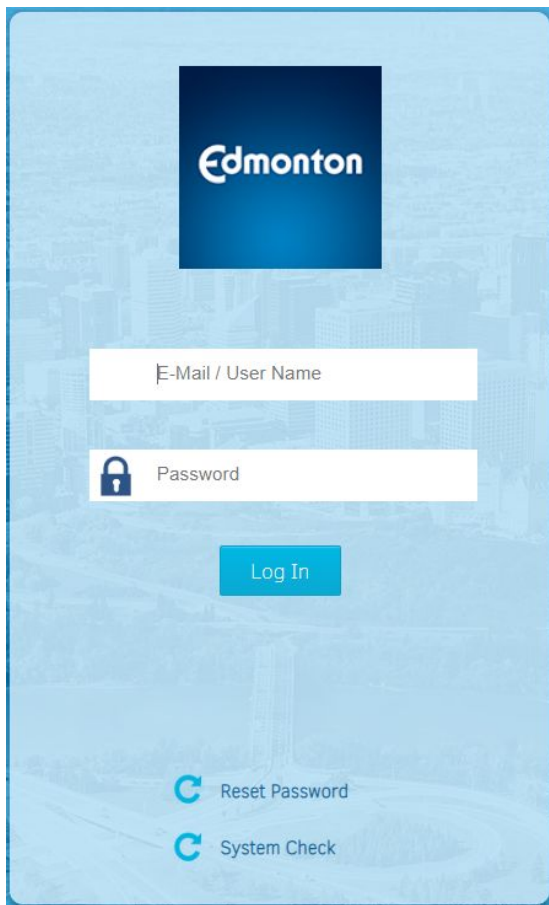The Application Portal

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Features:

- Allows you to connect to the City with a consistent look and feel from any device, anywhere, at anytime.
- Reduces the passwords you need to memorize with simplified sign-on.
- The Application Portal is available to all employees
- Access onecity and your network drive from **anywhere**
- Access City web-based applications even when you are off-site
- Going through the Application Portal makes accessing your applications from any open wifi network secure
- Manage your City application passwords in 1 spot - less passwords to remember
- Remote access to your City of Edmonton desktop computer

How do I sign-on to the portal?

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1. Navigate to https://portal.edmonton.ca

2. For the username enter your City of Edmonton 3&3 (first three letters of your first name and first three letters of your last name) or your email address (FirstName.LastName@edmonton.ca).

Enter your City of Edmonton computer password for Password

3. Click the Log In button

If you're signing in for the first time, you will be presented with a Password Challenge setup. Please choose 3 questions and enter your answers. Scroll down on the right and click on "Update Configuration" when done. See below.
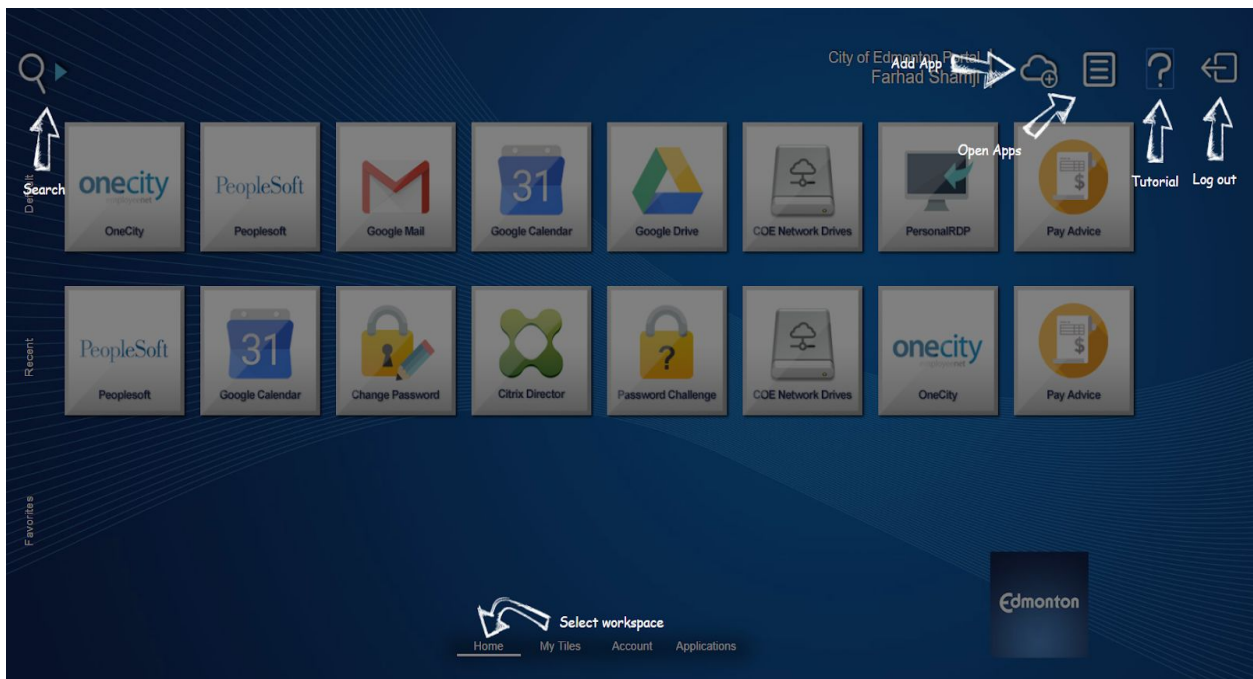
Challenge Questions

The system is prompting you to answer a series of challenge questions. The answers to the questions below will be used at a later date and time to validate authentication and password reset requests.

Password Reset Configuration

Choose one of the questions in the list for each question, then provide an answer. You will have to answer these questions successfully if you ever need to reset your password.

Challenge Questions

Question 1:	-- Please choose a question --
Answer 1:	
Question 2:	-- Please choose a question --
Answer 2:	
Question 3:	-- Please choose a question --
Answer 3:	

You will then be taken to the Application Portal home page and will see an overlay with arrows and a quick tutorial. To dismiss this, click on "Don't Show Again" on the bottom left corner
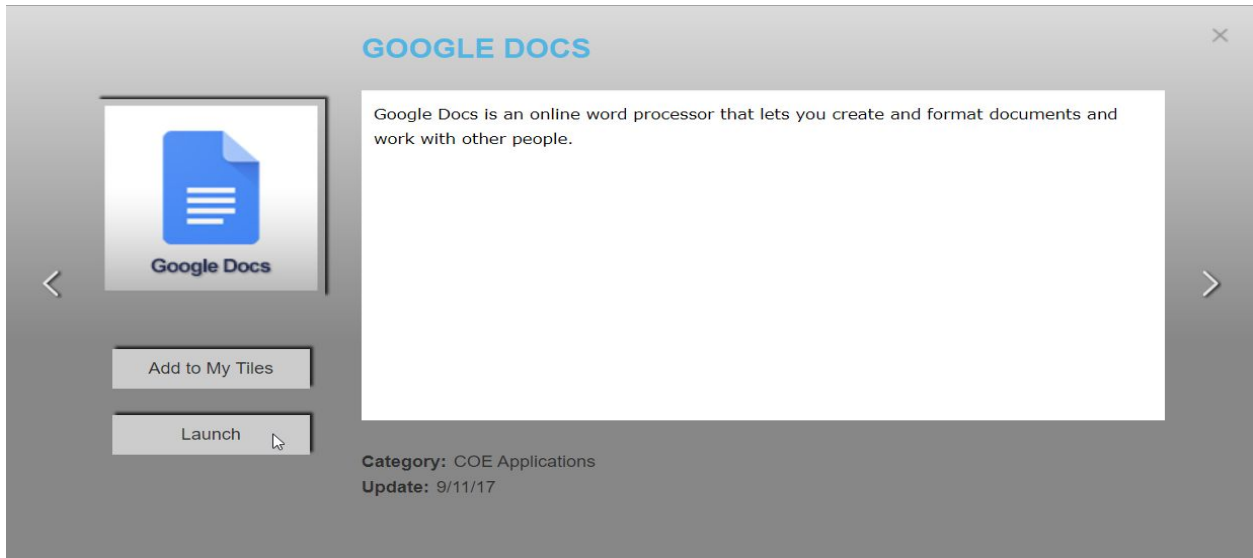
Searching For And Adding Applications

1. Click on the Application Catalog icon which will be next to your name towards the top right. The icon will be a cloud with a plus sign in it
2. Click on the Application Catalog icon which will be next to your name towards the top right. The icon will be a cloud with a plus sign in it
3. Type out the name of the application that you want to use in the search bar located in the top left and then hit enter.

Search...	Q

4. Click on the application that you are looking for and you will be given an option to launch it or add it to your tiles if this is something that you want on your home screen so that it shows up when you log in.

How do I access my network drives?

1. Select the COE Network Drives Tile which will be on your home screen by default.
2. Select your top-level drive from the left navigation menu.
3. Drill down to the correct folder.
4. Done.

Remote Desktop

If you currently have a dedicated desktop or laptop computer, you can use the Application Portal to remotely connect to your computer when you are away from the office.
Please note that the computer has to be powered on and connected to the COE network to use this feature.

To set this up please use the following steps:

1. Click on the **Account** link at the bottom of the portal workspace

2. Click the *Change Personal RDP Information* tile

3. The *PersonalRDP Information* form will be displayed and you will see that your user name information is already filled in.

5. Enter the serial number of the computer you would like to connect to and click *Submit*. If you have entered a valid computer serial number you will see the following message:

6. After adding the serial number it will take approximately one hour before you are able to use it. Please note that this is only for the initial first-time setup, after this you will be able to access it instantly. *If this does not work for you please contact the Service Desk at 780-944-4311 and select option 3, however, you will need to be at the computer that you are trying to remote into.*

After this is set up you may use Personal RDP by doing the following:

1. Select the PersonalRDP tile which will be on your home screen by default.
2. If you have just set it up you will need to log out and back in before it appears.