

## BYOxLink – How to guide

# Install the My Apps portal on Windows devices

This document explains how to install and use the My Apps portal on Windows devices.


The My Apps portal:

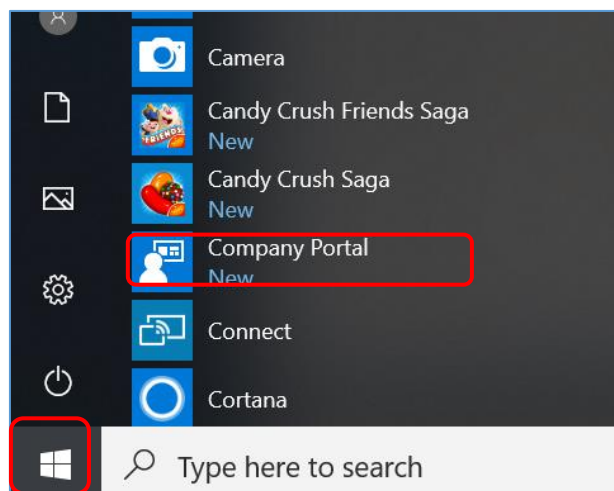
- provides a one-stop place to launch school web-based applications and to access learning websites
- allows single sign-on to some school cloud applications.

These instructions are suitable for devices using Windows 10 version 1607+.

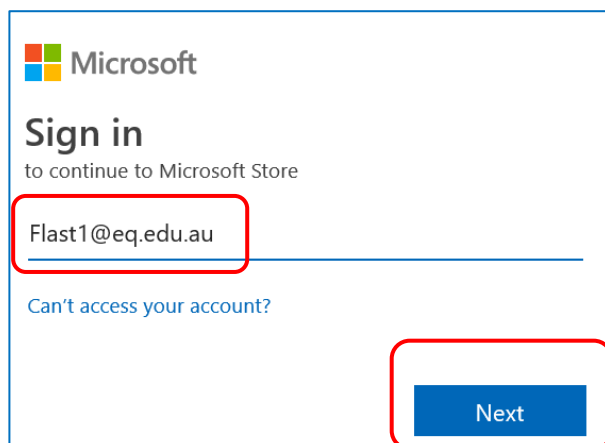
Please contact your school IT if you experience any problems with this process.

### Step 1. Launch the company portal app

- a. Select the Windows icon  at the bottom left hand of the screen and then select the **Company Portal** app.

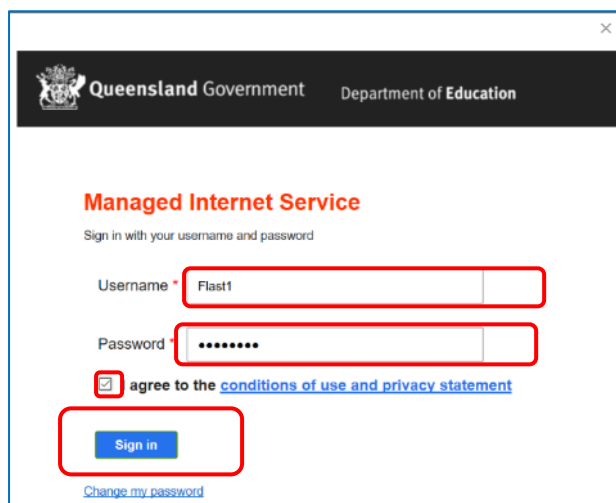


- b. If prompted with a Sign in screen, enter your school email address and select **Next**.



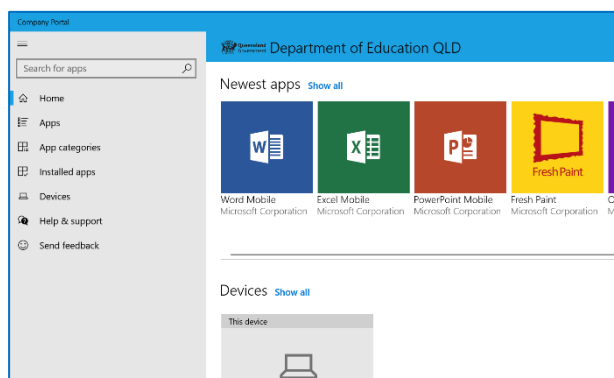
The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the text reads "Sign in to continue to Microsoft Store". A text input field contains the email address "Flast1@eq.edu.au", which is highlighted with a red rectangular box. Below the input field is a link that says "Can't access your account?". At the bottom right, there is a blue button labeled "Next", also highlighted with a red rectangular box.

- c. Next, you may be asked to sign in. Enter your school username and password. Accept the terms and conditions and select **Sign in**.



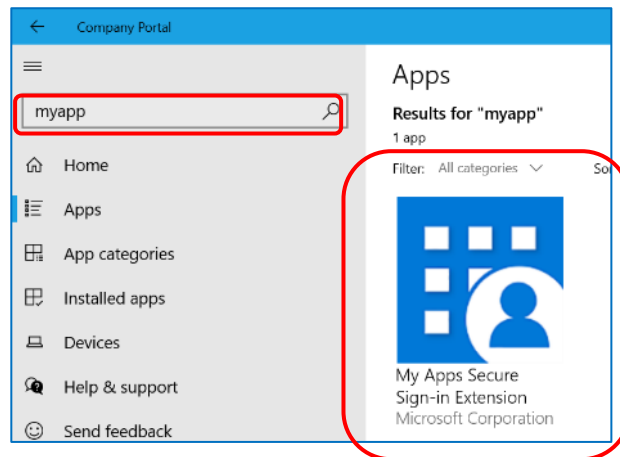
The image shows a sign-in screen for the "Managed Internet Service" from the Queensland Government Department of Education. The header includes the Queensland Government logo and the text "Queensland Government Department of Education". The main heading is "Managed Internet Service" in red. Below it, the instruction says "Sign in with your username and password". There are two input fields: "Username" with the value "Flast1" and "Password" with masked characters "\*\*\*\*\*", both highlighted with red rectangular boxes. Below the password field is a checkbox that is checked, with the text "agree to the conditions of use and privacy statement". At the bottom, there is a blue button labeled "Sign in", also highlighted with a red rectangular box. A link "Change my password" is visible at the bottom left.

- d. The company portal will open and display.

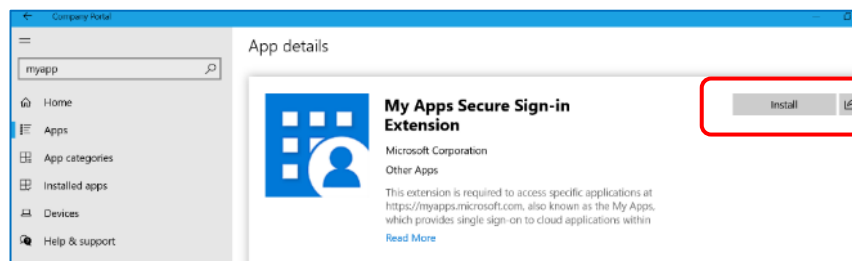


## Step 2. Install My Apps Secure Sign-in Extension

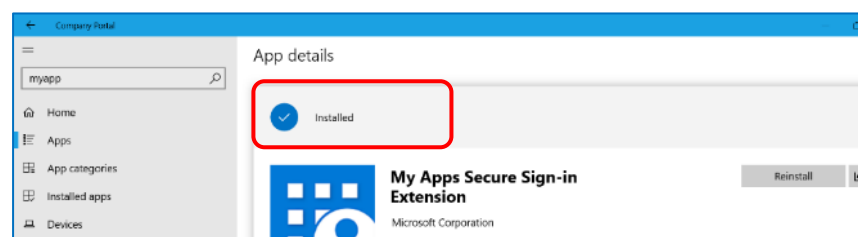
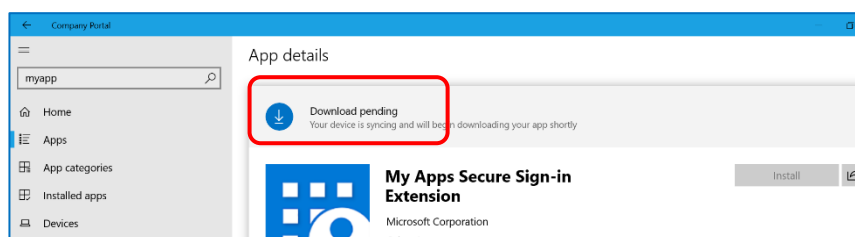
- a. Type **My App** in the search bar and then select **My Apps Secure Sign-in Extension**.




- b. On the next screen display, select **Install**.



- c. Wait while the My Apps Secure Sign-in Extension app downloads. To begin, the screen shows **Download pending**. The screen will then show **Installed** once installation is complete.

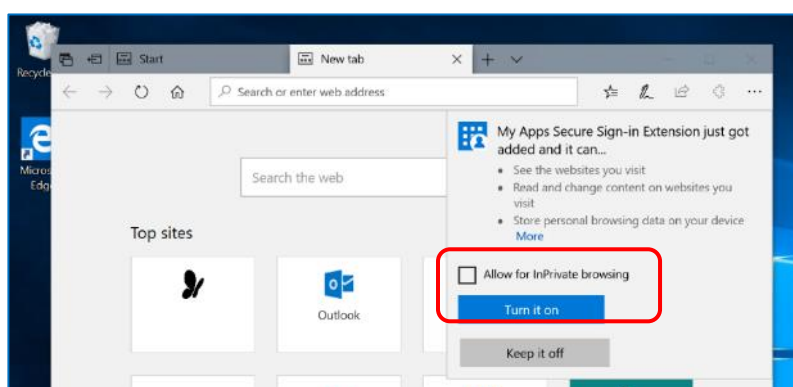


### Step 3. Open My Apps Secure Sign-in Extension

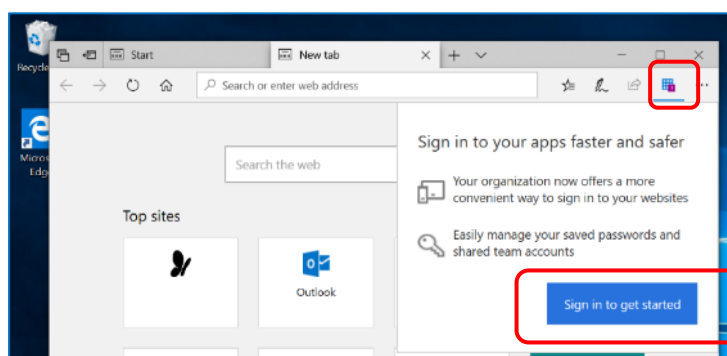
- a. Once the My Apps Secure Sign-in extension is installed, you can open the Microsoft Edge internet browser .

**Note:** This guide describes using the My Apps extension in the Microsoft Edge browser. However, the My Apps extension can also be downloaded for other browsers through their extension portals.

- b. A pop-up screen will display. Read the actions that the My Apps Secure Sign-in Extension can do. Select **Turn it on** to accept these conditions.



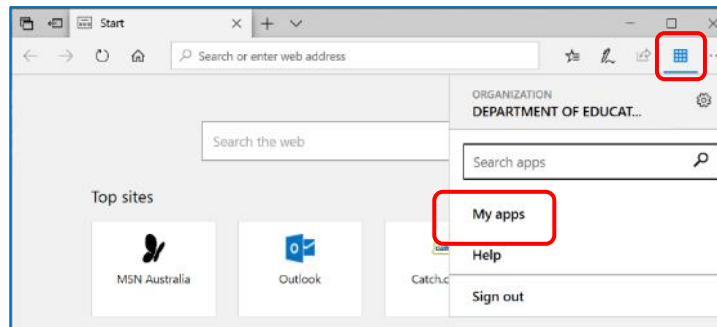
- c. Select the My Apps icon in the top right hand of the screen and then select **Sign in to get started**.



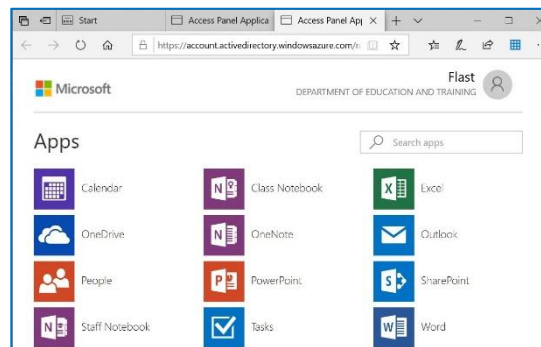
- d. You may be asked to sign in to My Apps portal. If so, please sign in using your school credentials.
- e. You may be asked if you would like to stay signed in, select the option to stay logged in.



- f. Select the My Apps icon in the upper right hand of the screen and then select **My apps**.



- g. You can now use the school websites and web-based applications made available to you.



**Note:** There is a recently used apps feature. Select the **My apps** icon to see the apps you have recently used.

