

## BusinessPLUS and Desktop Icons

A) Steps to **MODIFY** an existing shortcut icon for BusinessPLUS

B) Steps to **CREATE** a shortcut icon for BusinessPLUS

C) Saved Favorite or Bookmark in a browser

A. Steps to **MODIFY** an existing shortcut icon for BusinessPLUS

- Step 1: Right click on existing icon and choose “Properties”
- Step 2: Update the existing URL to: <https://bpprodlb.washoeschools.net/screens/ui/home>
- Step 3: Click “Apply”, then “OK”. Process is complete
- TIP: If you are having issues modifying an Internet Explorer icon, please delete the icon and use the steps in “B” to create a new shortcut using a different browser.

B. Steps to **CREATE** a shortcut icon for BusinessPLUS

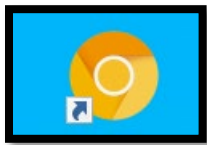
- Step 1: Right click on your computer Desktop, in an empty space, and a box appears
- Step 2: Hover over “New”, click on “Shortcut”
- Step 3: In the *Type the Location of the Item* field, enter:  
<https://bpprodlb.washoeschools.net/screens/ui/home>
- Step 4: Click “Next”
- Step 5: In the *Type a Name for this Shortcut* field, enter “BusinessPLUS”
- Step 6: Click “Finish”. An icon will be created on your Desktop with a shortcut to BusinessPLUS, the process is complete

C. Please remember you cannot use Internet Explorer for BusinessPLUS access going forward. If you prefer to access BusinessPLUS by clicking directly on your browser icon, you can save it as a Favorite or Bookmark:  
<https://bpprodlb.washoeschools.net/screens/ui/home>

*The following is optional*

To change the look of the icon:

- Right click on existing icon and choose “Properties”. Click “Change Icon”
- Choose icon of your choice and highlight. Click “OK”, Click “Apply”, then “OK”
- This may make the icon more easily identifiable, see sample change below



For more BusinessPLUS 20.11 resources, [visit the web page for this project.](#)