HELLOID DOCUMENTATION

When you open Internet Explorer or Google you will see the HelloID portal. The application dashboard will be displayed with the category All Apps selected. If you select Favorites, then the next time you open the portal the home screen will open to your selected Favorites.

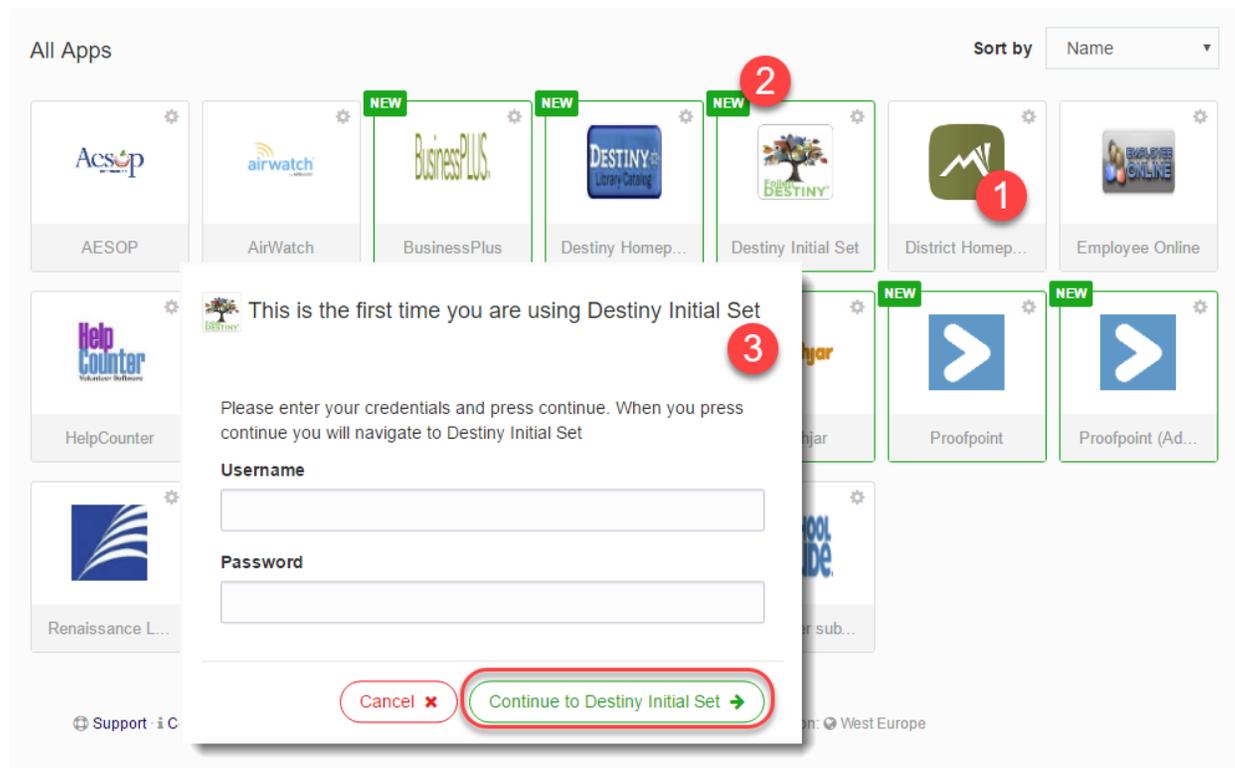<mark>You must open both Google and IE once for HelloID to recognize the portal</mark>

You will find the following elements on the Dashboard:

1. The language selector ....select the Dashboard language
2. The User Profile menu ....shows the user and profile settings
3. Application Search ....search the Application list
4. Sort by ....sorts the apps by the selected option
5. Application Categories ....select the category of applications that are shown
6. App overview ....shows the apps depending on the selected category

USING THE APPS

1. Click on an app in the application dashboard to start.
2. Apps which have never been started are recognizable by the New icon in the top-left of the tile.
3. Some applications will need credentials when they are started for the first time. If credentials are needed the following screen will be displayed. Enter the credentials and press Continue to… to proceed.
   a. Depending on the configuration, the credentials will be entered in the website or you will be logged in on the website. Click the Sign in (or Log in) button if required.

4. At the top of the screen a bar appears when credentials are entered by HelloID. The bar contains two buttons.
   a. Default..... press this button and HelloID will enter the credentials a second time.
   b. Close........ press this button to hide the Enter Credentials bar.

EDIT CREDENTIALS AND ADD TO FAVORITES

1. Click on the gear in the app icon.
2. Select from the available choices.
   a. Edit credentials allows you to enter new credential information.
   b. Delete credentials allows you to delete the existing credentials. You will be prompted to enter new credentials when you open the app the next time.
   c. Add to Favorites allows you to add any apps you want to a Favorites group of apps.

PROFILE SETTINGS

1. Left click your username in the top right of the screen.
2. Select My profile
3. Modify any profile settings in this screen.
4. Click Save to save the changes or Cancel to ignore any changes.