Creating a Desktop Shortcut for MyApps/KRONOS

- Right click on an empty area of your desktop.
- Move your cursor to “New” on the menu. When the dropdown appears select “Shortcut”

- After selecting “Shortcut,” you should receive the following screen:

Place your cursor here and left click. Enter the following URL: https://myapps.wvsao.gov

Select “Next”
• The next screen that appears will allow you to name the shortcut. You may type anything in this field.

*KRONOS or MyApps is the recommended name for this shortcut.

• Once you have entered a name, click the “Finish” Button.