

QGenda is a scheduling and resource management program for provider scheduling.

Open Comp Portal	Install QGenda	Open App	Select Log In	Log In with Network Email and Password
Install QGenda	_			

1. Launch Comp Portal **P** on your device.

To comply with hospital policies and ensure patient safety, Microsoft Intune (Comp Portal) is required on your personal device prior to installing this hospital app. If your device is lost or stolen, hospital apps can be removed. For instructions on installing Intune, please refer to Intune Install tip sheet.

- 2. Click View All Apps.
- 3. Select **QGenda** and **Install** (this may take a few minutes).
- 4. Tap Install.

App Ins	tallation
Center is about manage the a from the Your iTunes acc	Kansas Medical ut to install and app "QGenda" App Store. count will not be or this app.

**Note:** If install seems slow, swipe screen down to refresh. It will say downloading or pending, but it should be downloaded, and you can continue the install process.

- 5. Open QGenda app.
- 6. Select Log In, then select Continue on the next screen.



7. Enter your **@kumc.edu email** If prompted, log in to the TUKHS sign-in page with your **network username** (nothing before or after your username: e.g., "cturk42") and **password**.

<b>Q</b> Genda	THE UNIVERSITY OF KANSAS HEALTH SYSTEM		
Email			
3	Sign in with your organizational account		
	Username ("JDoe1")		
Continue	Password		
New to QGenda? Create an Account	Sign in		

**Note:** The QGenda app will ask for permissions such as Allow Notifications, use Biometrics or setup pin, etc. the first time you log into the QGenda app.

## FOR MORE INFORMATION CONTACT:

Health System Help Desk | <u>HITS\_ServiceDesk@kumc.edu</u> | Phone 913-945-9999