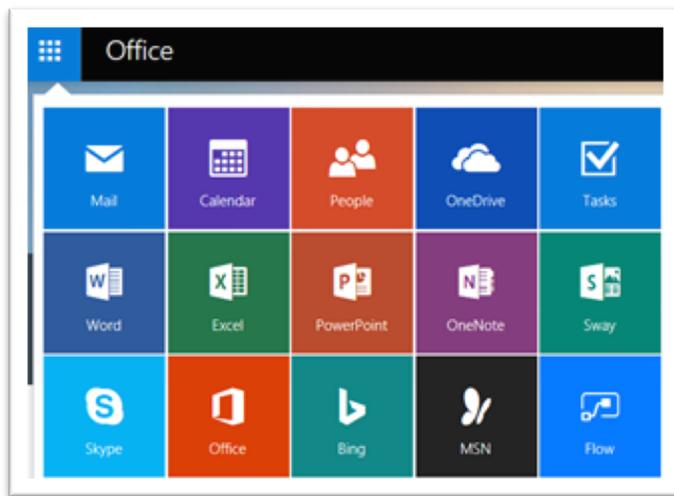# ProSoft Web Portal Access Information

Please Follow These Steps:

1. Open the Google Chrome web browser.
2. Navigate to https://portal.office.com.
3. Enter your PTSD account credentials.
4. Once logged in, open the App Launcher from the upper left-hand side of the Office365 homepage.

5. Locate the ProSoft App and select the App. **You may need to select "All Apps" and scroll/search for the application.**
6. The ProSoft web application will open in a new tab of the Google Chrome web browser.
7. Enter your username and password. (Note: The username is the first part of your email address, not the full email address.)
8. Your ProSoft account will appear.

If you cannot access your ProSoft Account, please contact the PTSD IT Department by entering a help ticket in the IncidentIQ Help Desk system. If the information in your ProSoft account is incorrect, please contact Trish Caldwell in the PTSD Business Office.