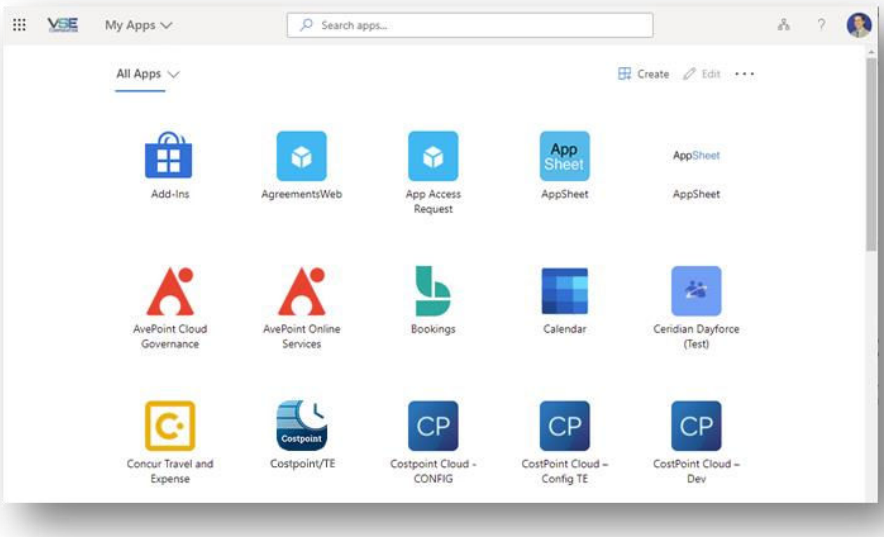
Microsoft MyApps

Although available for a few years now, recent application changes and their integration with our work directory are now making *MyApps* (myapplications.microsoft.com) the application launcher preferred by VSE IT. With the upcoming migration to Costpoint in the cloud, how you access your timesheets is a little different so it's important that you familiarize yourself with this new portal.



How does this affect me?

Moving forward, any application that integrates with your VSE login will be available via the link above. This mean you will be able to launch Concur, Costpoint, SharePoint, Dayforce, etc. all from that same portal without having to remember the URL for each of the applications.



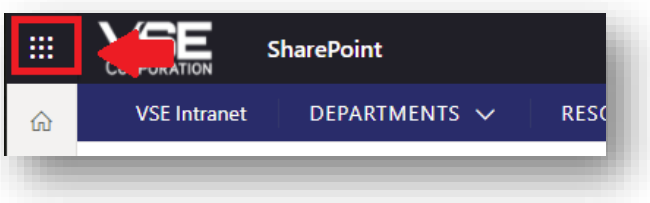
You might have noticed the shortcut titled VSE Timesheets on your desktop that opens *costpoint.vsecorp.com*. With our recent move to the Costpoint Cloud, this shortcut is going to be renamed *MyApps* and it will take you directly to the application directory portal. From here, you will need to launch Costpoint/TE from your applications to access your timesheets.

If there is an application you need access to that is not listed in your *MyApps* portal, please reach out to the VSE Service Desk at helpdesk@vsecorp.com and submit your request at your earliest convenience. Once we can confirm you have the approved permissions, we can make sure the application shortcut is made available to you.

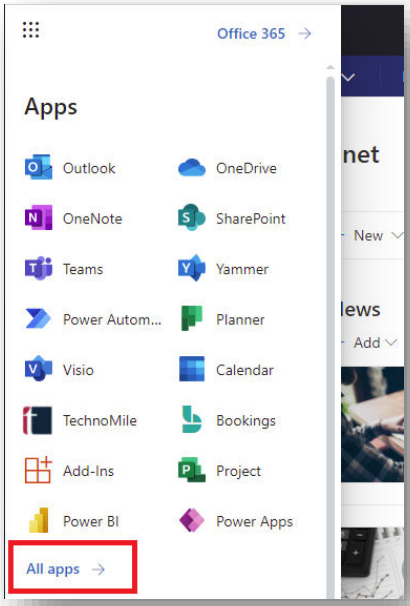
If you're experiencing issues with signing in to or using the My Apps portal, you can try these troubleshooting tips before you contact helpdesk.

App Launcher

Regardless of where you are in Office 365 (VSE Intranet, SharePoint, any web portal for Office applications), you should see the side launcher on the top-left corner. This is an alternative way you can also access any integrated applications.



This launcher will also list any application you have access to, but it lists Microsoft applications first. If you're looking for any of the integrated applications like Costpoint, then you will want to click the "All Apps" link at the bottom as shown below.



You can learn more about the *App Launcher* here.

Helpdesk Guidance

Access to different applications in *MyApps* is governed by groups in Active Directory that have been given permissions to each system.

AzureAD Enterprise Applications Portal

Adding New Members to Existing Applications

When a request comes for access to an application and has received approval, please review the link below to find the appropriate security group the user should be added to. It can take up to 30 minutes for the application to become available in *MyApps*.

AzureAD Enterprise Application Roster

Registering a New Application

Whenever a new integration is needed, the change request has to be recorded as an IT Request with the following workflow:

1. Ticket request is submitted for a new Security group for new application
2. Security team approves an Active Directory security group that will access the app
3. Systems Engineering and Helpdesk work on establishing group and add any initial membership
4. Application Development adds the new security group to the Azure Active Directory Enterprise Application membership
5. Close request ticket