

Requesting Apps in Apptrack

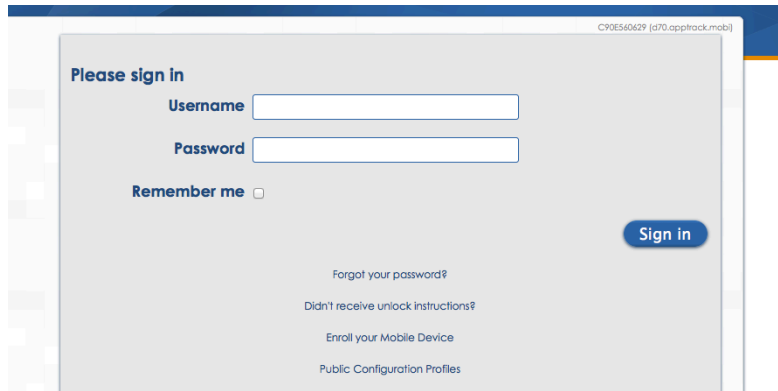
1. Login to Apptrack:

d70.apptack.mobi

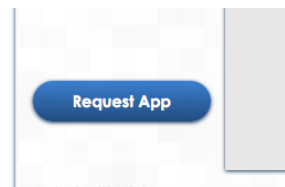
Username:
firstinitial_lastname

Password: unique
password from user

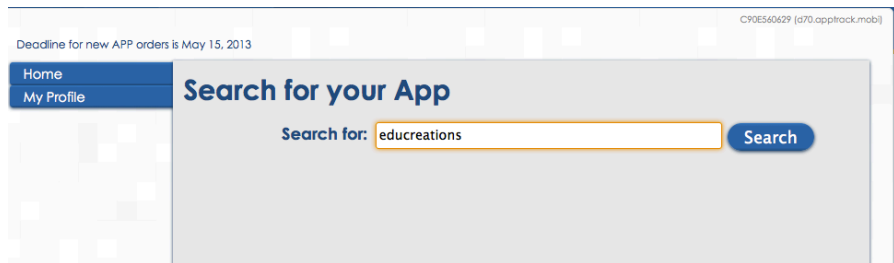
Example:
jprzybylski



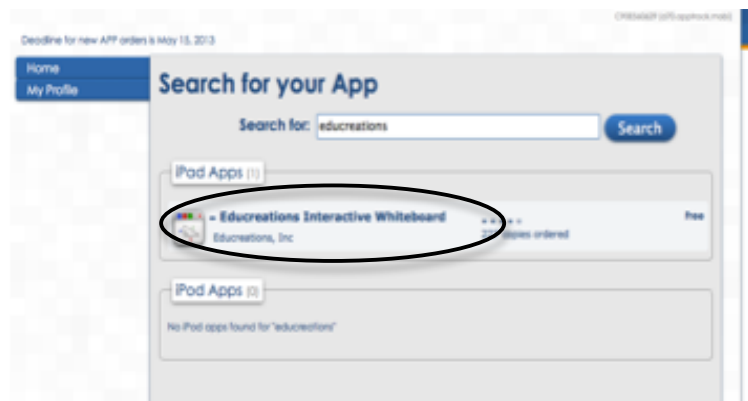
2. Click – Request App



3. Type the name of the App you are requesting in the box. Click – Search



4. Find your app in the list. Click on the app link

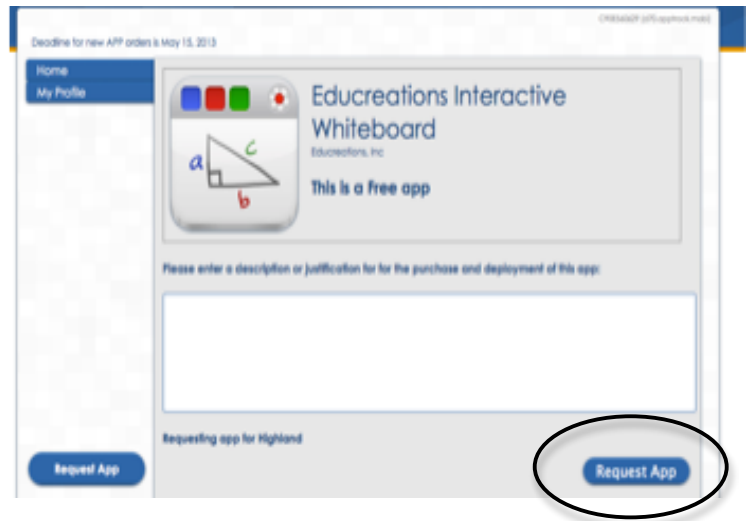


5. Click – Request App

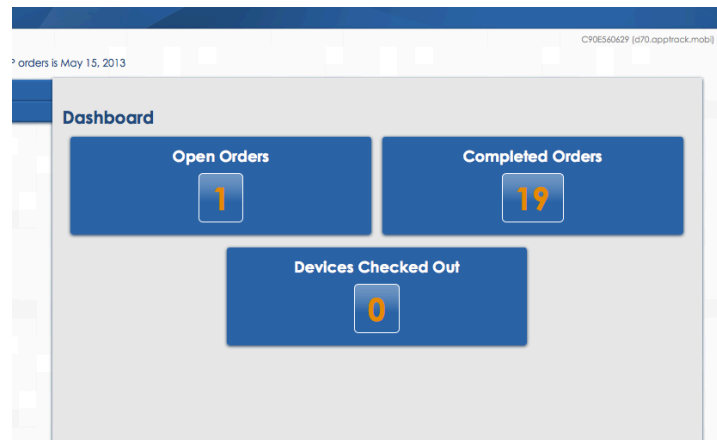


6. Write the rationale for wanting the app.

7. Click Request App



8. Your dashboard will load to show your open and completed orders. You will receive an email when app orders are filled, synced, and ready for use.



Apps will be reviewed three times a year. Request apps by August 1, March 1, or December 1. Apps will be reviewed and ready 3 weeks after request due dates.