Installing and accessing the new SITS Apps

1. Open Company Portal on your laptop.

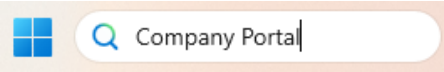

Figure 1: Search for Company Portal

2. In the search bar at the top of the window type in **SITS** then press Enter to display all SITS instances available to you.

Figure2: Company Portal App

3. Click on the SITS application you require, then click the Install button. The process of downloading and installing will now begin. Please be patient as this can take a few minutes on the first install.

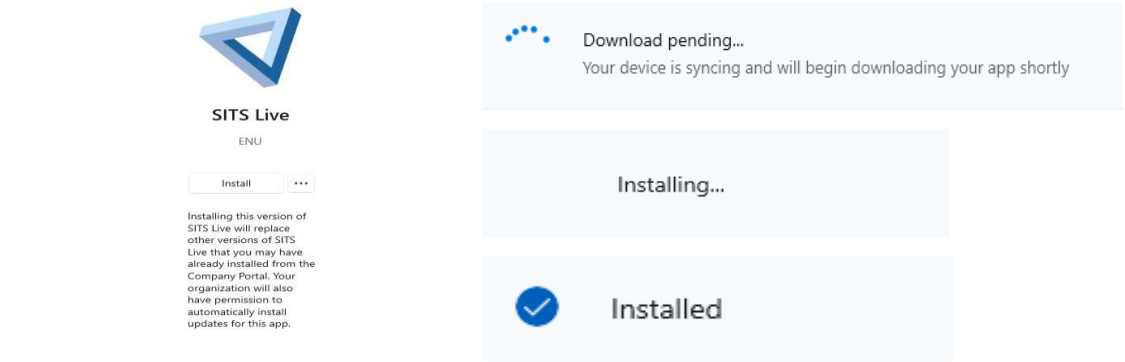

Figure 3: Installation Process

4. Once install is complete, you will find the corresponding SITS app on your desktop.

5. Double-clicking this will start the session and prompt for your login details, after you tick “I understand” to accept the security advice and click on OK to proceed:

Figure 4: Desktop Icon and security advice

6. Repeat steps 3 & 4 to add additional instances of SITS to your desktop if required. If you require any additional SITS environments, you will need to request these from the ASL Help Desk: SITS & e:Vision - Self-Service Portal

7. Once you successfully authenticate, the app will continue configuring your remote session for a brief period, at which point you will be presented with the familiar Tribal SITS: Vision login screen:

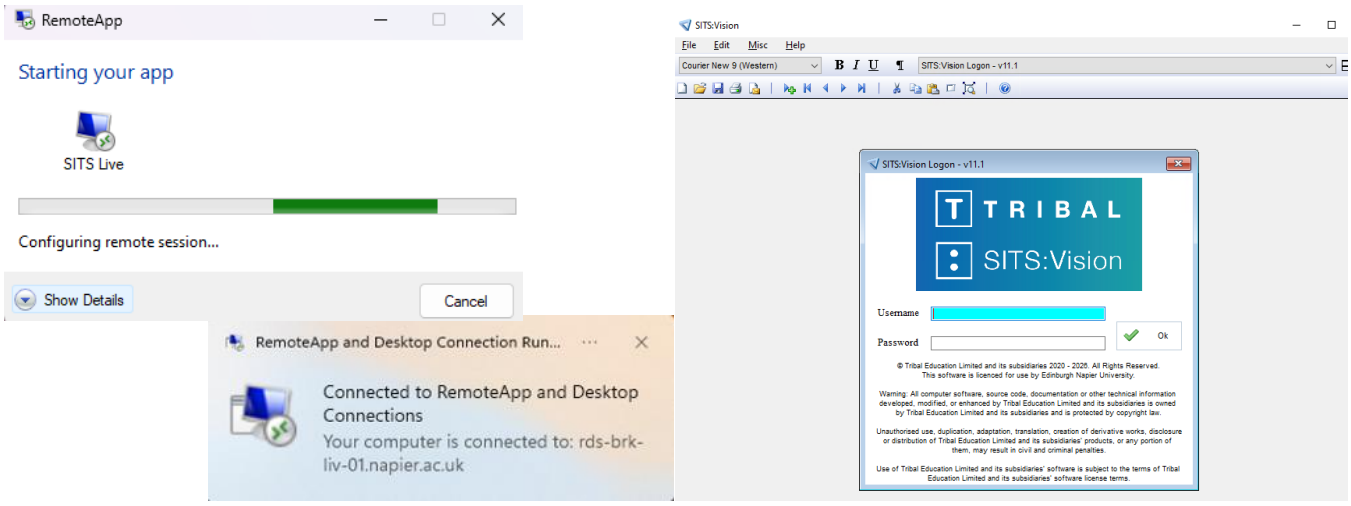

Figure 5: SITS Login

8. You can open multiple instances of the same SITS application, as well as different applications in succession. After logging in once, subsequent openings during the same session usually won't require the extra authentication in step 5 and will instead take you straight to the SITS login for the selected app.

9. Managing files in the new SITS Apps
   - We advise all SITS users to use their H: drive when exporting or importing SITS data.
   - Where files need to be retained once exported, they should be moved to OneDrive or SharePoint.
   - SITS data files should not be retained for longer than necessary and must be managed in accordance with GDPR and the University's data retention requirements.

10. If you experience any issues with the service, please log a call with the IS Service Desk via UniDesk.