

# Panopto: Creating your account and downloading the recorder

Before using Panopto on your own device, you will first need to create your account and install the **Panopto Recorder** application. To do this follow the steps below, you can also watch a short video demonstration here:

<https://vimeo.com/292343392/7ad5f97c73>.

## Note:

- You will need to be enrolled as a tutor on a module to be granted 'creator' rights in Panopto. Before following the steps in this guide, you should go to any such module in StudyNet, then go to '*StudyNet Tools > Panopto*' to automatically activate your account.
- If you are using a UH PC, you will be able to find Panopto under the Software Center and install it directly from there. You therefore do not need to follow the steps in this guide.

## Step 1

Go to <https://uh.cloud.panopto.eu/>. Here you will be presented with the option to sign into Panopto using StudyNet.

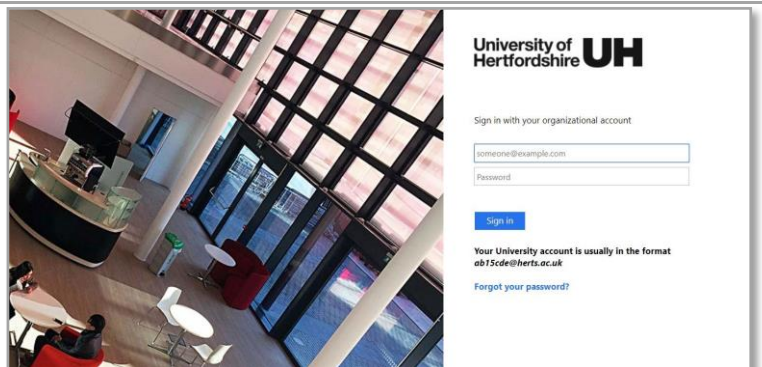


## Step 2

Ensure StudyNet is selected and click the '**Sign in**' button to continue.

## Step 3

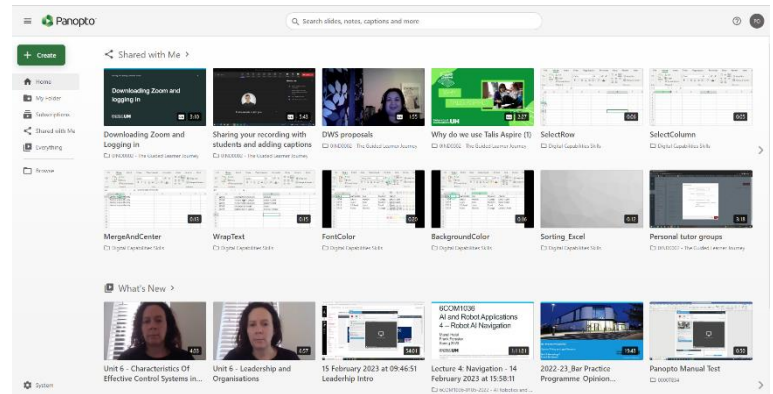
You will then be re-directed to the StudyNet login page. Here you should enter your usual StudyNet user ID and password. Click the '**Sign in**' button to continue. You may be prompted by Canvas to allow Panopto to access your account. Accept this request.



**Step 4**

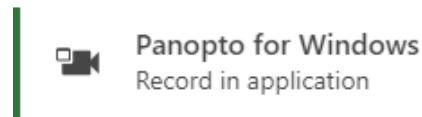
Once logged in you should see your initials displayed in the top-right-hand corner of the screen. This indicates that your Panopto account creation was successful.

You are now ready to download and install the **Panopto Recorder** application.

**Step 5**

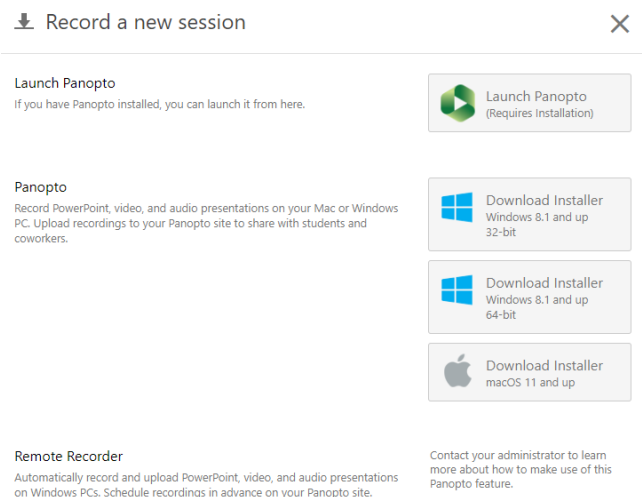
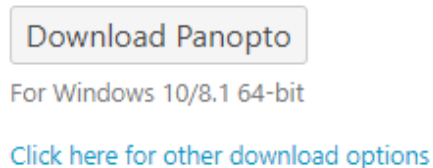
Click on the **'+Create'** button, this is displayed at the top-left corner of the screen.

Select the **'Panopto for Windows'** option. You will then be presented with a choice of download options.

**Step 6**

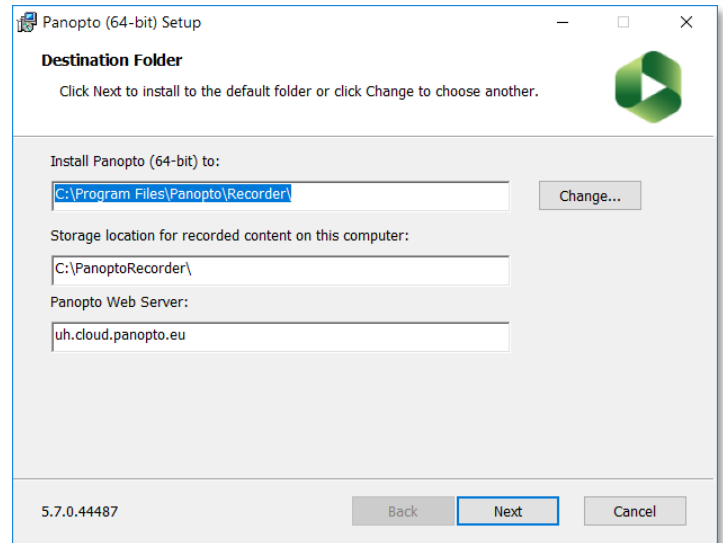
Select the option suitable for your computer's operating system. You can click on the **'Download Panopto'** button if your system is Windows 10 or 8.1 64-bit, for most staff this is likely the case.

Select the **'click here for other download options'** if your system configuration is different from the above. You will be presented with a choice of other download options.

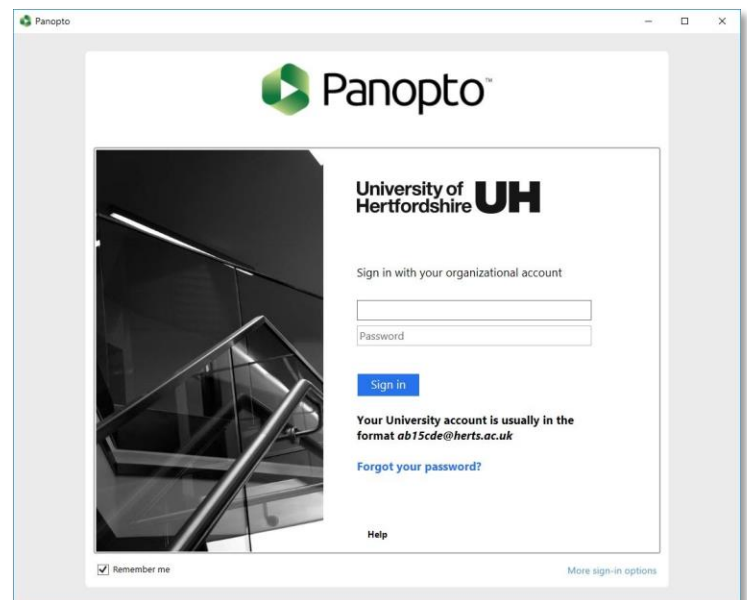


**Step 7**

Next, you will need to launch the Panopto installer you just downloaded, this may be located in your downloads folder and named **PanoptoRecorder.exe** or similar. Simply double click on the file to launch the application and follow the installation instructions. The default installation settings should be sufficient in most cases.

**Step 8**

Having completed the installation, you will be prompted to log into Panopto with your StudyNet credentials. Once logged in, the application will launch and you are then ready to make your first recording.



## Support and Guidance

- For more information about Panopto at UH including, instructional guides and video resources please visit <http://www.studynet.herts.ac.uk/go/recording>.
- For help, please contact the helpdesk by emailing [helpdesk@herts.ac.uk](mailto:helpdesk@herts.ac.uk) or call 4678.

*Note: The guidance given in this document may be updated from time to time to reflect changes in the Panopto application and the integration with UH systems.*