

How to Access Shannex Connects

There are two ways to access Shannex Connects!

1. Desktop/Laptop Computer



Copy and paste, or type the web address:
Shannexconnects.itacit.com

2. Shannex Connects Mobile App



Follow the guide below to download the app on your device.

How to download the Mobile App

ANDROID PHONES: If you have an Android phone, you can search for 'Shannex Connects' in your app store and download normally.

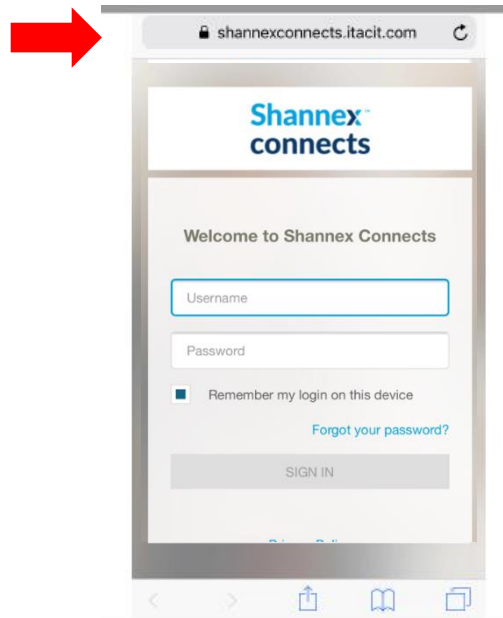
APPLE PHONES: IOS – Apple iPhone or iPad Users: please follow the steps below to download the app.

1. Check to make sure that you have the iTunes Store app installed on your phone. It looks like this:

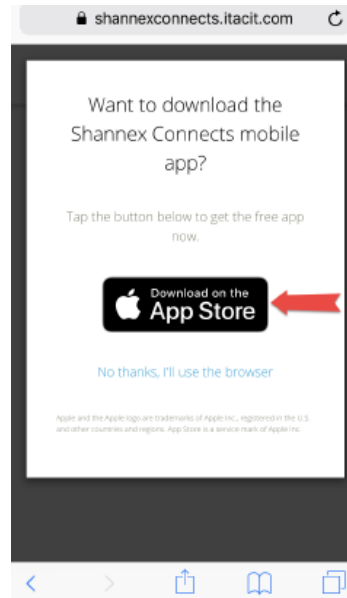


2. Then, you will open the Internet Browser on your mobile device, and type the following website address into the address bar at the top of your screen:

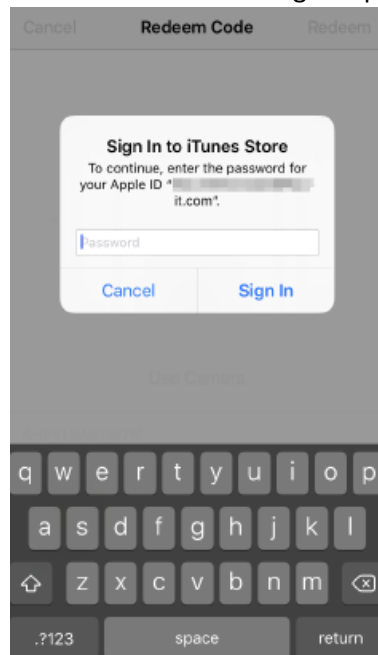
shannexconnects.itacit.com



3. Log in with your username and password (**existing** employees – this is the same as your **Gazebo** log-in information)
4. You will then be asked to download the Shannex Connects mobile app – click on the icon as shown below to begin downloading:

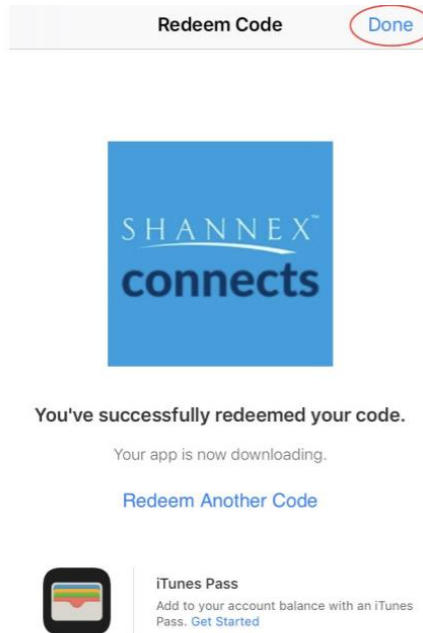


5. You may be asked to sign into your iTunes Store account (this is the same as your Apple ID username and password that you use when downloading an app from the Apple Store/iTunes).



6. Once you enter your password, click on 'Open' to continue. From here, there will be an automatic process that takes place – you don't need to click anything to continue, please wait for this download process to complete – it might take a few seconds, or a few minutes depending on the connection.

7. Click 'Done' at the top right of your screen.



8. The app should now appear to be downloading or has been downloaded on your home screen on your phone. Tap on the app to open and log-into the app.

If you have any issues downloading, please contact askus@shannex.com