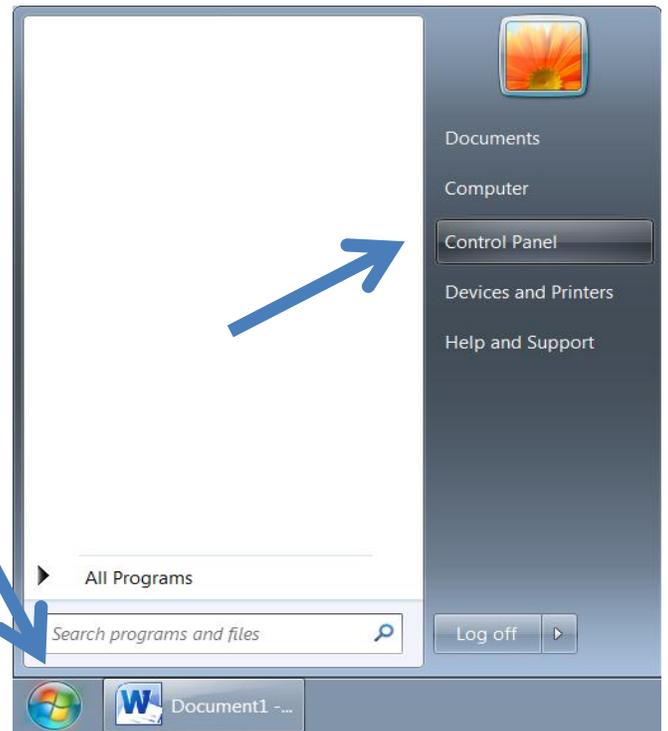# Installing AASD packaged approved software.

The district has certain applications that are licensed for them to be installed on multiple computers. These applications are not included "by default" on district computers but can be installed "on-demand" by staff. New applications will be added as they become available. Certain "building only" software may not appear on computers in other buildings due to license restrictions. Some staff may also have more or less options based on applications that have been purchased for their own use. Below you will find instructions for finding and installing this software.

Some installs will restart the computer automatically once installed. Make sure you have <u>no open programs</u> before starting an install as any computer restart will cause unsaved data to be lost.
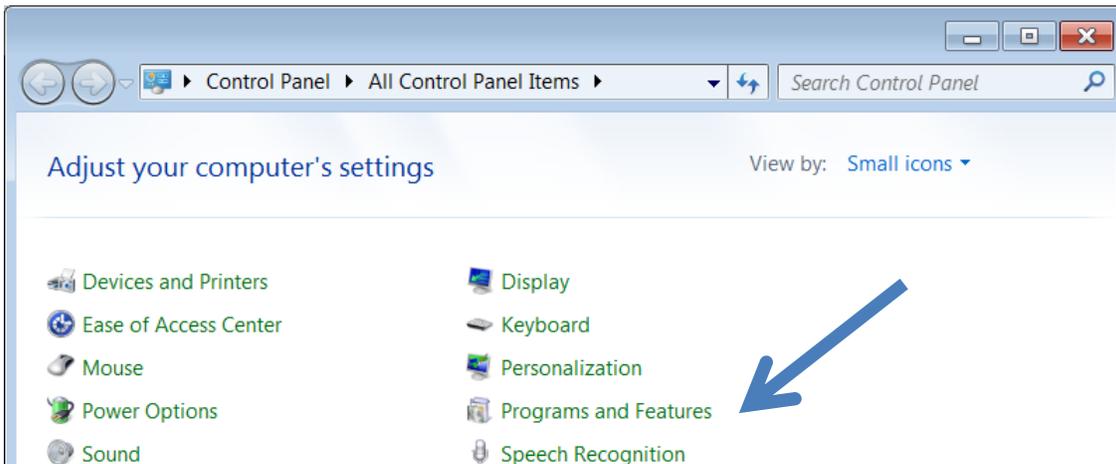
Log in with a district staff account (students do not have access).

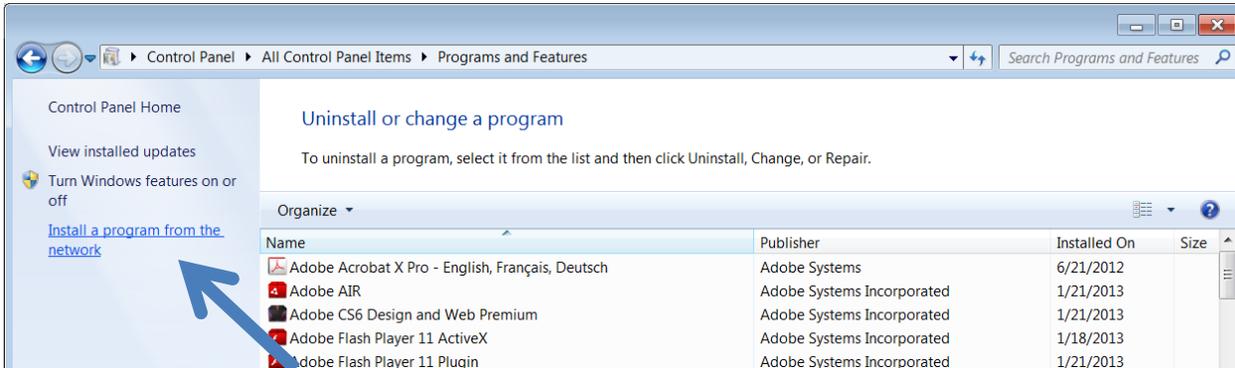Click on the Start Button and choose Control Panel

The Control Panel will open.
Click on Programs and Features.

Installing AASD Packaged Approved Software

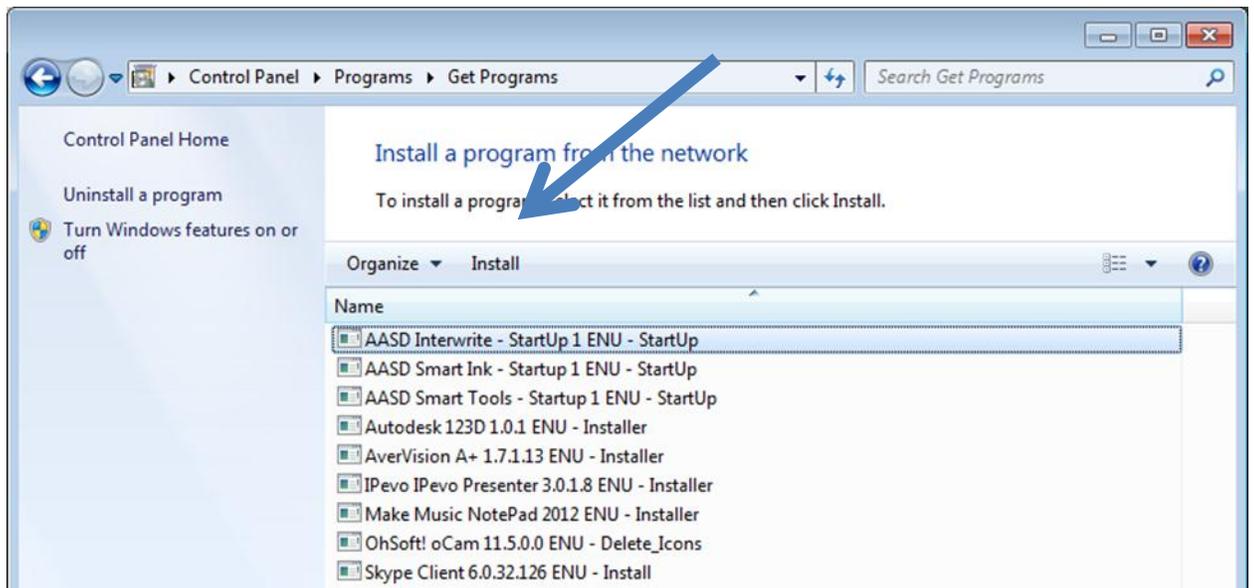In the window that appears click on "Install a program from the network".

The list will then populate with the applications that can be installed using your account on the current computer.

Remember that this list can vary by computer and by user so what you see on one computer may not be the same as another or what another staff member sees on your computer.

To install an application click on the title and then click the "Install" button

The software will now install itself on your computer. In most cases you will not see any progress bars or other message boxes.

If the install was successful you will find the icon for the program on the desktop and/or Start Menu.

Once you are done installing software close the Control Panel.