

UHapps. provides quick access to UH applications and websites. Applications not found in the UHapps portal should be opened from the Windows Start menu/tile.

Logging in to UHapps

1. **Windows 10:** Click the **red shield icon** in the taskbar –OR– click the **Windows Start** button and then the **UHapps** tile:

Windows 7: Click the **Windows Start** button, enter **uhapps** in the Search field and click on **UHapps** from the list of results.

Workstations with Imprivata/Badge Tapper:

Log in to the computer by tapping your badge or entering your UH username and password. The Imprivata Agent window may pop up while signing you in. **Skip to Step 3.**

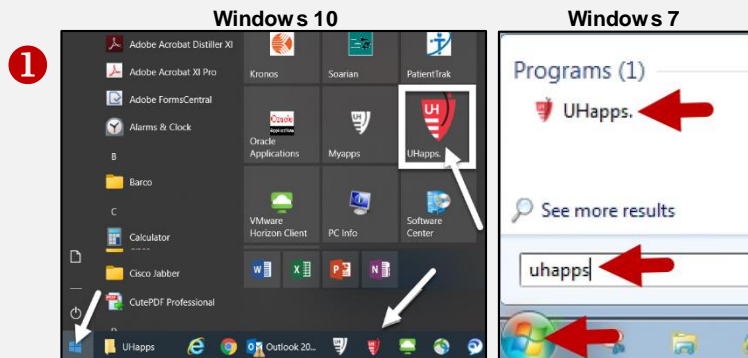
Home (non-UH) Computers: Please view the [detailed instructions](#) under UHapps under the For Employee section of the UH website.

2. Enter your UH user name and password and click **Sign in**.
3. The UHapps portal opens and a list of applications and websites available to you appears. Click on any icon to open an application or website.
4. You can also use the Search field or click on any of the categories to find an application/w ebsite.

Customizing the Favorites Tab

You can customize the Favorites tab to show only applications/w ebsites you choose.

5. From the **Apps** tab, click the **star icon** below the application/site to save it to the Favorites tab. Deselect the star icon to remove it from Favorites. **Note:** For applications/sites without a star icon, click the **ellipsis** and select **Add to Favorites** (or Remove from Favorites).
6. Click the **Favorites** tab to view your saved Favorites.
7. You can change the order of the Favorites by using the Sort A-Z menu at the top right.
8. Select an alphabetical sort or select **Custom** to create your own order.
9. Select **Reorder** (for custom sort only).
10. Click and drag the app icons into the order you would like and click **Save**.



Workstations with Imprivata/Badge Tapper

