samegoal

Create Desktop Shortcut

Create a shortcut

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

Steps *To create a desktop shortcut:*

1. Navigate to your district login page.
2. Resize your browser window so you can see both your computer's desktop and the browser window in the same screen.
3. Highlight the web address in your browser (e.g. **https://samegoal.com/iep/a/cherry.k12.oh.us**).
4. Click and drag the highlighted web address to the desktop.
5. A new shortcut should appear on your desktop.
6. If you would like, you can right-click on the shortcut to rename it.