
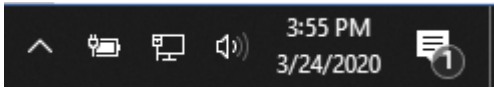


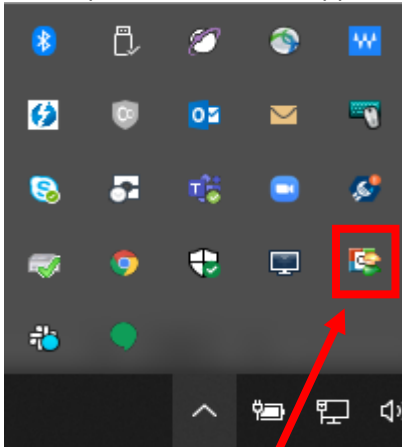
# Accessing Desktop Central Self Service Portal

## Method 1

1. On the far bottom right of the desktop, click the icon: 

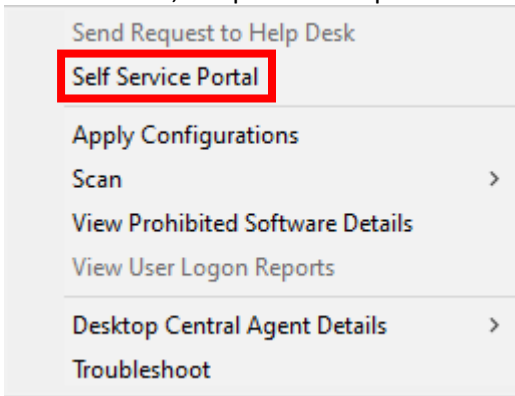


2. Some will have different icons in the tray, the Desktop Central Icon will appear the same for all




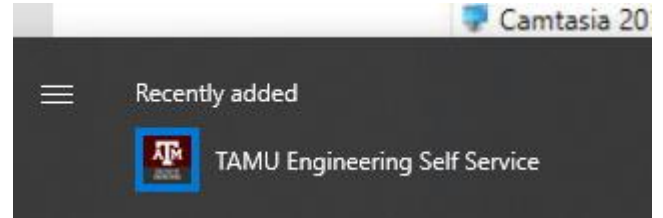
The icon looks like this:

3. **Right click** the Desktop Central Icon and click on **Self Service Portal** in the menu. After clicking on **Self Service Portal**, the portal will open



## Method 2

1. Open the **Start Menu** 
2. At the top of the Start Menu, under **Recently Added** users may see the **TAMU Engineering Self Service** app, if the app does not show under Recently Added, users can scroll through the Start Menu and should find the app under **T**, additionally users can open the Start Menu and begin typing **TAMU**, and the app should show up. However, users find the app on the Start Menu, it will look the same as below



## Method 3

(This method should only be used if the two previous methods are not successful)

1. Open **File Explorer**
2. Navigate to the local **C:\** drive
3. Open **Program Files (x86)**
4. Find and open the **DesktopCentral\_Agent** folder
5. In the **DesktopCentral\_Agent** folder find **TAMU Engineering Self Service** and double click it, this will open the Self Service Portal

**\*If your COE IT managed device does not have Desktop Central installed, please send an email to your respective help desk**

Once the Self Service Portal opens, it will look like the image below. From here users can Install/Uninstall applications that have been made available to them. **Note:** the list of available software changes daily and users do not have to be connected to the VPN to use the Self Service Portal.

Application Name	Description	Vendor	Installed At	Last Action - Status	Action	Remarks
7 zip (x64) (19.00)	7 zip (msi) (x64) (19.00)	Igor Pavlov			Install	
Camtasia 2018					Install	
Cisco AnyConnect (Pre-W)	Installs Cisco AnyConnect VPN	Cisco			Install	
EES					Install	