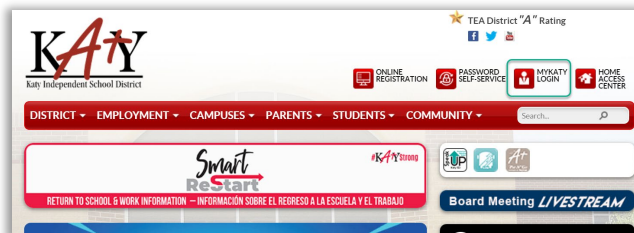


Parents/Guardians: Accessing & Using MyKaty Cloud

Access and Sign-in to MyKaty Cloud from Chrome Web Browser

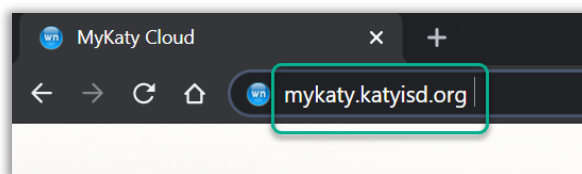
MyKaty Cloud can be accessed 2 ways when using a web browser:

1. Start on the Katy ISD Website (www.katyisd.org), and click on the **MyKaty Login** button in the top-right corner.



2. Type into any web browser's address bar: **mykaty.katyisd.org**

Note: Katy ISD recommends using Google Chrome for the best experience with the Katy ISD applications and online resources.



To sign in, enter the following user credentials, and press **Log In**.

Username: District ID (aka Home Access Center/HAC ID)

Password: District password

Note: If you need assistance recalling your District ID or resetting your District password, visit the Password Self-Service Tool at passwordreset.katyisd.org.



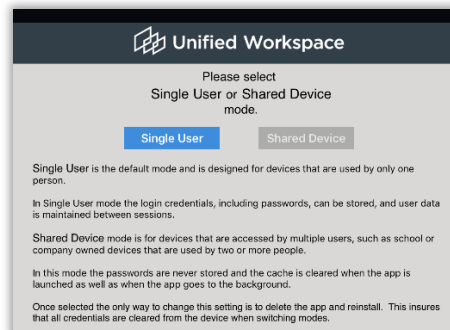
Access and Sign-in to MyKaty Cloud from a Mobile Device

If using a mobile device or tablet, downloading and using the Lenovo Unified Workspace app will provide the best user experience.

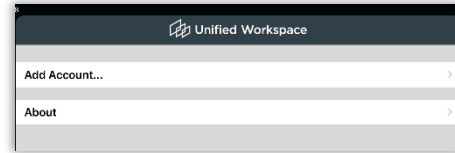
Download and install the free **Lenovo Unified Workspace** app by searching for "Lenovo Web" in the app store on your device.



Open the app and choose **Single User** then **Continue**.

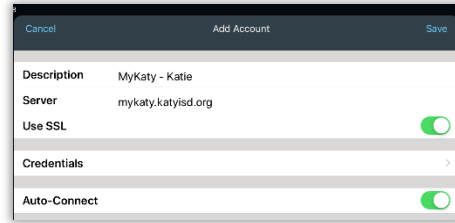


Select **Add Account**.



Fill in the fields as follows:

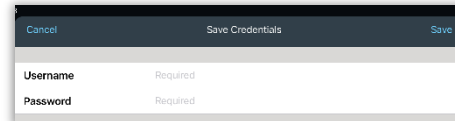
Description	MyKaty - Parent Name
Server	Mykaty.katyisd.org
Use SSL	ON
Auto-Connect	ON



Select **Credentials**.

Input your **Username and Password**:

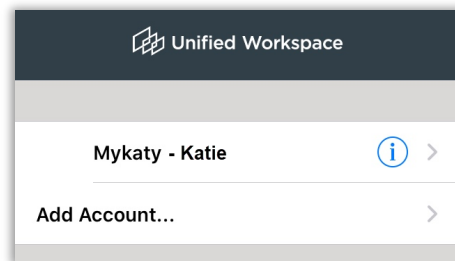
- **Username:** District ID (aka Home Access Center/HAC ID)
- **Password:** District password



Select **Save**, then **Save** again on the main screen.

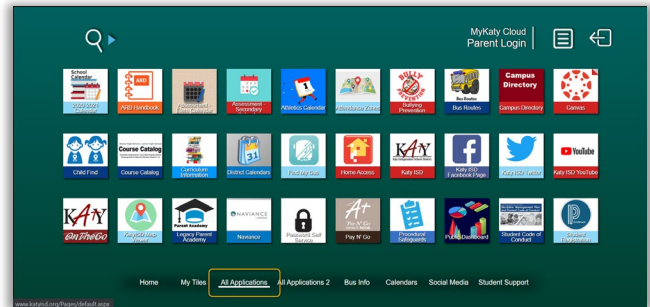
Click **MyKaty – Name** to open MyKaty.

You will be logged into **MyKaty Cloud** and able to access applications and resources.



Navigating MyKaty Cloud

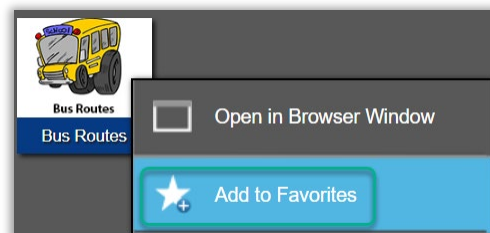
Once signed in, click on **All Applications** along the bottom of the window to see the available tiles from which to choose.



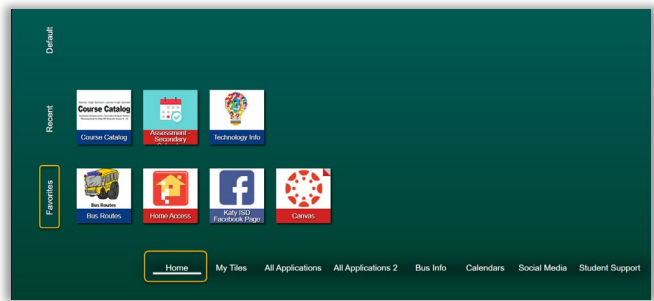
Click on the tile of your choice to be taken to the application, website, or online resource.

You can choose to **Favorite** certain tiles that you find yourself using frequently. A tile that has been favorited will appear on the **Home** screen of MyKaty.

To favorite a tile, simply right-click on the desired tile and choose **Add to Favorites**.

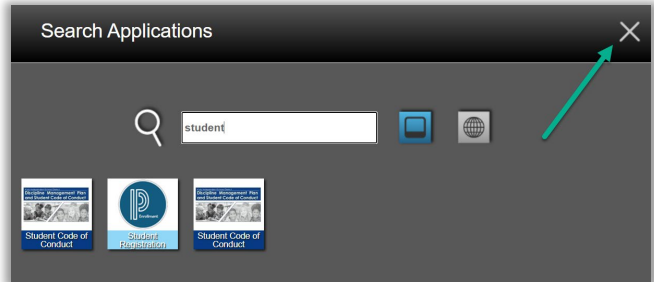


Navigate to the Home screen by clicking on **Home** along the bottom of the window to see your favorite tiles.

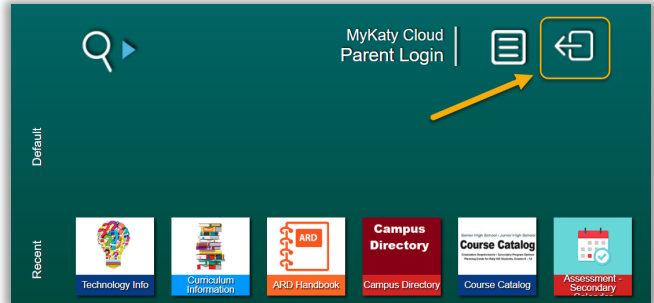


To search for a tile, you can just begin typing the name of what you are looking for. As you type, a search bar will appear along with options that match your search criteria.

To exit the search window, click on the **X** at the top right corner of the window.



To log out of MyKaty Cloud, click on the **Log out** button at the top right corner of the window.



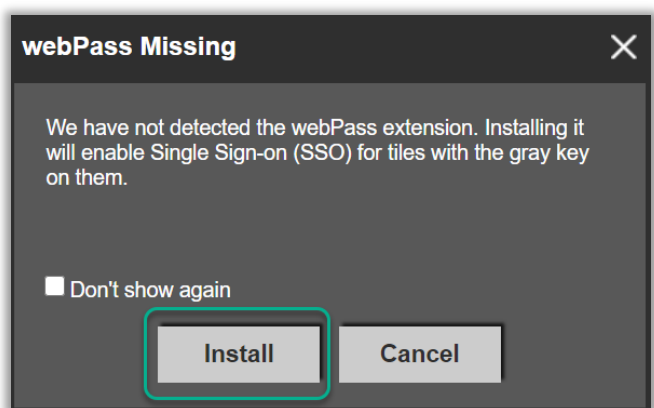
Install Webpass when using a Web Browser

If you do not already have the Webpass Extension installed in your web browser, you will see a message pop-up reminding you to install Webpass.

This is a **very important** step to take as it will create a Single Sign-on process for you. Once Webpass is installed, all you will need to do is sign into MyKaty Cloud and then your user credentials will be passed automatically to applications such as the Home Access Center (HAC) and you will not need to sign into that application again.

See the detailed instructions on [installing Webpass](#) on the Katy ISD website.

Please Note: the Single Sign-on process will not work with A+ Pay N'Go because the site uses different user credentials.

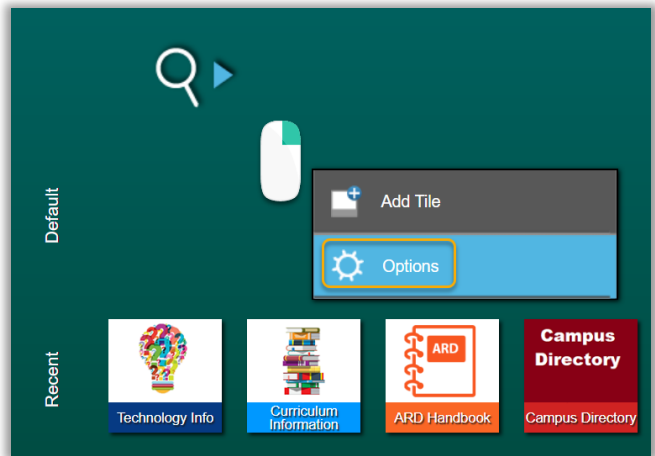


Customize MyKaty Cloud

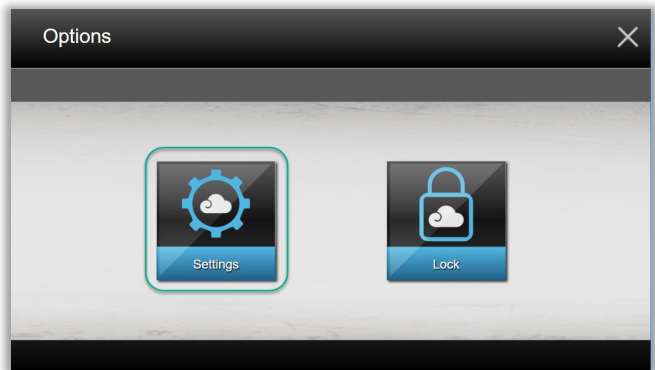
You may customize the way your MyKaty Cloud page looks by changing the Settings. Options include:

- Wallpaper settings
- Tile Size

To begin customizing, place your cursor on the background of MyKaty – not on a tile – and **right-click** to choose **Options**.



Click on **Settings**.



Make the desired changes.

To exit the Settings screen, click on the **X** at the top right corner of the window.

