

Home Screen Shortcut for Smart Devices

Purpose: To provide instructions on how to quickly access Chrome River from your smart device.

Disclaimer: The instructions provided are based on the use of an Apple iPhone and an Android smart phone. Not all smart devices are designed the same way, and you may be required to alter a few steps to achieve the same outcome. Do **NOT** attempt to log in directly through the Chrome River website.

All VCCS employees must use their Single-Sign On (SSO) to access Chrome River. Additionally, do **NOT** attempt to log in through the Chrome River application (“app”) found in Apple's App Store or in Google Play. The Chrome River platform that is utilized by VCCS employees is not compatible with either app.

Additional resources are located on the [SSC T&E Public Site](#).

Assistance is available by the SSC Help Center at 540-591-4000, 877-340-5577, or help@ssc.vccs.edu.

VCCS Chrome River users are not able to use the Chrome River smart device application (“app”). The system platform that VCCS Chrome Rivers use is not compatible with the Chrome River smart device application. We use the Mercury Platform, which is designed to be web browser friendly and does not require a smart device application.

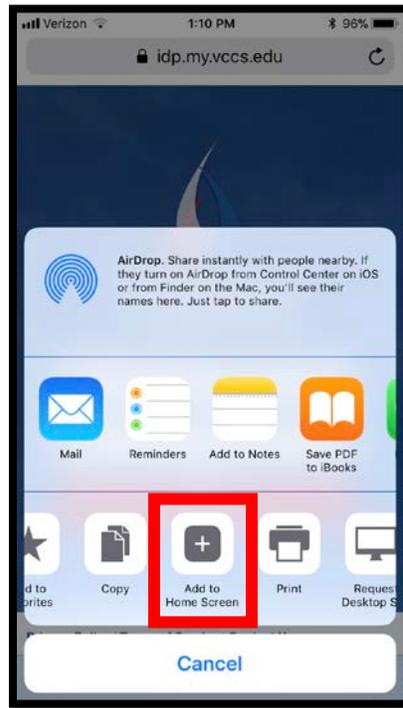
A home screen shortcut is an icon on your smart device (mobile phone/tablet) that takes you directly to your MyVCCS (My....) login page. This saves you the extra steps of opening your smart device web browser and typing in the web address or tapping on a bookmark.

Apple iOS

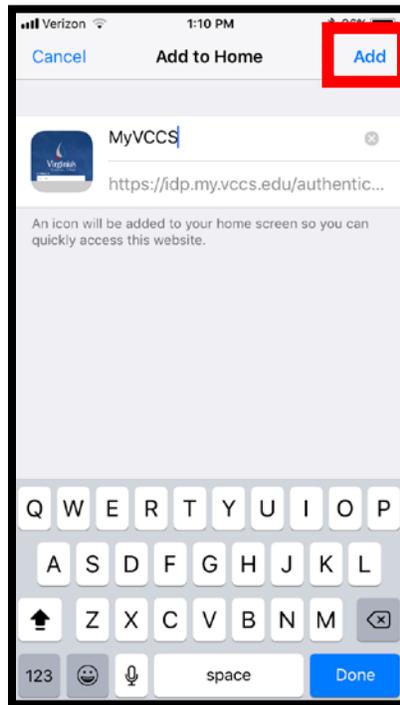
1. Open Safari (or your preferred web browser) and navigate to the MyVCCS (SSO) login page - <https://my.vccs.edu/>.
2. Tap the “SHARE” button at the bottom of the screen.



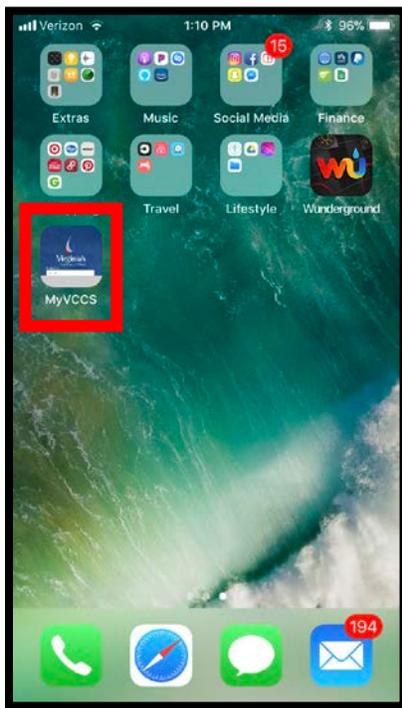
3. In the bottom row, tap “ADD TO HOME SCREEN”. You may need to swipe left/right to find this option.



4. You will have the option to re-name the shortcut and double check that it links to the correct address. Tap “ADD”.



5. The icon for the shortcut will appear in the first space of your home screen.



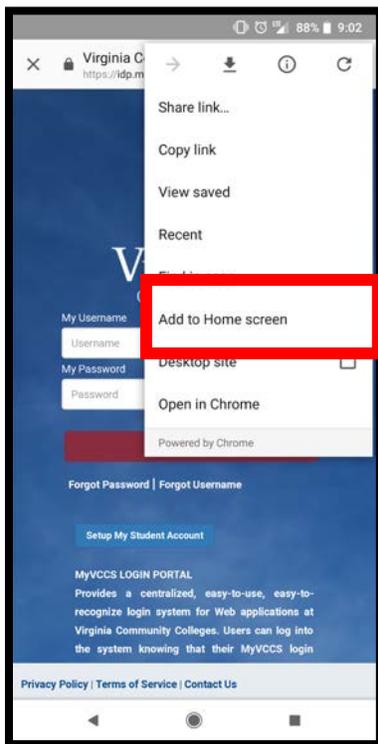
Once the shortcut has been added, simply click on the icon and enter your MyVCCS SSO credentials. Then, select the Chrome River icon. You will now be able to easily access your Chrome River account using your smart device.

Android OS

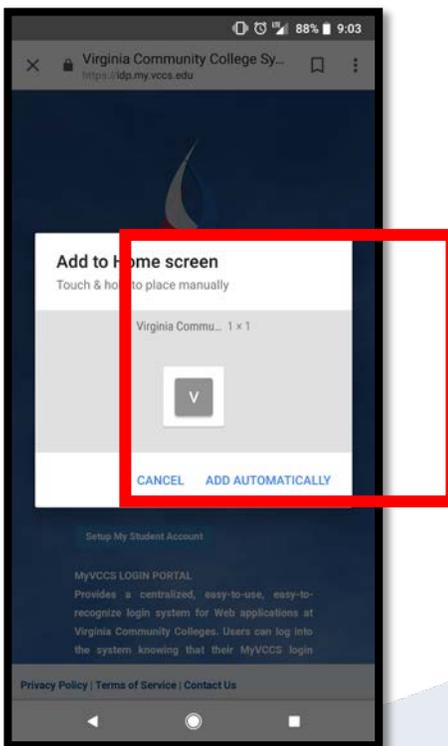
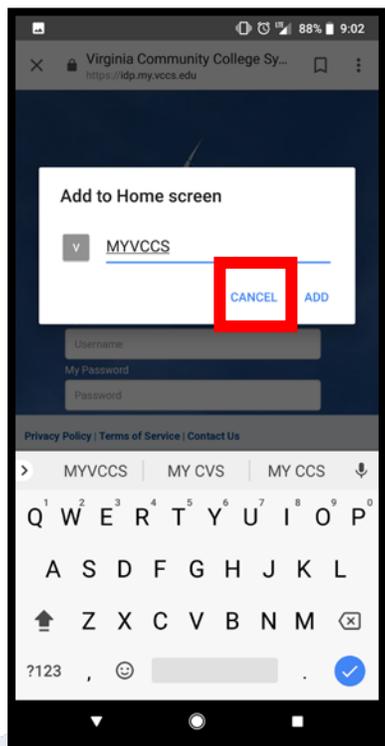
1. Open Chrome (or your preferred web browser) and navigate to the MyVCCS (SSO) login page (<https://my.vccs.edu/>).
2. Tap the “...” button at the top right corner of the screen.



3. Tap “ADD TO HOME SCREEN”.



4. You will have the option to rename the shortcut. Tap “ADD”, OR users can move the icon as needed by holding and dragging to the desired location.



5. The shortcut will appear in the first free space of your home screen.



Once the shortcut has been added, simply click on the icon and enter your MyVCCS SSO credentials. Then, select the Chrome River icon. You will now be able to easily access your Chrome River account using your smart device.