

How to Add an App in OKTA Dashboard

Caleb Dizmang - 2025-04-25 - [Comments \(0\)](#) - [Okta](#)

How to Add an App in OKTA Dashboard:

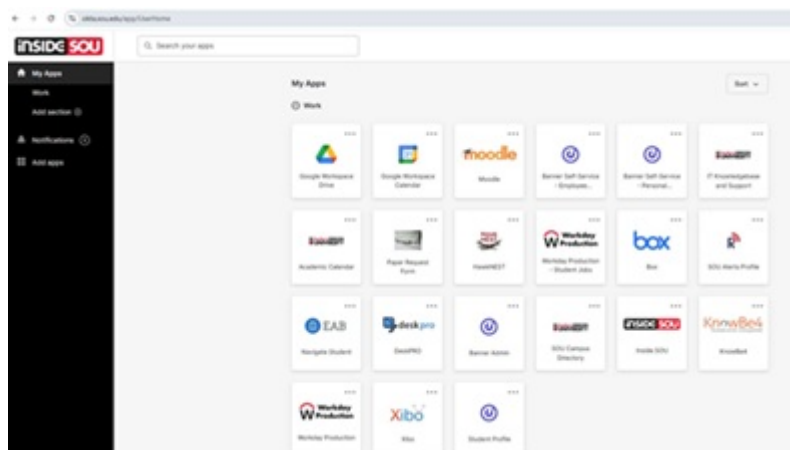
At SOU, we use the OKTA dashboard as a centralized hub for accessing important student resources, also known as "apps." These include tools like Box, Moodle, Google suite, the Academic Calendar, the Hawk Nest, and more. To use these apps, you'll need an active SOU account.

If you cannot find an app that you are looking for on the dashboard "**My Apps**", then this article shall help you find what you are looking for.

In this guide, we'll walk you through the step-by-step process of adding an app to your OKTA dashboard.

Step 1: Sign In to OKTA

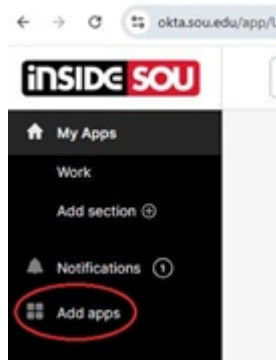
- Open your web browser and go to <https://okta.sou.edu>.
- Enter your SOU username.
- Enter your password and MFA.
- After signing in you should see something like the screenshot below:



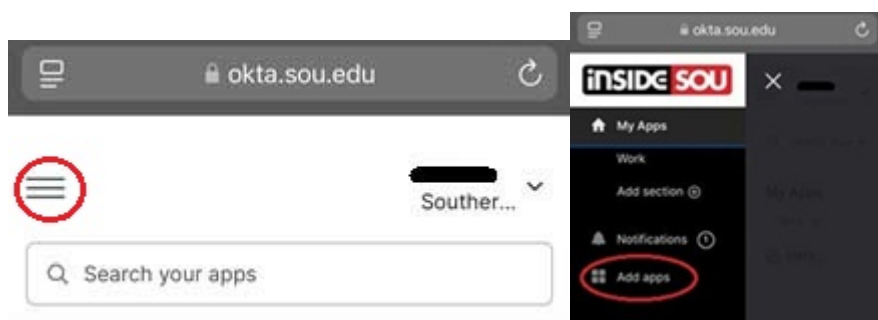
Step 2: Add an App

- Once signed in, look at the left-hand side of the screen. You should see options like **My Apps**, **Notifications**, and **Add Apps**.

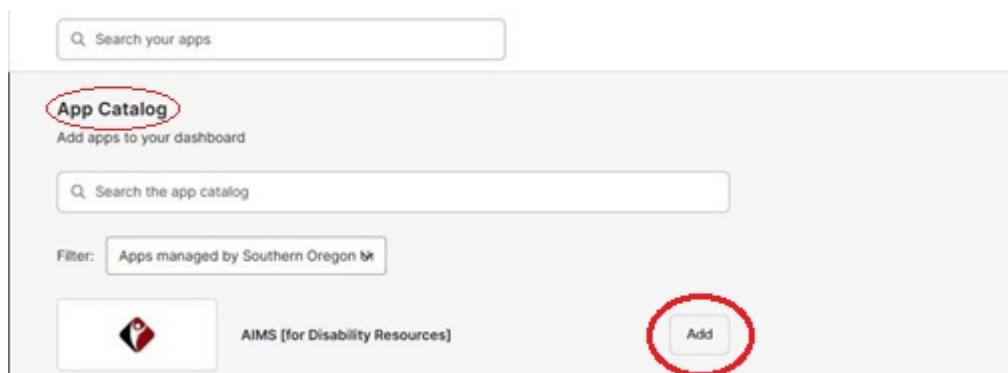
- Click **Add Apps**.



Note: If you are on Mobile you can find the Add Apps button by first clicking the hamburger icon, (the three horizontal lines that are above another.)



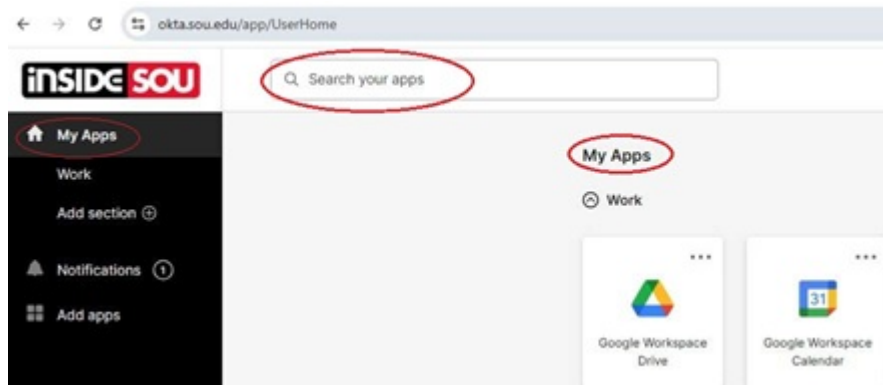
- A menu titled **App Catalog** will appear.
- Use the search bar to find the app you need, or scroll through the list to locate it.
- Click the **Add** button next to the app you want.



- You should see a confirmation message that the app has been added.

Step 3: Access Your Added App

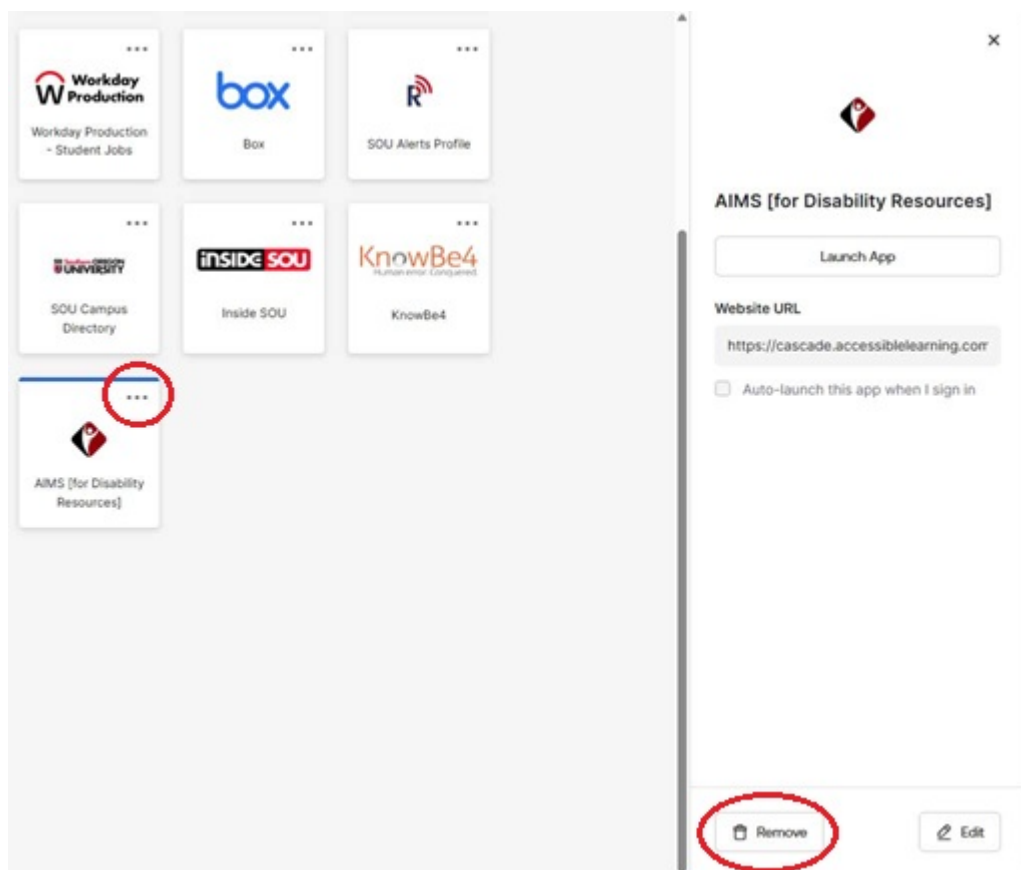
- Click **My Apps** on the left-hand side of the dashboard.
- Find the app in the list under **My Apps**, or use the search bar labeled *Search your apps* to locate it quickly.



Step 4: Remove an App (If Needed)

If you added an app by mistake, you can remove it:

- In the **My Apps** menu, locate the app you want to remove.
- Click the ellipsis (the three horizontal dots) next to the app.
- A menu will appear—click **Remove**.
- A confirmation window will pop up—click **Remove** again to confirm.



Tip: You can also use the search bar to find an app and remove it directly from the search results using the same menu.

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