

The OKCPS Web-Based Software Portal allows you to request and install approved software on your computer with little or no Client Services/Helpdesk involvement.

The number of requests that you can have open at one time is limited to three. When you reach your limit, you cannot create a new request until an open request is closed.

The Software Portal will only be accessible on staff computers, while on the OKCPS network.

To request software in the Software Portal:

- 1. While connected to the OKCPS network, take one of the following actions to open the Software Portal:
 - Double-click the Symantec Software Portal shortcut on your Desktop or,
- Symanted Software Portal

 On the Start menu, click All Programs > Symantec > Symantec Software Portal or,



• Right-click the **Symantec Management Agent icon** in the notification area and then click **Software Portal**.



If you have any questions regarding the use of the software portal, please contact the Client Services Helpdesk at 587-HELP (4357).



If prompted to sign in, do so with your Active Directory credentials. Depending on your default browser setting, you may need to put "staff\" in front of your username. (For example, "staff\username")

Windows Security

3. If the **Home page** does not appear, click **Home**.

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oftware Por	tal				
Request softw	are				۲
🔯 The foll	owing software is availab	ole. Select the software to reques	it. If it does not require approval, it	is installable.	
🔁 Request So	oftware 🛛 🙆 Request l	Jnlisted Software 🙆 Show Al	I		
Approved	Recommended	Software Name	△ Description		
\checkmark	1	Cisco Systems VPN Client	Cisco VPN Client 5.0.03	7.0290 x64 (Not For Windows XP)	
7	1	Firefox 26 - scripted-Execute	install.cmd Installs Firefox 26 silen	tly for all users in XP, Vista and 7; removes deskto	op icon; sets
	1	Google Chrome 65.39.83			
$\overline{\checkmark}$	V	RUMBA	English -Rumba 7.5.1		
\checkmark	1	SAP 7.30	SAP GUI for Windows		
$\overline{\vee}$	\forall	Skype™ 6.18 English	Installs Skype 6.18		
1	\checkmark	SmartBoard 2014	Installs SmartBoard an	d add-ons	
Request statu	5				۲
View rec	uests that you have crea	ated and add comments if necess	sary.		
66° Edit Ca	ncel Request			Search	Ø
ID R	equested Software		Status	Last Modified	<u>^</u>
		There	are no Open software requests		~

- 4. On the Home page, do one of the following:
 - If the software that you want is in the list, select the software in the list and click **Request Software**. By default, only the software that is recommended for you is displayed.

lequest software					
The follo	wing software is availab	le. Select the software to request. If it o	foes not require approval, it is installable.		
🕅 Request Software 🖄 Request Unlisted Software 🖄 Show All					
Approved	Recommended	Software Name	A Description		
1	2	Cisco Systems VPN Client	Cisco VPN Client 5.0.07.0290 x64 (Not For Windows XP)		
		Firefox 26 - scripted-Execute install.	cmd Installs Firefox 26 silently for all users in XP, Vista and 7; removes desktop icon; sets		
	1	Google Chrome 65.39.83			
	2	RUMBA	English -Rumba 7.5.1		
2	[¥]	SAP 7.30	SAP GUI for Windows		
1	(?)	Skype ^{**} 6.18 English	Installs Skype 6.18		
1371	174	SmartBoard 2014	Installs SmartBoard and add-ons		

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 If the software that you want is not in the list, click Show All to display all the software that is available to you. If the software that you want still does not appear in the list, click Request Unlisted Software. (Unlisted software requests will not be processed, but may be reviewed for consideration of future software package development.)

Request software							
The follo	wing software is avai ab	le. Select the software to request. I	f it does not req				
📝 Request So	📝 Request Software 🛛 🖄 Request Unlisted Software 🔹 🥸 Show All						
Approved	Recommended	Software Name	∆ Descri				
V	1	Cisco Systems VPN Client	Cisco				
	V	Firefox 26 - scripted-Execute ins	tall.cmd Install				

 In the Request Confirmation dialog box or the Unlisted Request Confirmation dialog box, enter information about the request. (Email notifications for Software Portal requests will not be operational at this time.)

Software Portal					
Request Cor	nfirmation				
This software prefer and se Request Deta	: is pre-approved for delivery to you. Select the delivery time that you t notification options. ils				
Software name:	Firefox 26 - scripted-Execute install.cmd				
Software description:	Installs Firefox 26 silently for all users in XP, Vista and 7; removes desktop icon; sets homepage to www.okcps.org.				
Date required:	7/28/2014 09 04 You can specify when the software is delivered!				
Comments:					
🛛 Override r	maintenance windows				
Email Option	s 🛞				
Send an email when the request status changes Send an email when comments are added					
Email Address					
	OK Cancel				

6. Click OK.

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After you create a software request, it is processed as follows:

- If the software is listed and it is pre-approved, the software delivery is scheduled to occur on the date and time that you specify. (It may take up to five minutes for the software installation to start depending on server traffic, and up to twenty minutes to complete depending on the particular software package requested.)
- If the software is listed and it requires approval, the request is assigned to an approver. (Client Services)
- If the software is unlisted, the request will be denied or put on hold to be reviewed for consideration of future software package development.