

Overview

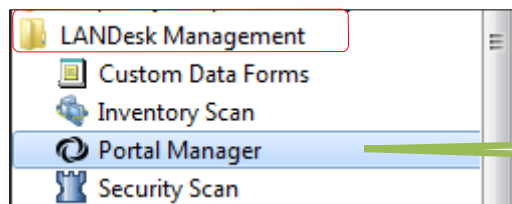
Portal Manager delivers apps, documents, and links to end users so they can install items that are approved for use at COM or required for that user's hardware.

When the end user launches Portal Manager, it synchronizes with the policy server. If there are any required tasks that haven't yet run on the user's device, these tasks are initialized without any further action from the end user.

The end user can also choose from recommended and optional tasks that have been added to Launchpad.

Instructions

1. Close out of all applications.
2. Click the Portal Manager Icon on your desktop
or Click the **START** button.
3. Select **LANDESK MANAGEMENT** folder.

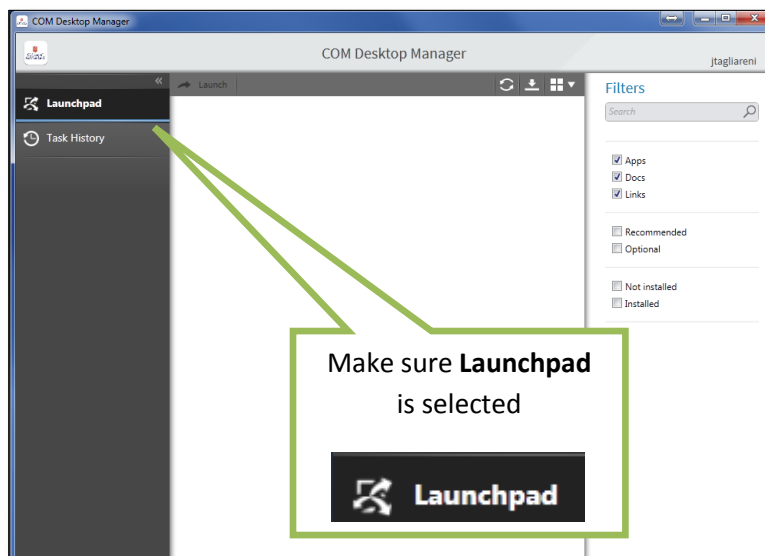


Portal Manager
Desktop Icon

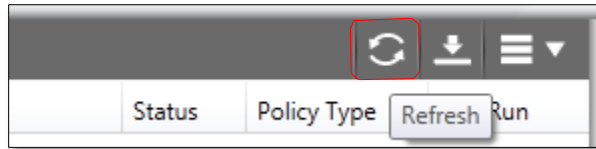


Portal Manager

4. Select **PORTAL MANAGER**.
5. The Portal Manger menu will open. After the Portal Manger opens it is important **LAUNCHPAD** is selected (button on the left hand side).



6. Select the **REFRESH** button on the top to ensure all available software is displayed.

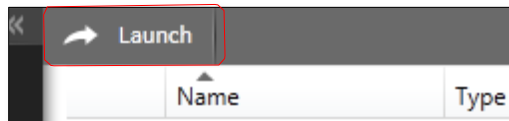


***Note:** If you are installing software on a laptop, it is recommended that you plug the laptop into the network instead of installing software over wireless.*

7. Put a check in the box of the software you wish to download.

***Note:** You may select more than one at a time; the portal manager will install them one at a time.*

8. Select the Launch button on the top of the screen.



9. **IMPORTANT!!** While the software is installing, LEAVE THE COMPUTER ON. You can minimize the deployment window and accomplish other tasks during the processing.

**If you encounter any problems please email the Help Desk at:
helpdesk@com.edu**