

MyApps: Guest Access

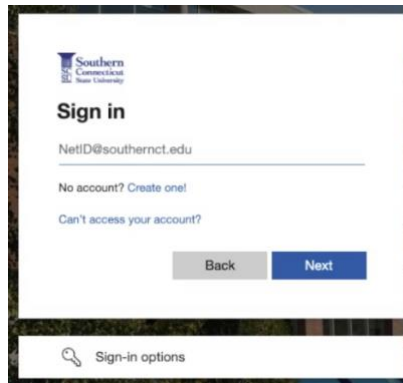
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Introduction

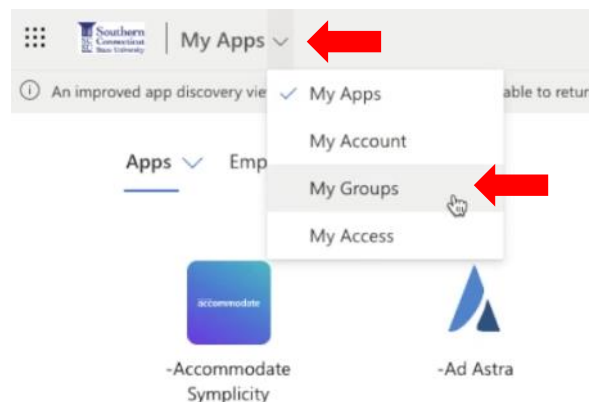
Designated “Owners” of an application within the MyApps portal may provide access to guest users who are external to SCSU. If you are unsure of who owns an application, please contact the Help Desk at 203-392-5123 or helpdesk@southernct.edu.

Granting Guest Access

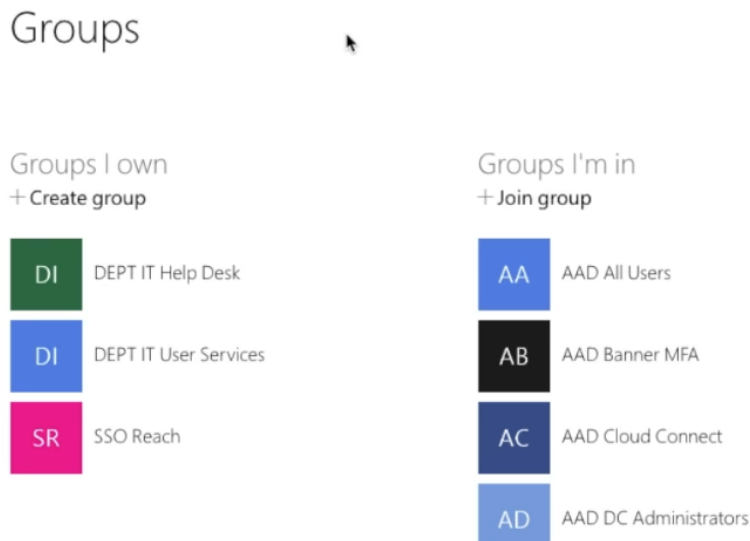
1. To grant guest access to an application within the MyApps portal, the SCSU user that is designated as the owner of the app should begin by signing into [MyApps](#) with their full SCSU email address and password.



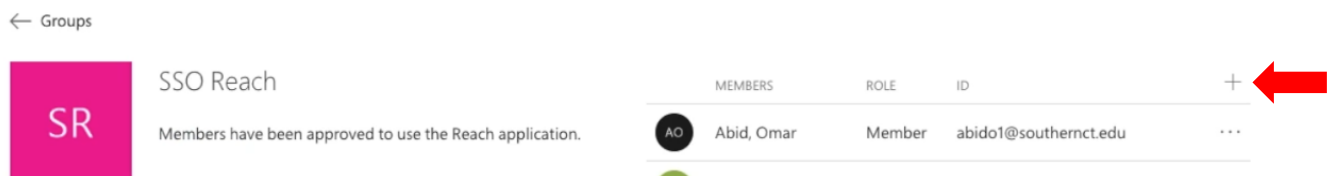
2. Select the downward arrow next to “My Apps” on the top, left menu bar and select “My Groups”.



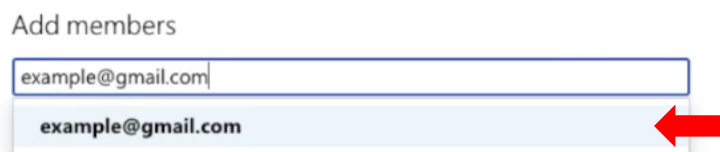
- Here, you will see which groups you are a designated owner of, and which groups you are a member of. Select the group you wish to add a user to from those listed below “Groups I own”.



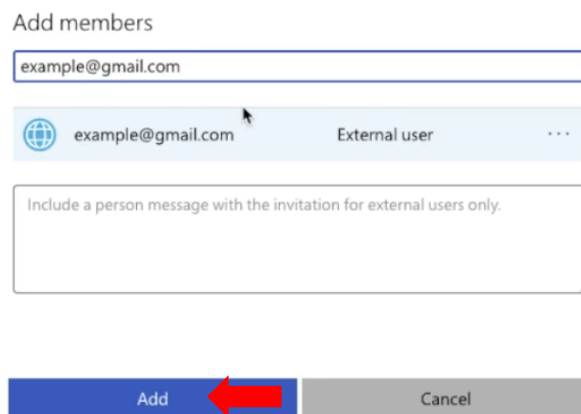
- Select the “+” symbol in the upper, right-hand corner.



- Enter the full email address of the user you wish to add. This may internal to SCSU, or an external guest user. Select the email address to confirm.



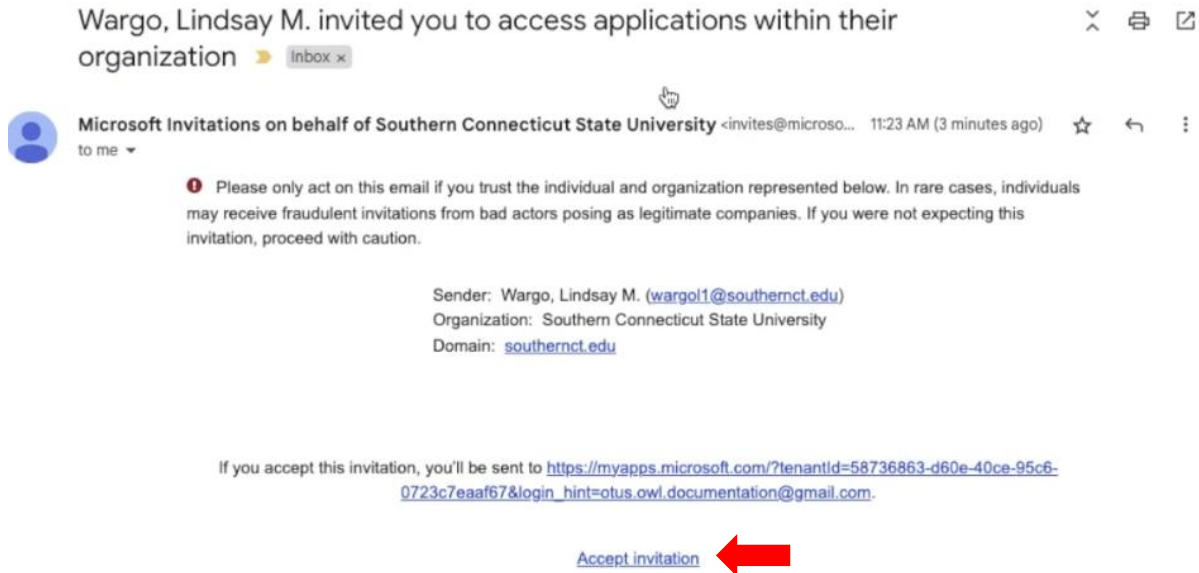
- Enter a welcome message to your guest user if you wish, and select “Add”. This will generate an invitation email, sent to the guest to join.



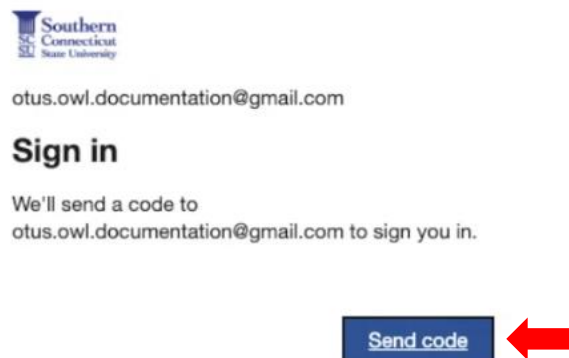
Guest Access Account Set Up

1. Once the guest receives the invitation email, the email should be opened and the guest will select "Accept invitation".

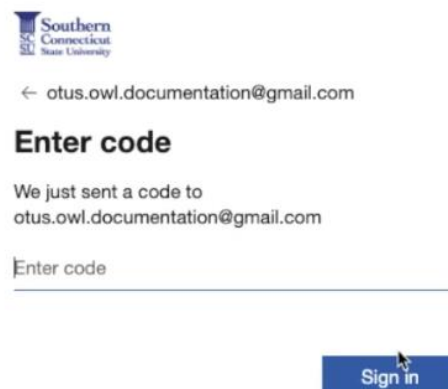
If the guest has been granted access to the MyApps portal previously, they may not receive an invitation email, and they may proceed to the next section: "Guest Sign In".



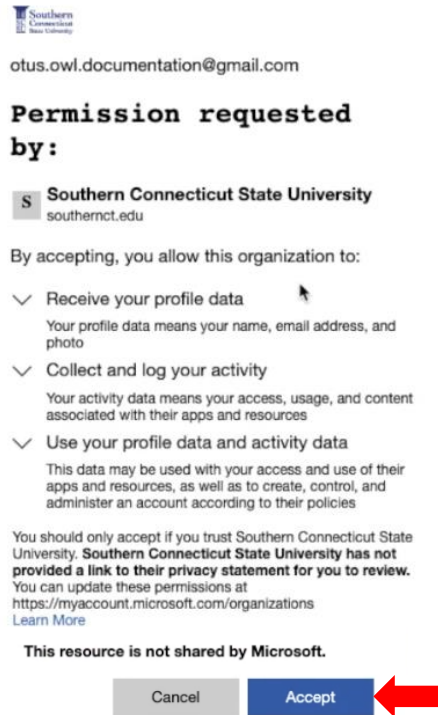
2. After selecting "Accept invitation" they will be prompted to verify their email by having a code sent to the email account. Select "Send code".



3. Retrieve and enter the code, then select "Sign in".



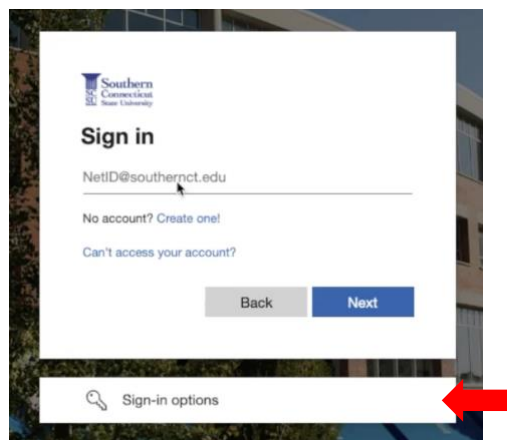
4. Review the terms of accessing the organization and select “Accept” to proceed.



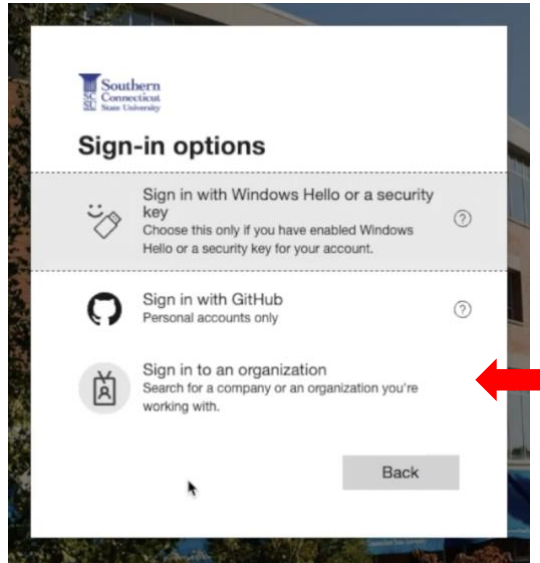
5. The guest will then be brought into the MyApps portal, with their accessible apps shown.

Guest First-Time Sign In

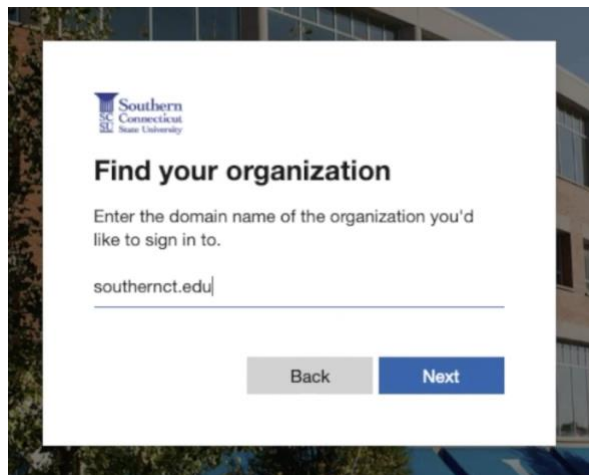
1. To sign into the MyApps portal, go to: myapps.southernct.edu
2. Select “Sign-in options”.



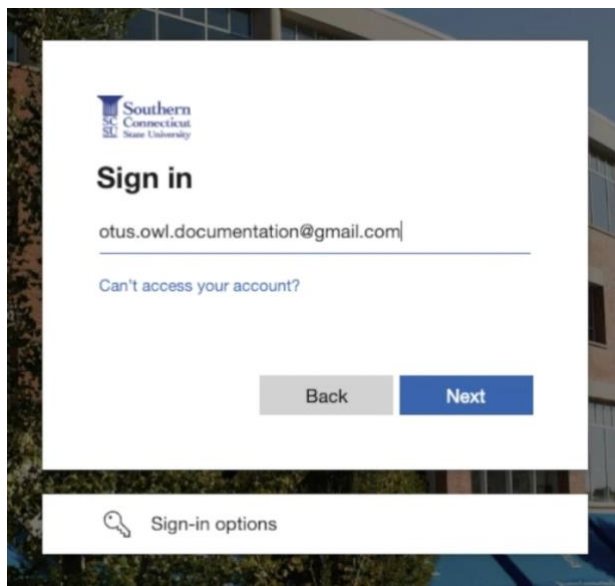
3. Select "Sign in to an organization".



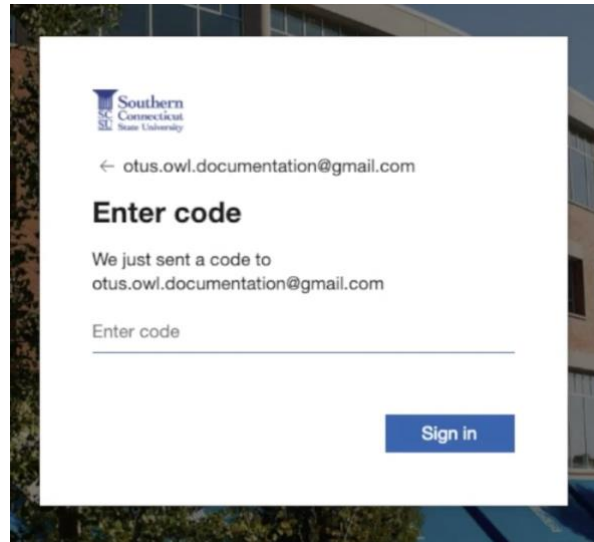
4. Enter the domain: southernct.edu



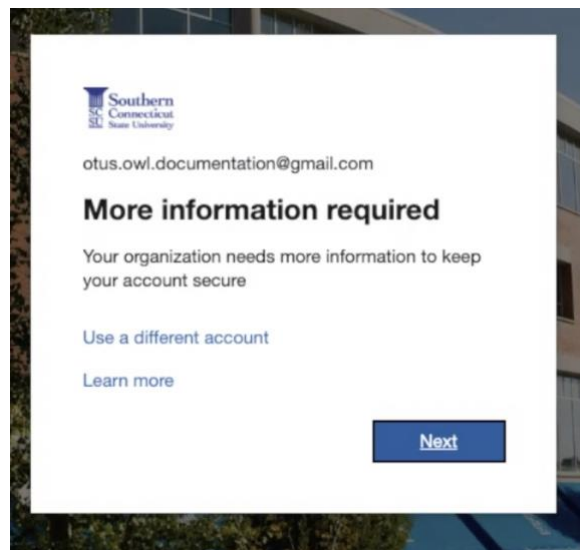
5. Enter the guest's email address.



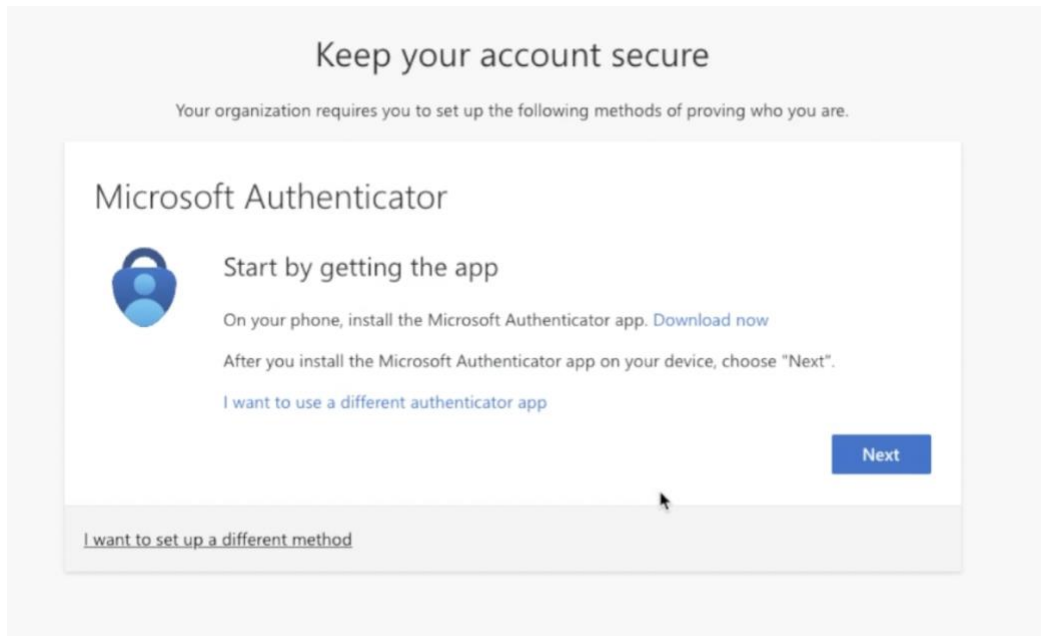
6. A code will be sent to the guest's email account. Retrieve the code and enter here.



7. The guest will be prompted to set up Multifactor Authentication (MFA). Select "Next".



8. The Microsoft Authenticator App, or authenticating with a cell phone number, may be used.
 - a. To authenticate with the Microsoft Authenticator App, select “Next” and proceed to follow the prompts until set up is complete.
 - b. To authenticate with a cell phone number instead, select “I want to set up a different method” and select “Phone” from the “Choose a method” drop-down menu.



9. Once MFA set up is complete, future sign ins will solely require this chosen method after entering the guest email address.

Application Access outside of MyApps

Setting up guest access to the MyApps portal is the first step in providing access to an application. In certain circumstances, an account must also be created for the user within this end-point application itself, using the same email address and is used for MyApps. The application administrator should be aware of how to do so, or should contact that platform’s support team for assistance.