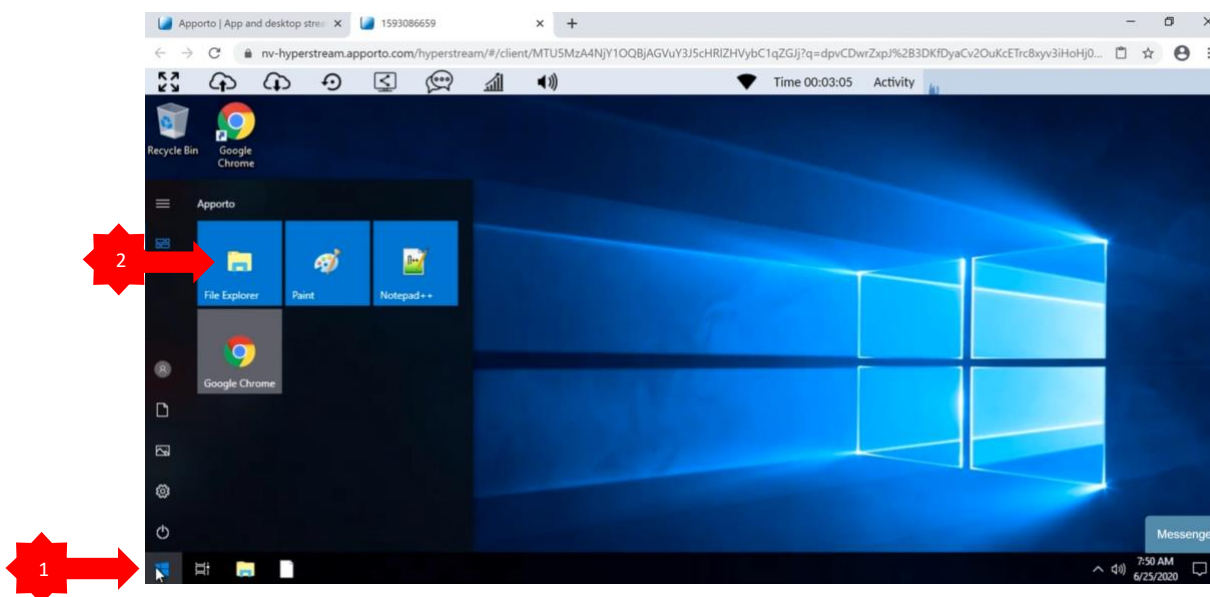


7. OneDrive will launch.

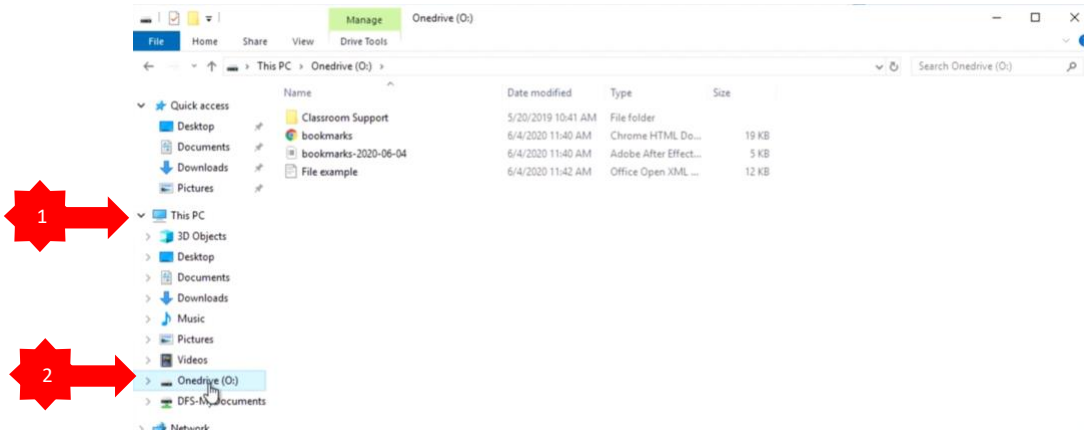


Where to find your OneDrive after set up

1. In the future, you will not need to select the Apporto Cloud Mounter to access your OneDrive. Your OneDrive can be found by selecting the start menu, then “File Explorer”.

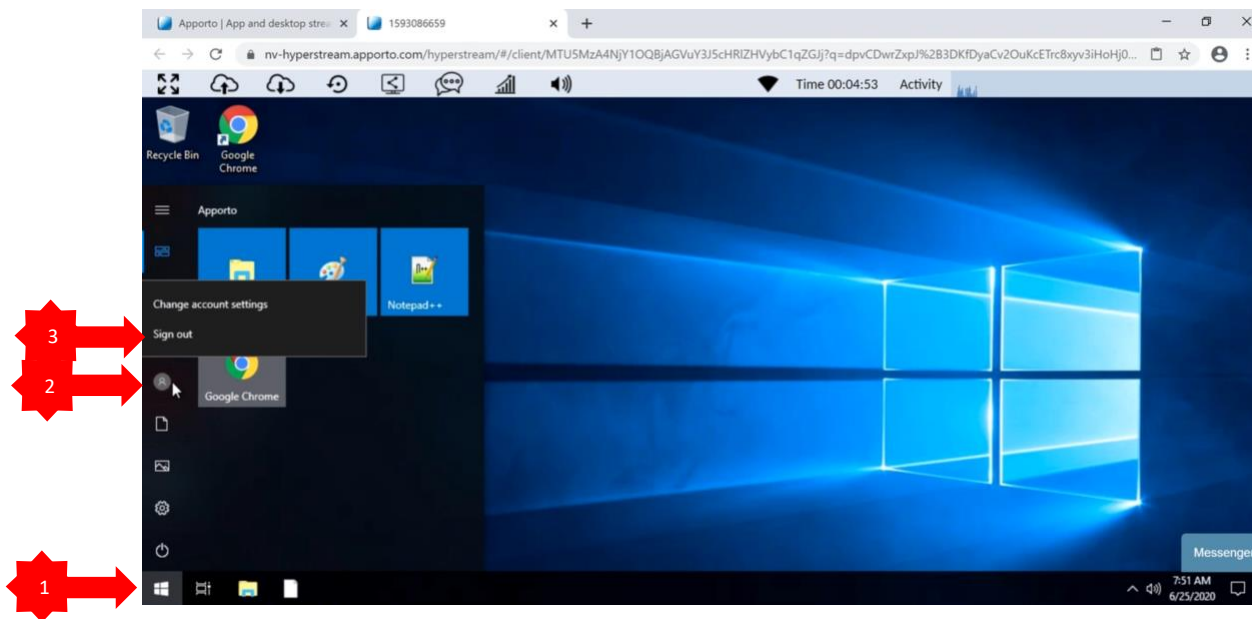


2. Select the drop-down arrow next to “This PC”, then “OneDrive”.

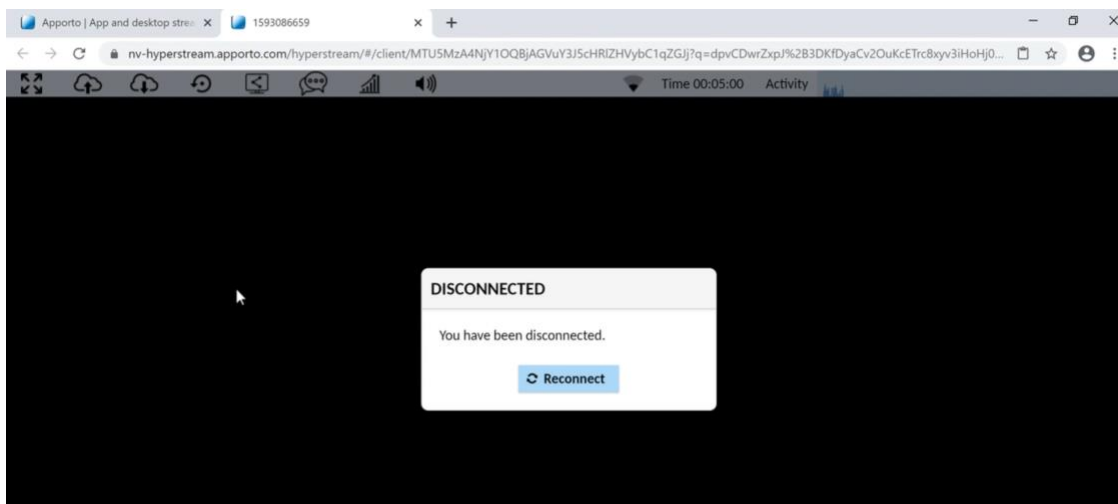


Ending a session

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.

