

# MyKaty Cloud Lenovo Workspace App for Single Users (1:1)

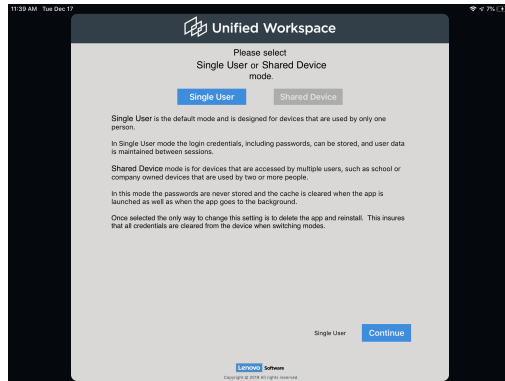
**Audience:** Katy ISD Staff, Teachers, Students, and Parents/Guardians

These directions are for single users of a device, such as those wanting to use MyKaty on a personal device or in a 1:1 classroom. For shared devices, please follow the directions [here](#). The Lenovo Unified Workspace app allows users to access MyKaty Cloud applications on their device.

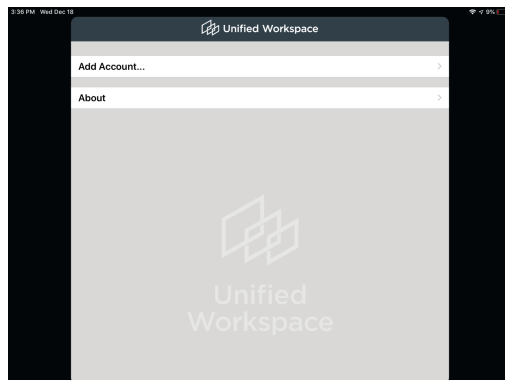


## Lenovo Unified Workspace

1. The Lenovo Workspace app may be pushed to your Katy ISD iPad, found in Self-Service, OR go to your app store to install the free **Lenovo Unified Workspace app** (search for **Lenovo Web**).
2. Open the App and choose **Single User** then **Continue**.

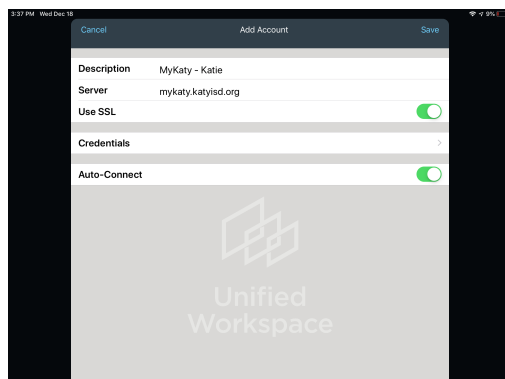


3. Select **Add Account**.



4. Fill in the fields as noted below.

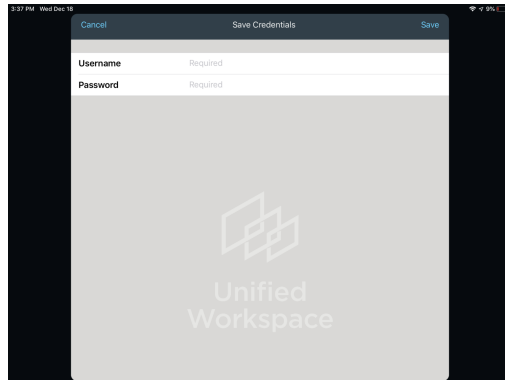
<b>Description</b>	MyKaty - Teacher/Student Name
<b>Server</b>	mykaty.katyisd.org
<b>Use SSL</b>	ON
<b>Auto-Connect</b>	ON



5. Select **Credentials**

6. Input your **Username and Password**

- Username: Katy ISD ID (ex. A1234567)
- Password: your District password



7. Select **Save**

8. Select **Save** again on the main screen

9. Click **MyKaty - Name** to open MyKaty

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

11. You may need to login to other apps using the appropriate credentials for that app.

12. You will stay logged into most apps as long as you DO NOT dismiss (double-tap and swipe up) the **Lenovo Workspace app**.



13. When you finish working in MyKaty, log out using the **logout icon** at the top right. When you open Lenovo Workspace again you will be automatically logged in.

