

Company Portal (Quick Start Guide)

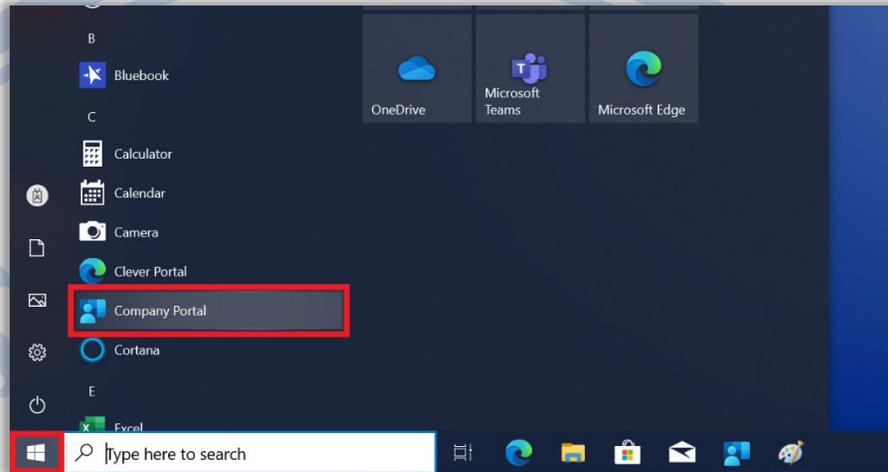
District-approved applications and software can be accessed in the Microsoft Company Portal.

If an application is not available to you that you would like, please submit a request [here](#).

1. Click on the Windows Start Menu icon.

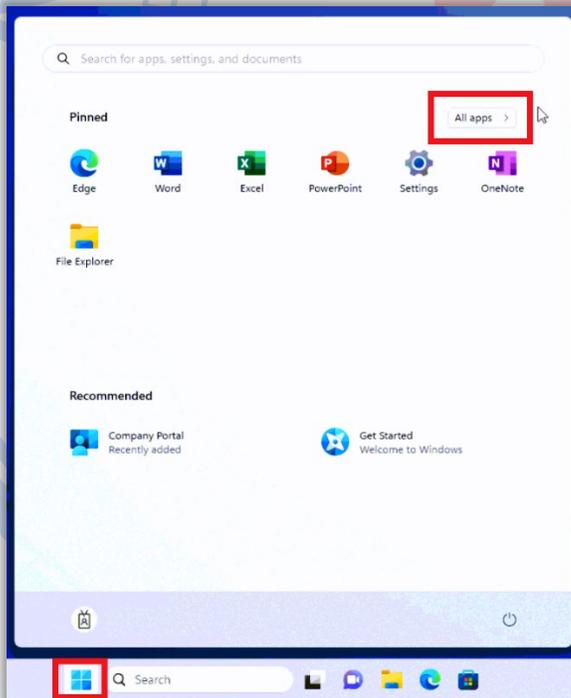


Windows
10
Device

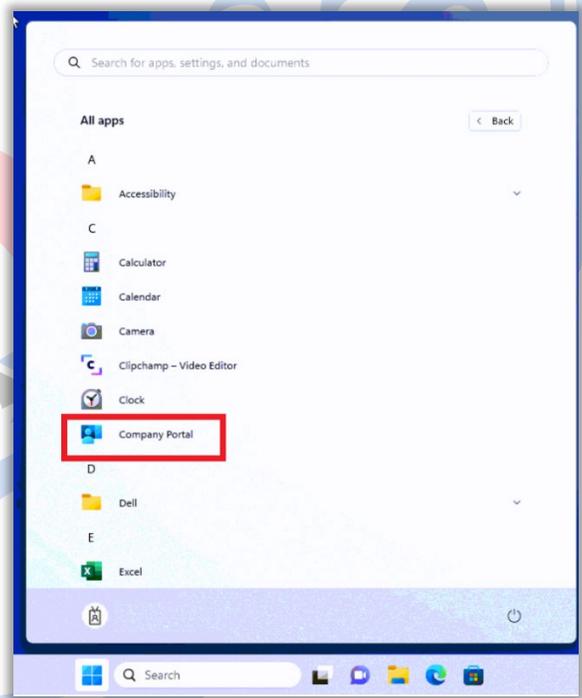


Open the **Company Portal**.

Windows
11
Device

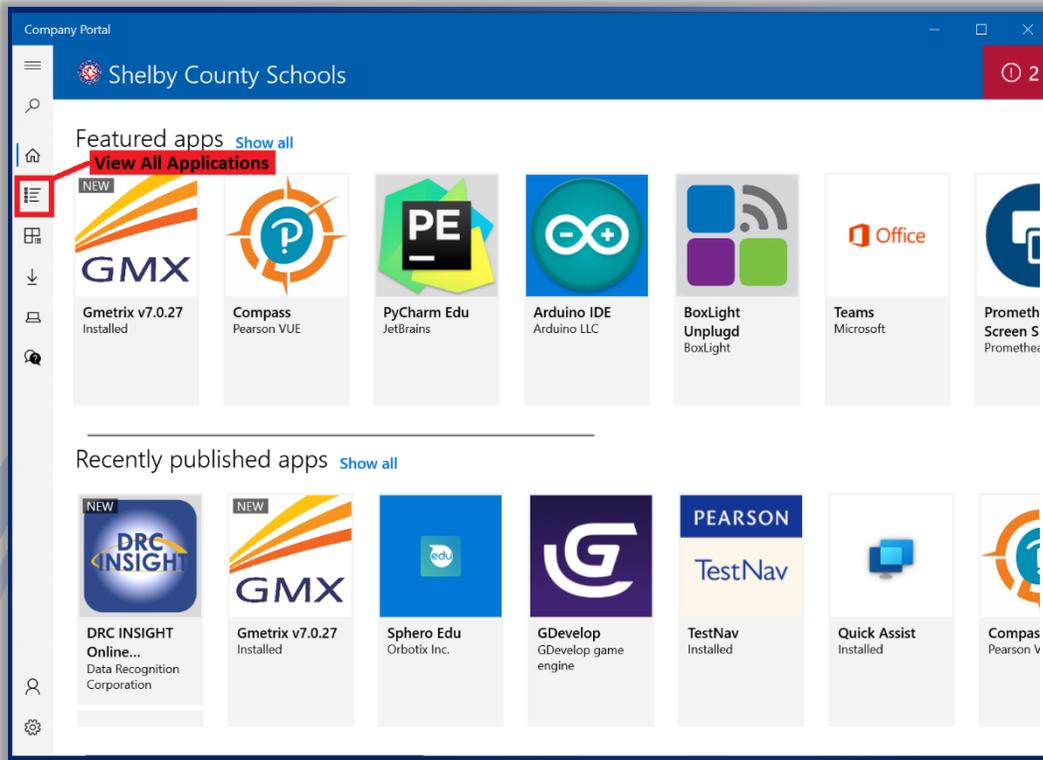


- a. Click **All apps**.

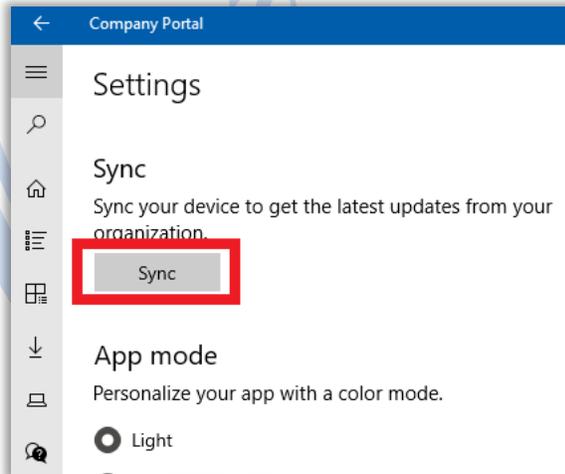


- b. Scroll down to the and click **Company Portal**.

1. A limited number of **Recently Published** and **Featured apps** will be the first in view in the Company Portal. Click the **All Applications** icon in the left column to view **all applications** available to you.



- Note:** If you do not see the application you need, please click on the **Settings icon**  in the bottom left corner of the screen. Then click **Sync**. (Tip: You can return to the list of apps periodically during the sync to check if the application is now listed.)
- 2.



Allow a few minutes for the device to successfully sync your device with your account. Then return to the **All Applications** list to verify if your application is now present in the company portal.

If an application is not available to you that you would like, please submit request [here](#).

***If the steps in this guide do not resolve the installation of apps from
or the launching of Company Portal,
please call the IT Service Desk (901.416.2700, Option #5)
or submit a ticket in [Ivanti](https://mscs-support.scsk12.org) (https://mscs-support.scsk12.org) for additional technical support.***