

MyApps for Windows Server 2019

User guide

What you'll learn

- Sign in to MyApps using MFA
- Open NDoc and NDoc Billing
- Download and upload files
- Print from NDoc and NDoc Billing
- Sign out safely
- Change your password

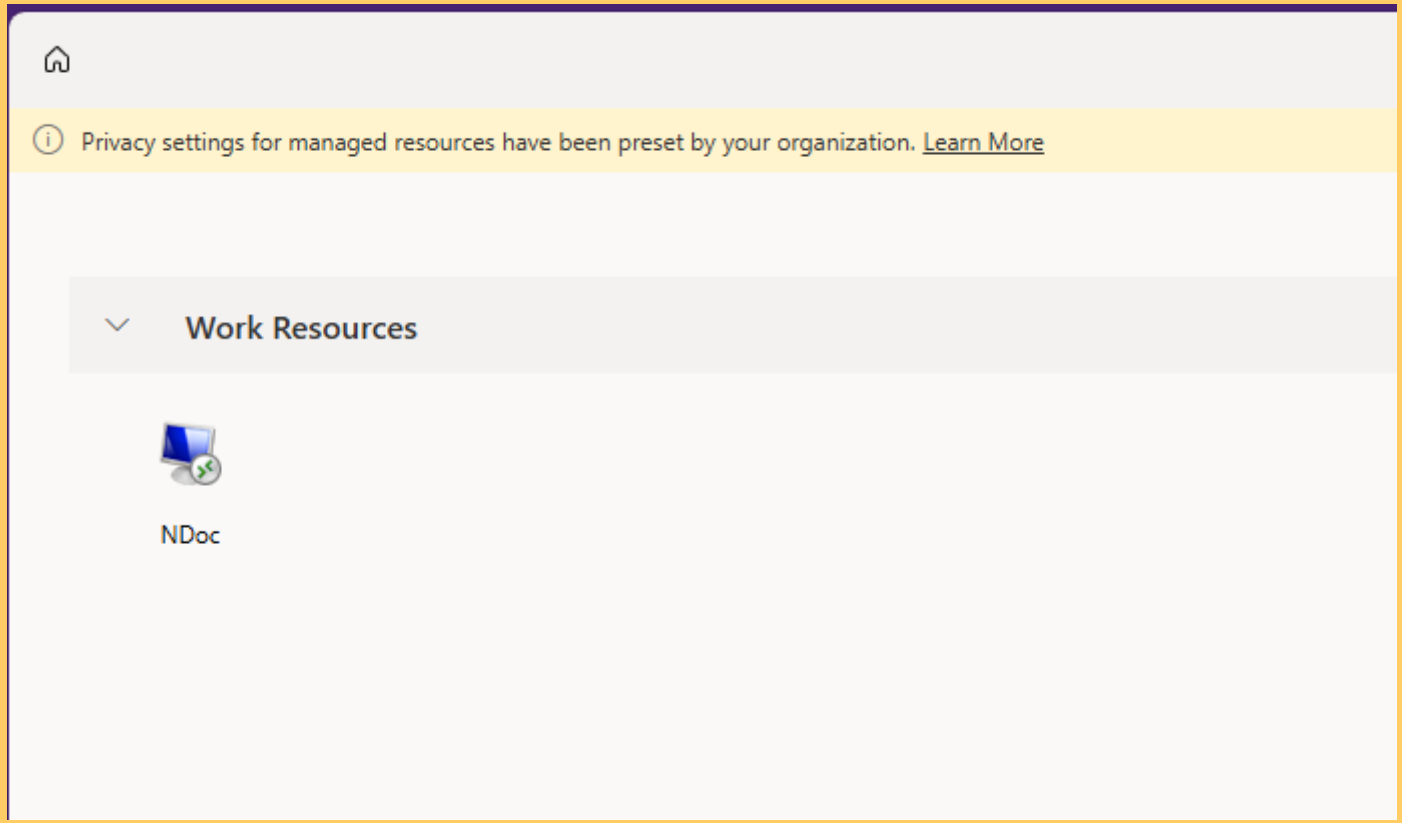
Connect to MyApps for the first time

- Go to **https://myapps.ndoc.net/** and sign in with Domain\username and your password.



Open NDoc from MyApps

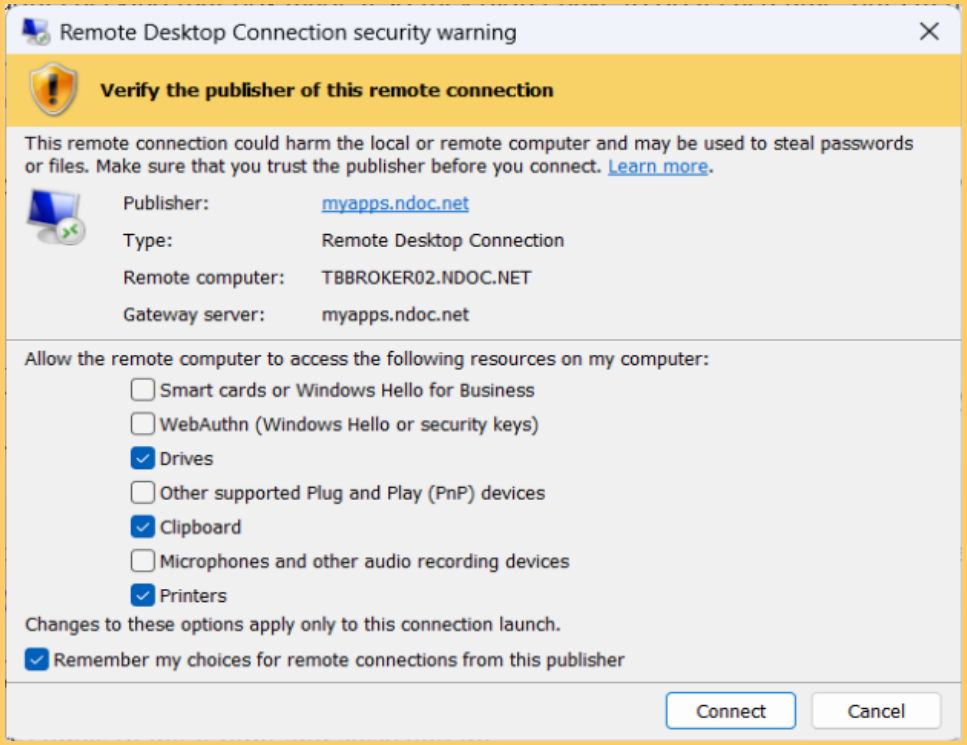
- Select the NDoc icon to open the remote desktop. Open the downloaded RemoteApp file (Ndoc.rdp).



Verify the remote connection publisher

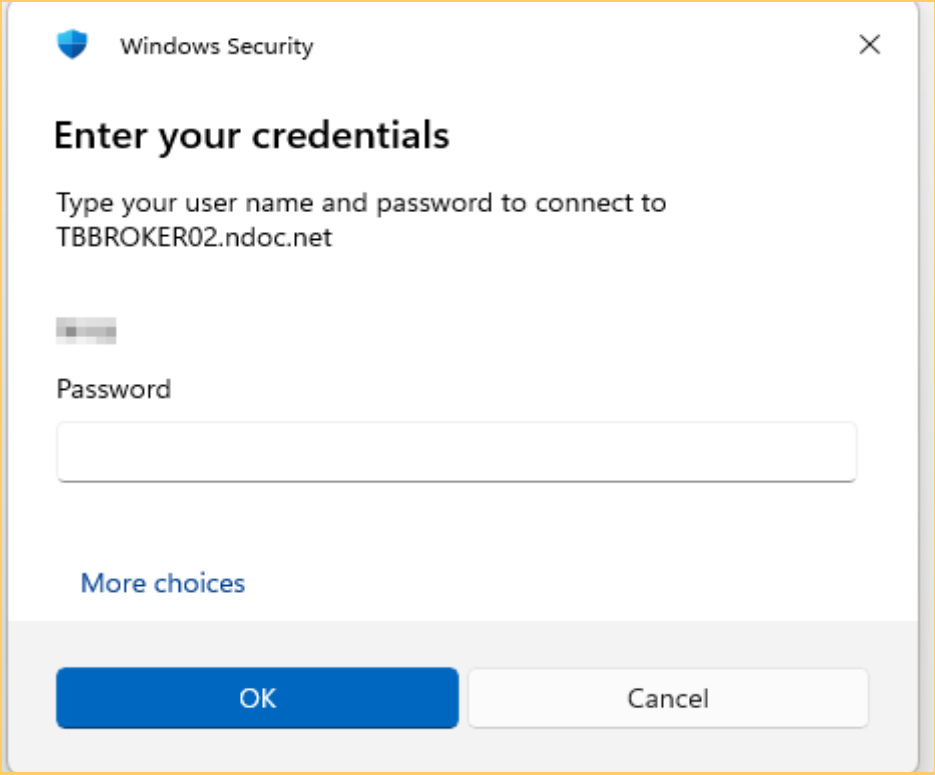
- When the publisher verification message appears, select Drives, Clipboard, and Printers. Then select “Remember my choices for remote connections from this publisher” and choose Connect.

  Note- this choice will need to be updated every 6 months when the signing certificate expires.



Confirm your credentials

- When prompted, enter your credentials again.



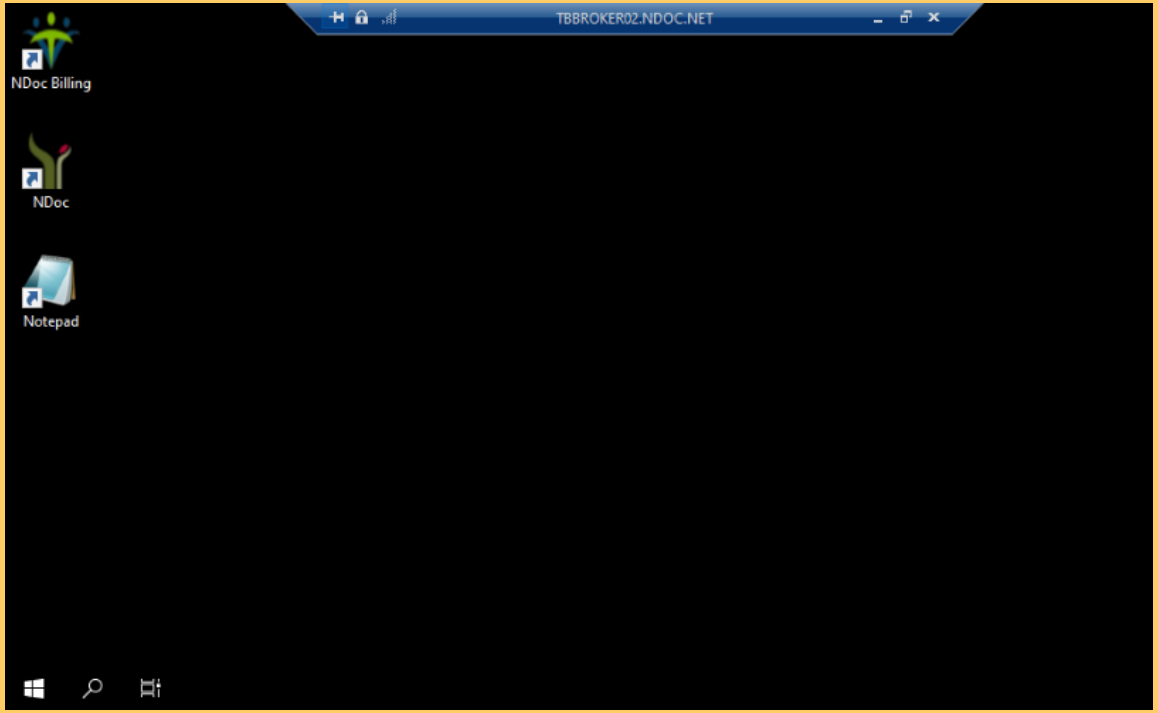
Approve the MFA notification

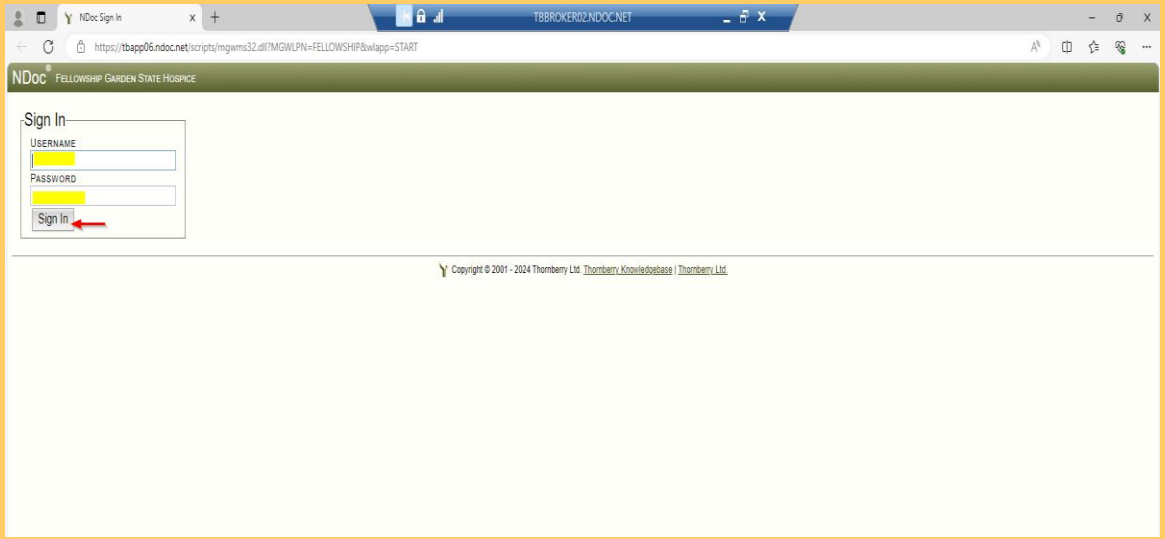
- With MFA enabled, Microsoft Authenticator sends a push notification to your phone. Tap Approve to continue signing in. (note this may appear differently depending on your phone)



Launch NDoc

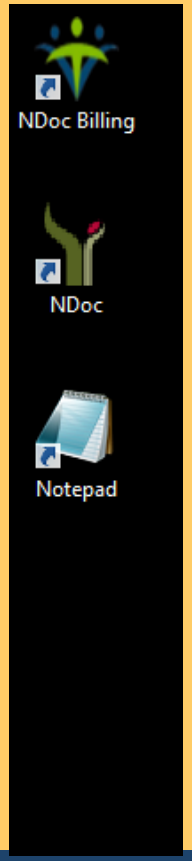
- After the remote desktop loads, select the NDoc icon.

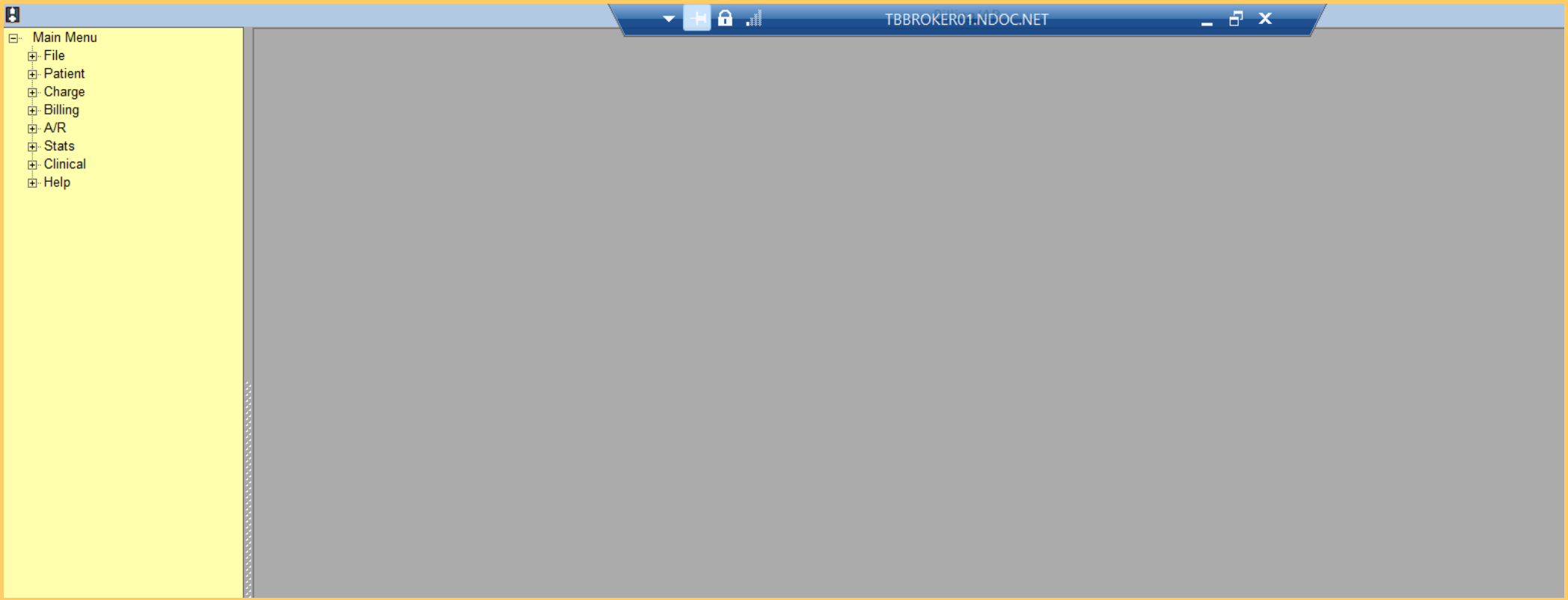




Launch NDoc Billing

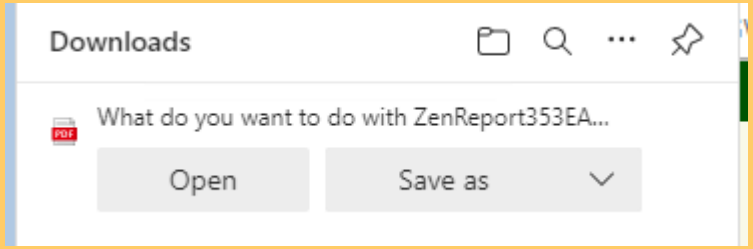
- Select the NDoc Billing icon to open the billing application.

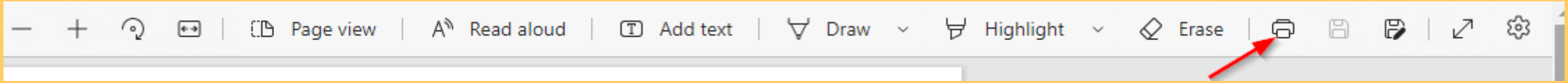




Open or save a downloaded report

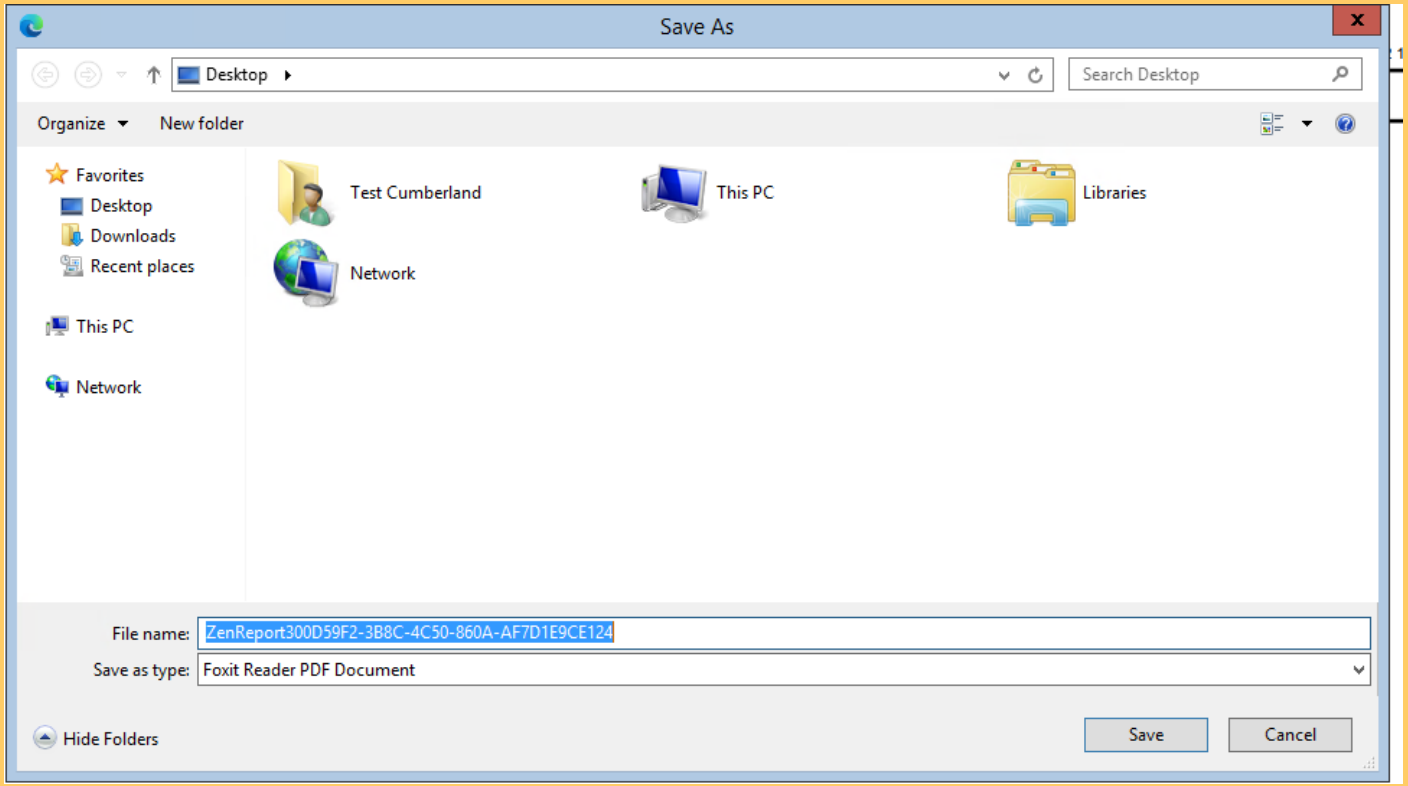
- Select the print icon for the report. In Downloads, open the file to review it, then print or save it.

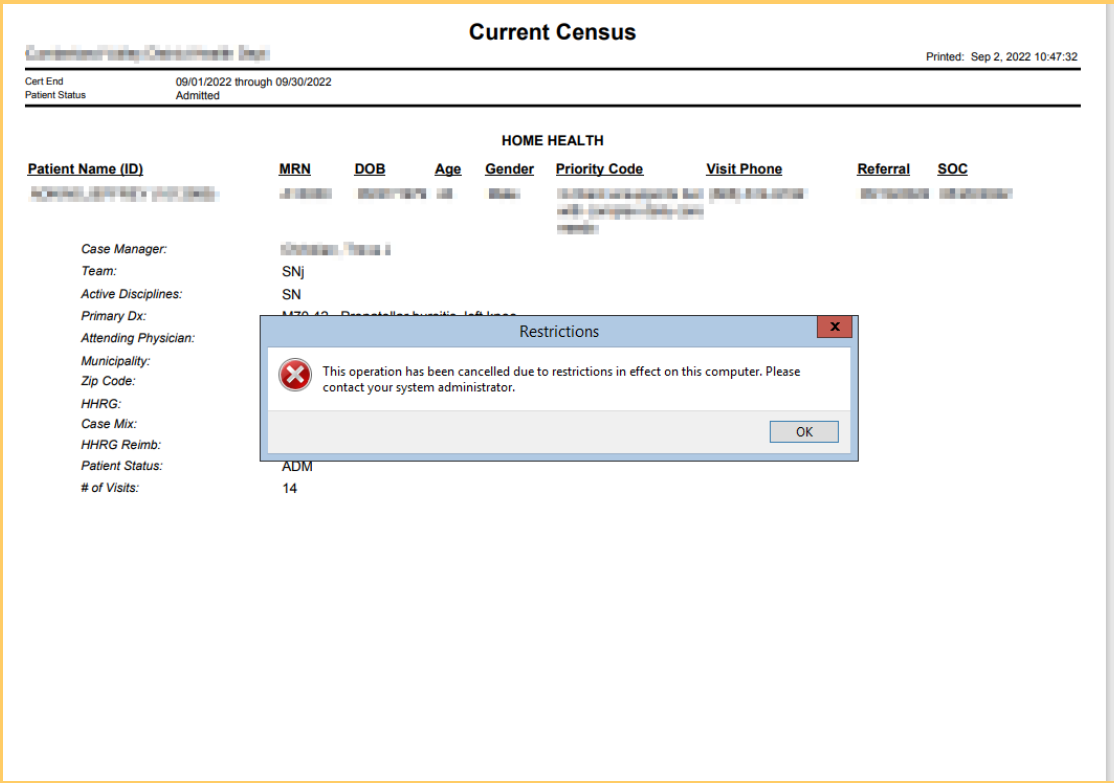




Choose a local or network drive

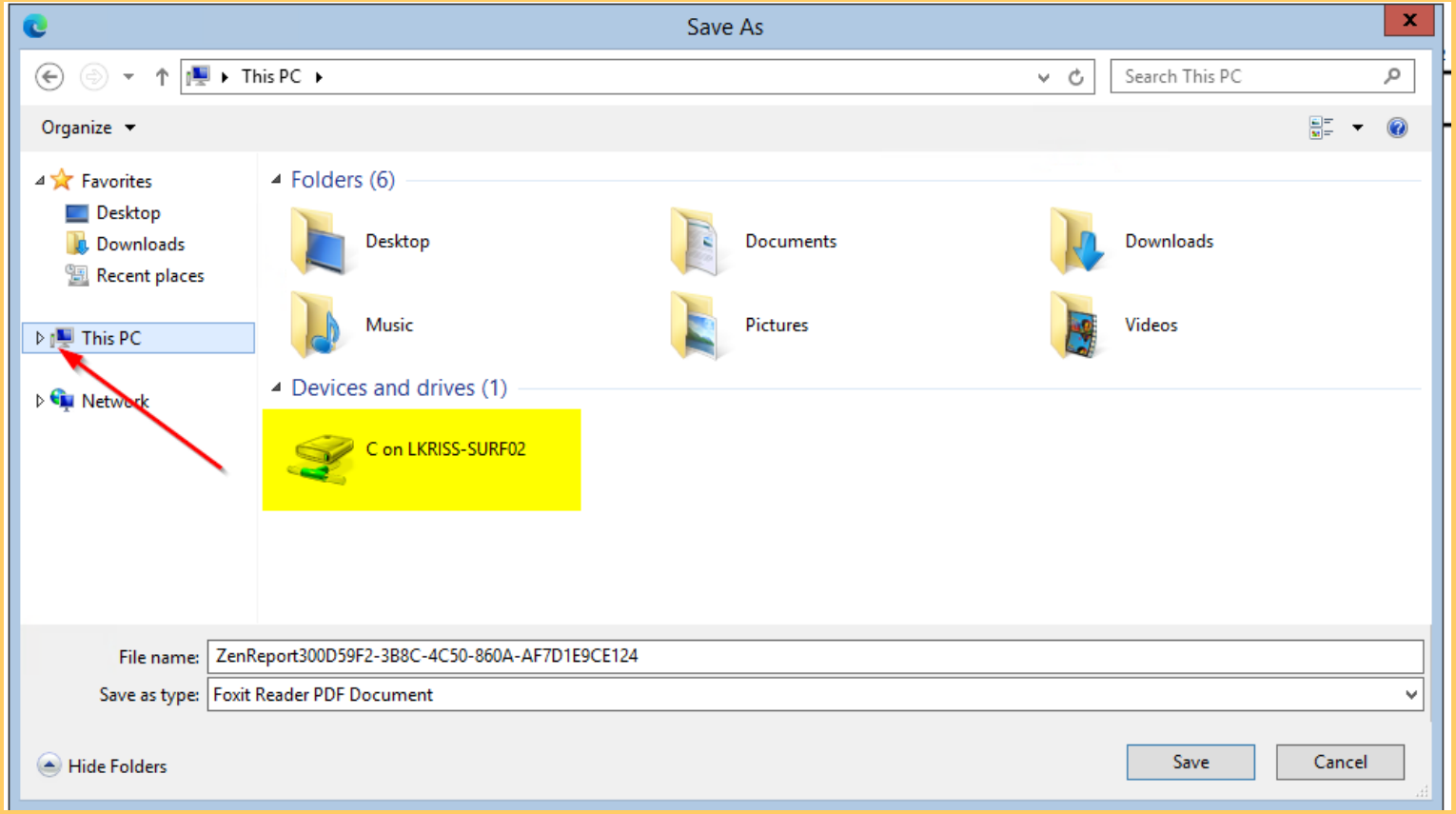
- The first time you save a file, browse to the correct local or network drive. Select OK if the restrictions message appears.

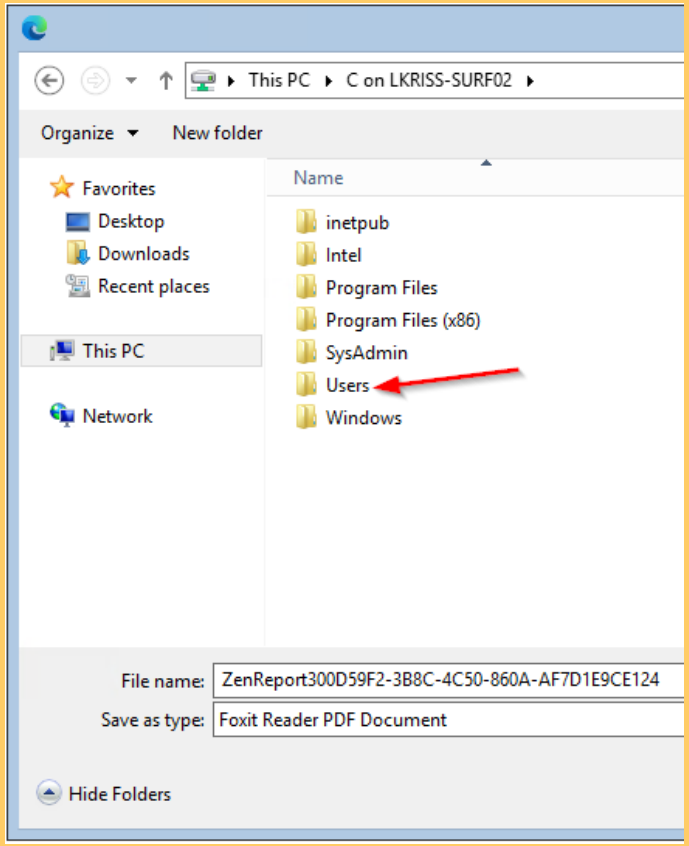




Select the destination folder

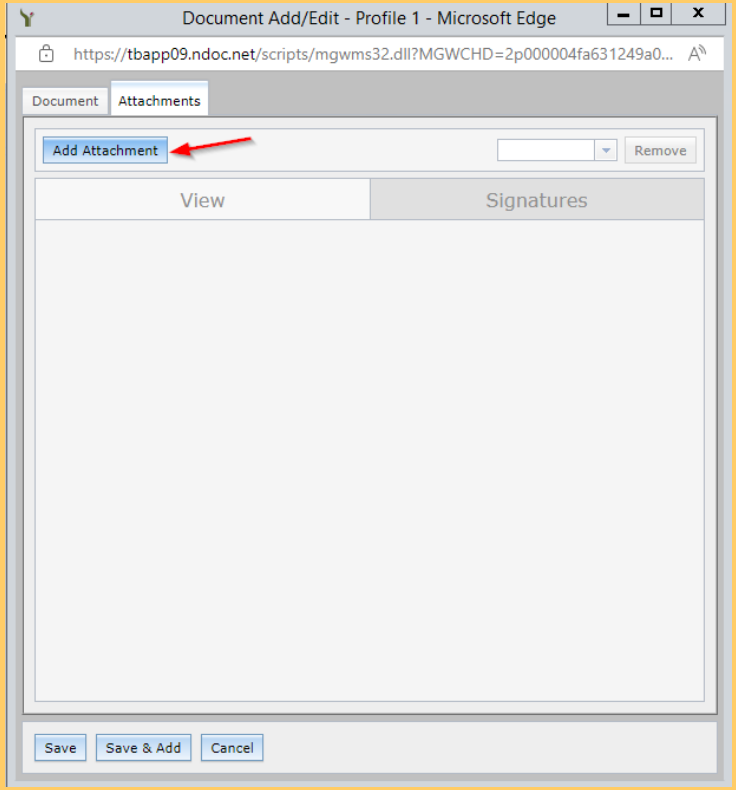
- Open your drive, choose the destination folder, and save the file.

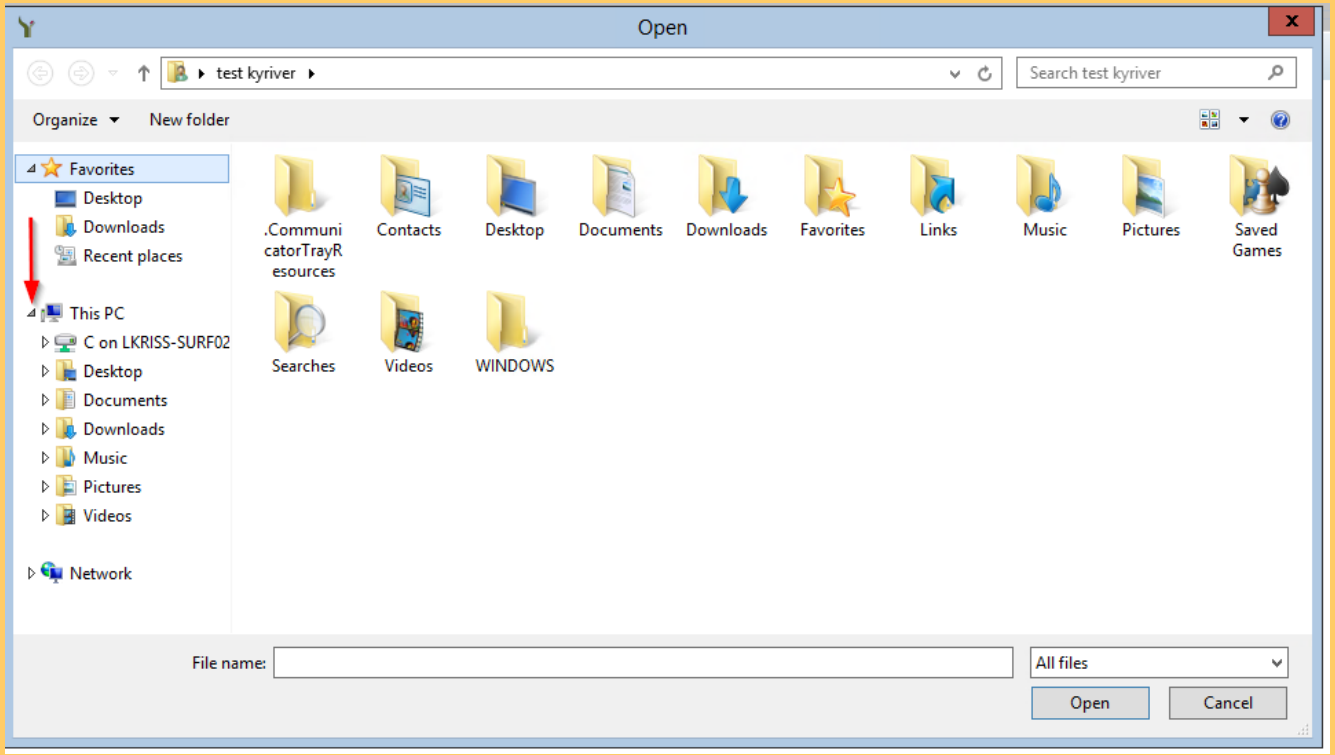




Upload files from your computer or network

- Browse to the correct local or network drive, just as you do when downloading a file.

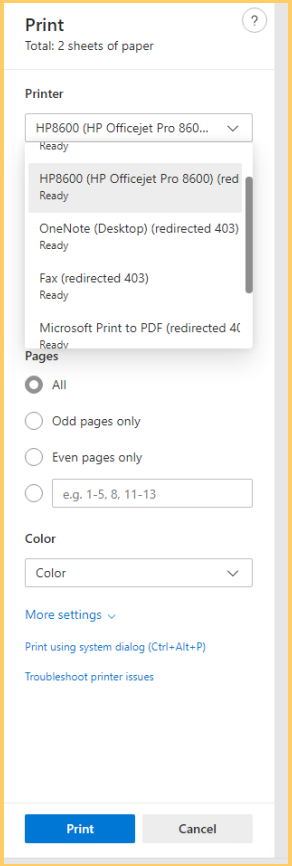




Print from NDoc

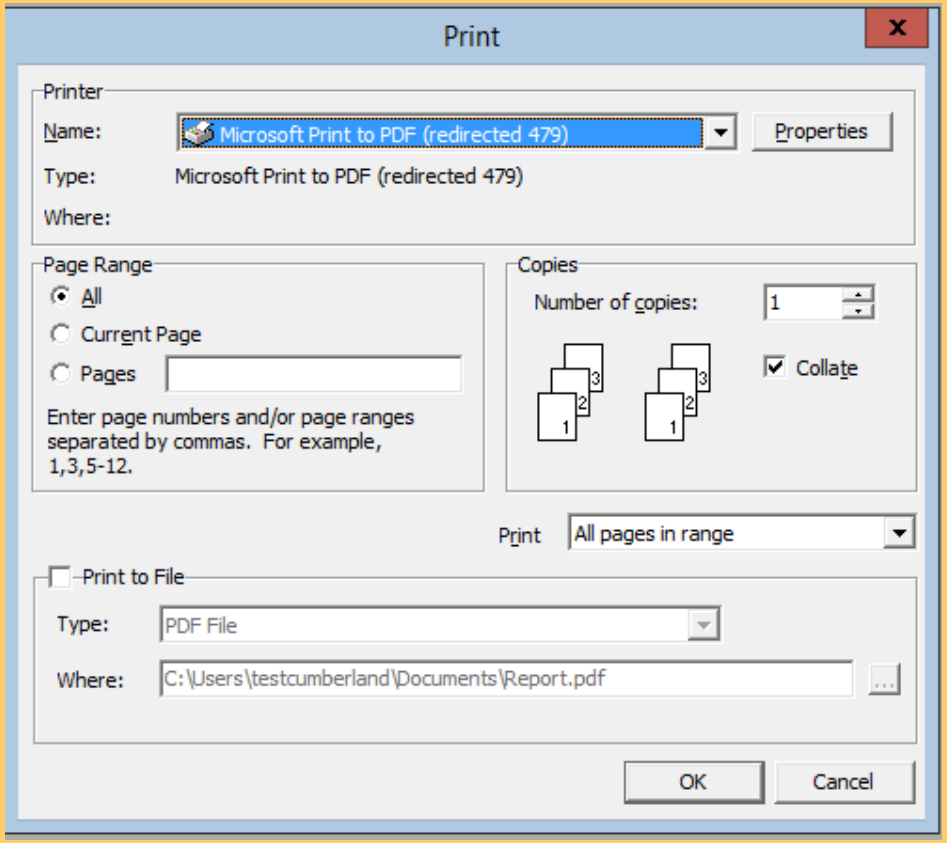
- Open the document, then choose any printer mapped to your computer.

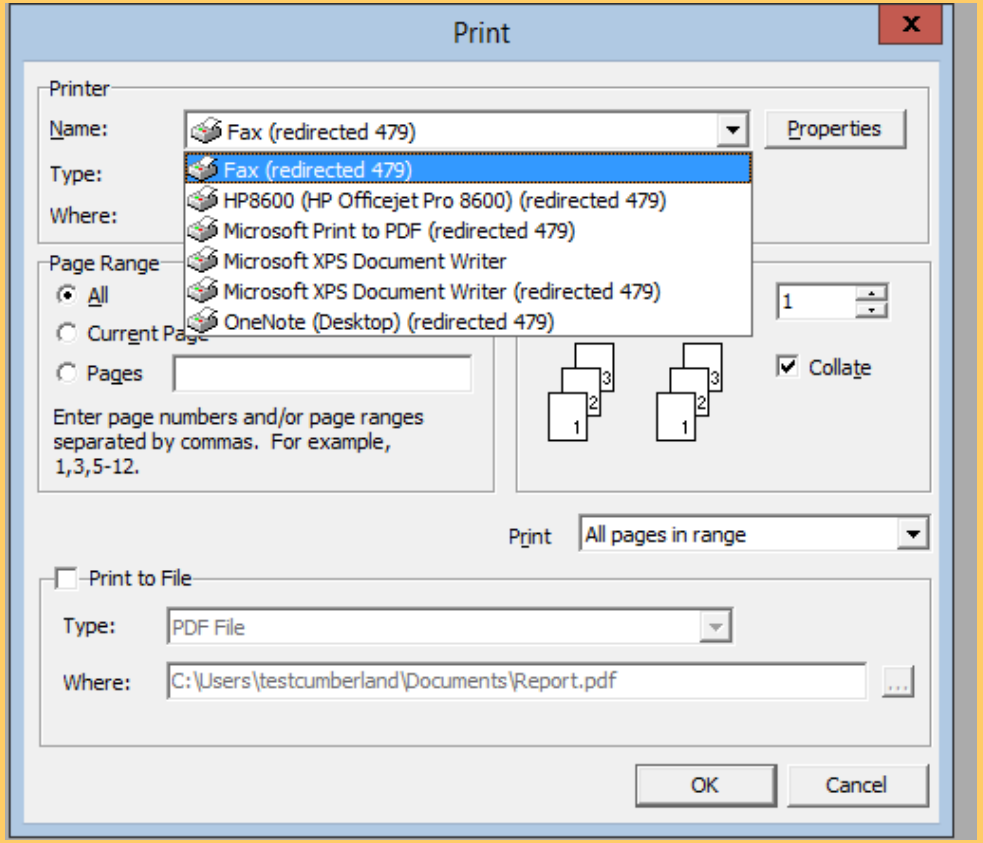




Print from NDoc Billing

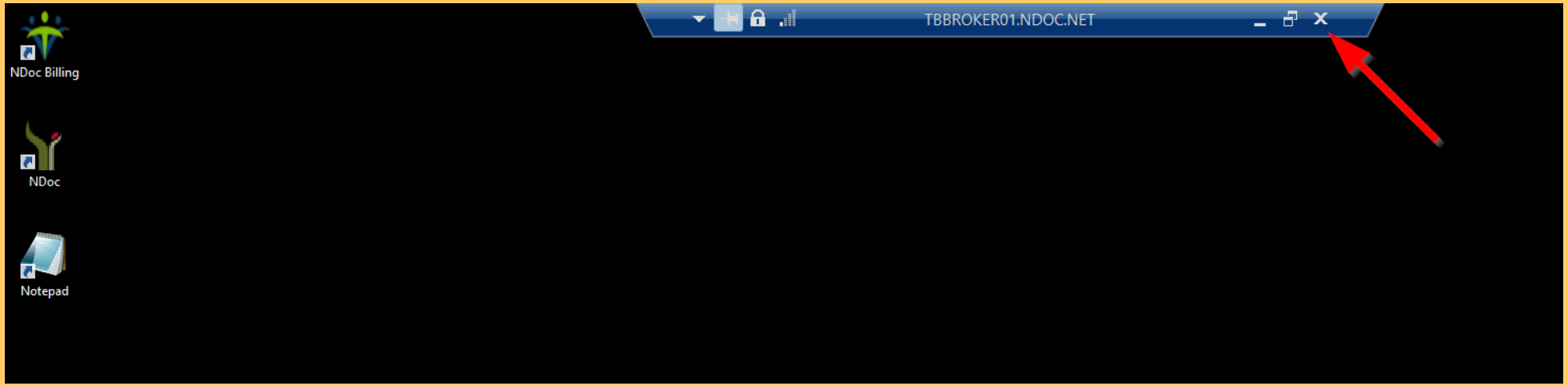
- The print window looks different from NDoc, but the steps are the same.





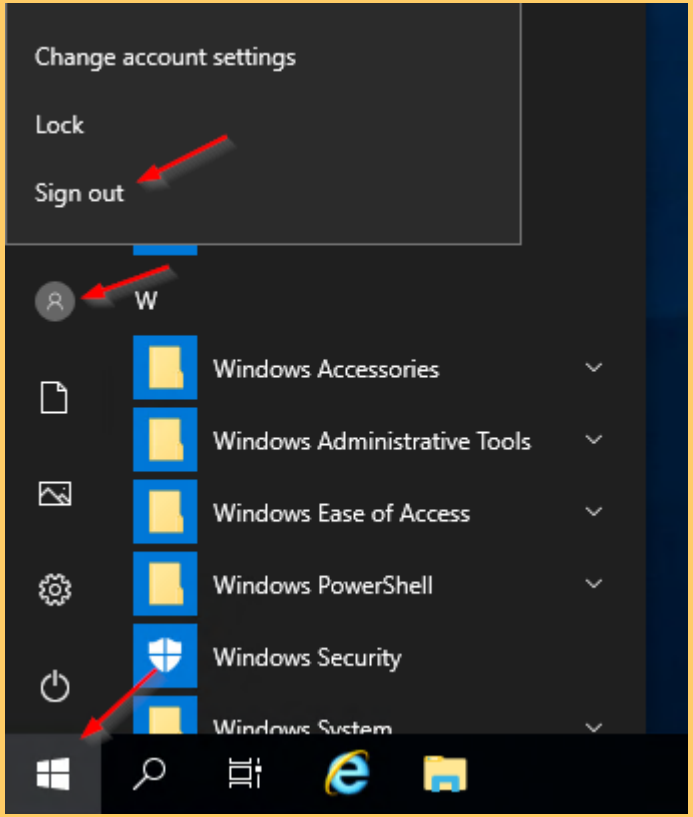
Choose how to end your MyApps session

- After closing NDoc or NDoc Billing, end the remote session using one of the following sign-out methods.
- Choose the “X” in the header



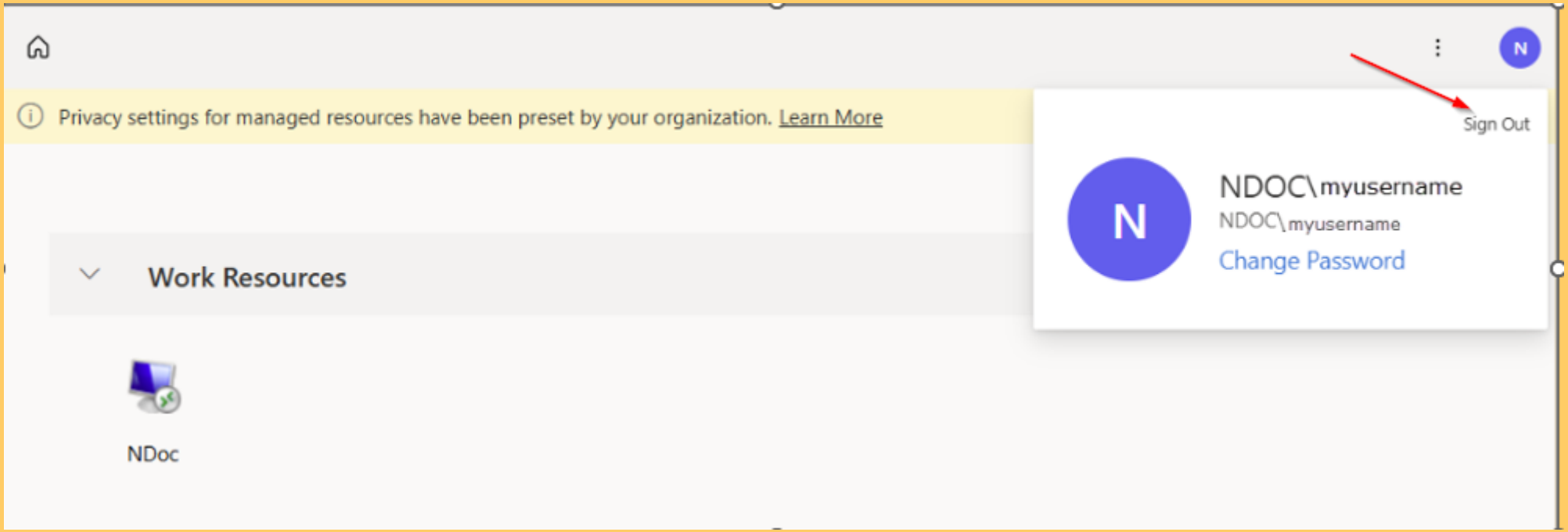
Sign out from the Windows desktop

Select the Windows icon, select the user icon, and choose Sign out.



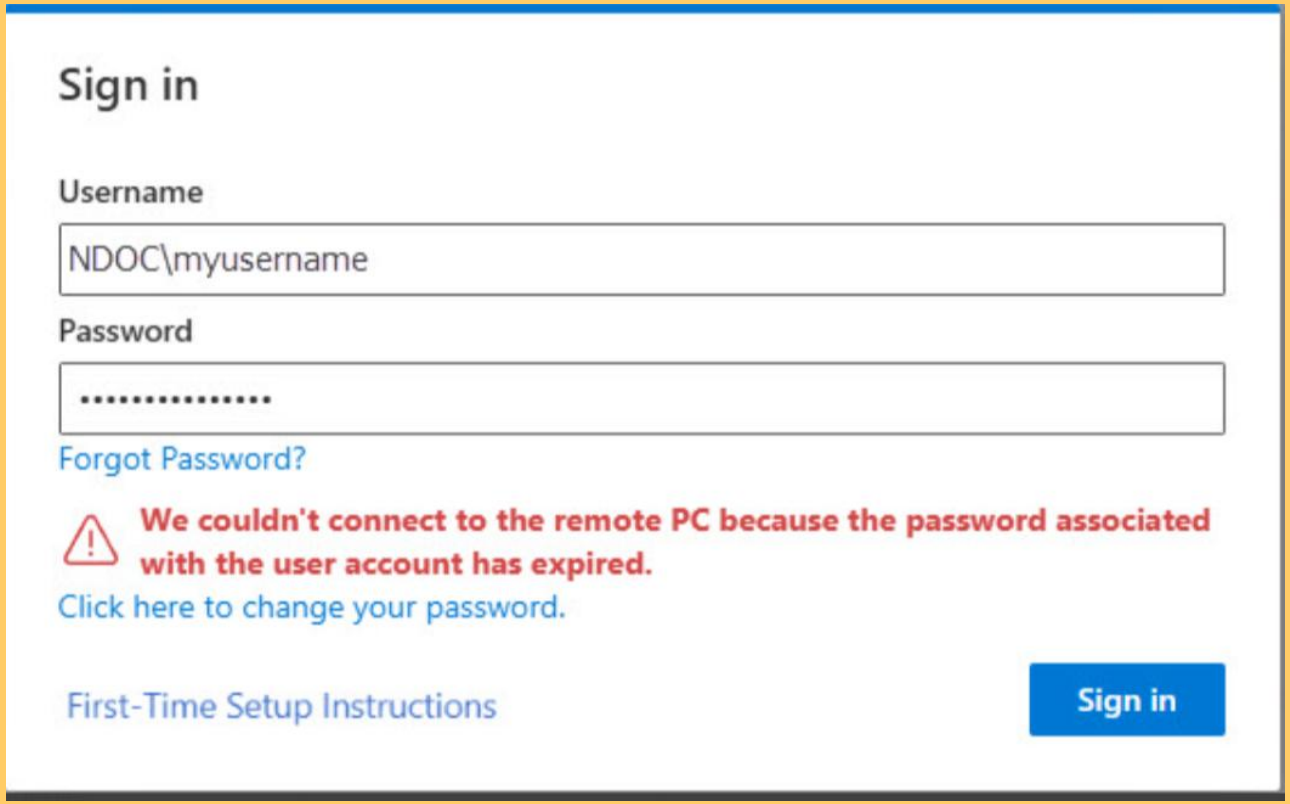
Sign out from the MyApps page

- After the remote session closes, select Sign out on the MyApps page.



Change an expired or reset password

- Go to https://myapps.ndoc.net/ and sign in. If your password has expired or was reset, follow the on-screen prompts to create a new password.



Change your password before it expires

- From the icon choose Change Password and follow the prompts. You can do this at any time.

