Accessing Assessment Management for the first time.

1. From QUT Digital Workplace, click ‘Add a shortcut’ on Launchpad.

![Add a shortcut](image1)

2. Click ‘Application Directory’.

![Application Directory](image2)


![Application Directory](image3)

AMS is now accessible from Launchpad with one click.

4. Proceed to AMS by clicking the ‘Assessment Management System’ link.

![Application added to Launchpad](image4)