Accessing BusinessPLUS from Home

NOTE: For full functionality, BusinessPLUS is best accessed using the Internet Explorer browser and a Desktop/Laptop.

DO NOT USE THE ICON ON YOUR DESKTOP AT HOME.

Open Internet Explorer. Log into the CPS Portal https://launchpad.classlink.com/ or by going to the CPS homepage then clicking CPS Staff & Student Portal Login. For all other web browsers, the only available functionality will be PR approval and run reports in BusinessPLUS.

Once logged into the CPS Portal select the BusinessPLUS icon.

You will be prompted to Allow the website to open a program on your computer.

Uncheck the “Always ask before opening this type of address” box.

Select “Allow”
Next, you will be prompted to install the Classlink browser extension. Click “Install Extension”. The Classlink agent will not hurt/alter your computer. It simply allows one-click access for applications that use it.

Leave the defaults and click “Next” on the next three Setup Wizard screens.
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Log in using your CPS username and password.

Click “Close” once the installation is complete.

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