# samegoal

# Create Desktop Shortcut

Create a desktop shortcut for your district login page to avoid needing to search for it in the district directory each time you login.

- Chrome
- Firefox
- Edge
- Safari

## Chrome

**Steps**  *To create a desktop shortcut in Chrome:*

1. Click on the three dots in the upper right-hand corner.
2. Hover over **More tools,** and click on **Add to desktop....**
3. A window will pop up asking you to **Add to desktop**. Click on the **Add** button.
4. Minimize your open windows to verify your new shortcut appears on your desktop.

**Firefox**

**Steps**   *To create a desktop shortcut in Firefox:*

1. Resize the Firefox window so you can see both your computer's desktop and the Firefox window in the same screen.
2. Highlight the web address in your browser (eg **https://samegoal.com/iep/a/happymeadow.k12.oh.us**).
3. Click the web address and while still holding the mouse button down, drag the pointer to the desktop, then release the mouse button.
4. The bookmark will appear on your desktop for future use.

**Edge**

*To create a desktop shortcut in Edge:*

1. Right click on your desktop.
2. Click **New**, then click **Shortcut**.
3. In the **Type the location of the item** field, paste in your district specific URL or samegoal.com
4. Click on **Next** and fill in any additional information you would like.
5. The bookmark should now appear on your desktop.

## Safari

**Steps** *To create a desktop shortcut in Safari:*

1. Resize the Safari window so you can see both your computer's desktop and the Safari window in the same screen.
2. Highlight the web address in your browser (eg **https://samegoal.com/iep/a/happymeadow.k12.oh.us**).
3. Click the web address and while still holding the mouse button down, drag the pointer to the desktop, then release the mouse button.
4. The bookmark will appear on your desktop for future use.