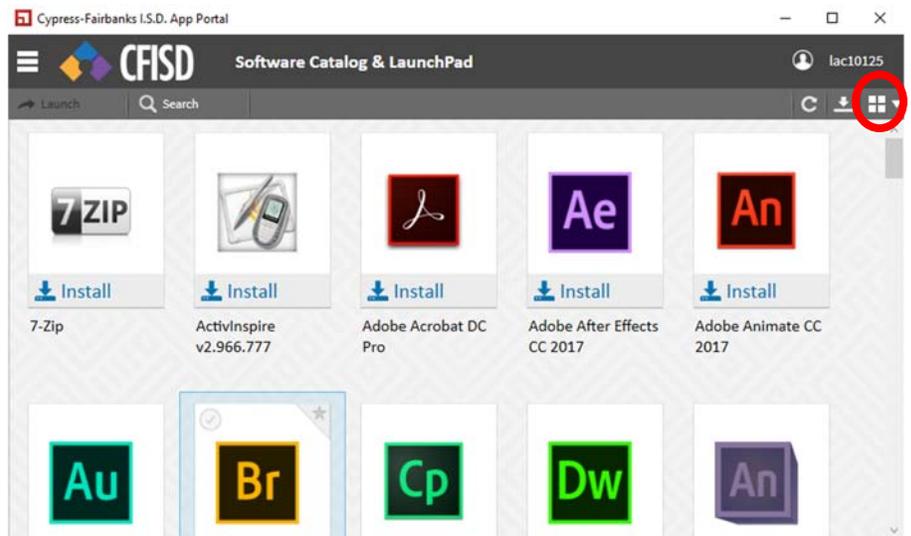# Welcome to Ivanti Workspaces Portal

Ivanti Workspaces Portal is the application for installing software and launching district websites.

To access Ivanti Workspaces Portal, simply double-click the Ivanti Workspaces icon located on the desktop.
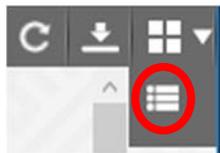
Navigating Ivanti Workspaces Portal

Once opened, Ivanti Workspaces Portal will list, in Icon View, every piece of software and link available.

Change to List View by clicking the square icon in the upper right corner and choosing the dropdown option for List View.

To change back to Icon View, click the List View button in the upper right corner and choose the square icon in the dropdown menu.

Refresh Button

The Refresh button is available in the upper right corner of Ivanti Workspaces Portal. If you have received notification that a new piece of software is available in your Portal, click the Refresh button to see it.
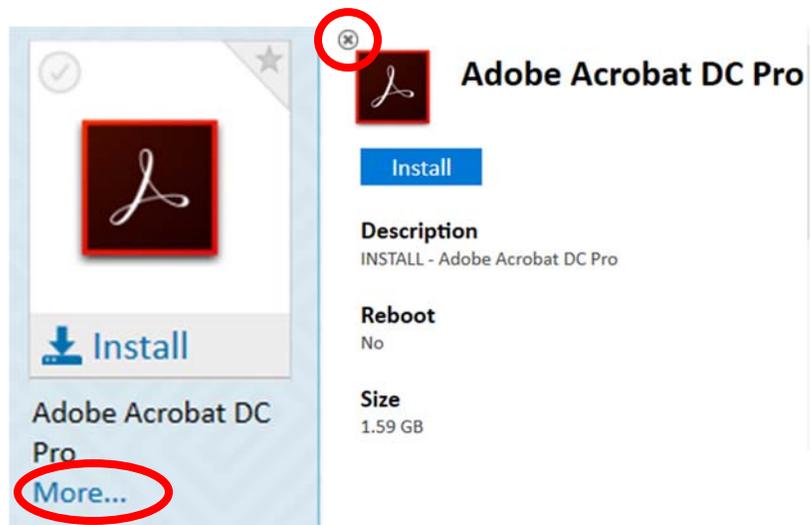
Installing Software

Each software has an Information Window available. To access the Information Window, hover over the icon and click the More button.

Various information is provided, including the name of the software, the version number of the software, and the size of the download required for installation.
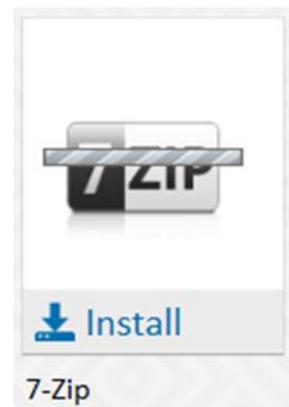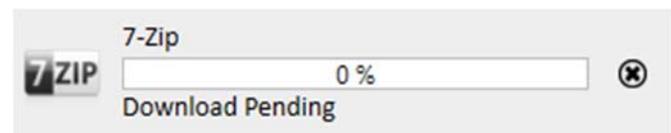
To exit the Information Window, click the X in the upper left corner.

Adobe Acrobat DC Pro

Install

Description
INSTALL - Adobe Acrobat DC Pro

Reboot
No

Size
1.59 GB

Install

Adobe Acrobat DC Pro

More...

To begin installation, click the Install button on the icon.

In the upper right corner, you will notice a progress bar showing Download Pending, Downloading, and Installing. During the installation, a bar will also appear over the icon.

Once installation is complete, the software will disappear from the Ivanti Workspaces Portal. The software will either be available in the Start Menu or on the Desktop of the computer.

7-Zip
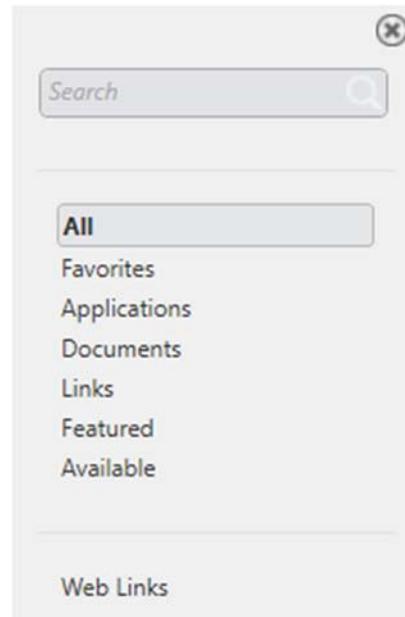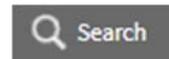0 %
Download Pending

Install

7-Zip

![ivanti]

The Search Feature

If a specific piece of software is needed for installation, the Search Feature is an easy way to find it. Click the Search button on the upper left of the screen.

The Search Function opens. Verify the option for All is selected, then type the name (or partial name) of the software needed and press Enter. This will return all results for the software search in the main portion of the window.

To return to the full page of Ivanti Workspaces Portal software and links, double-click the All button.
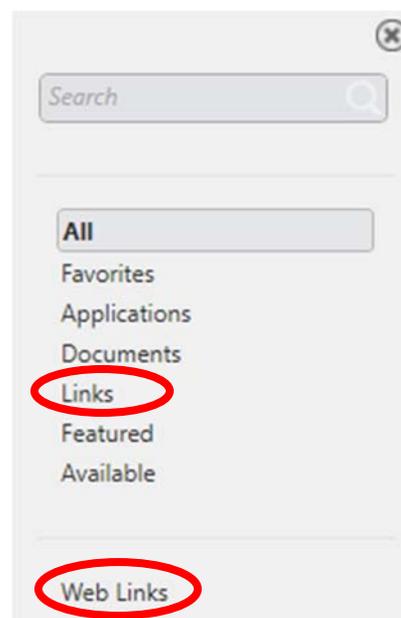
To exit out of the Search Feature at any time, click the X in the upper right corner.

Web Links

To easily find Web Links (formerly listed in the LaunchPad), click the Search feature, verify All is selected, and then click either Links or Web Links. All available links will be listed in the main Portal window.

To return to the full Ivanti Workspaces Portal, including applications for install, double-click the All button.

This has been your introduction to Ivanti Workspaces Portal. As usual, contact your campus Technician or the Customer Care Center by entering a Technology Service Request if you have any questions or issues. The Customer Care Center is also available at 281-897-4357.