

CONTINGENCY PLAN



Omnivox Mobile Application Setup Guide



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1 Purpose

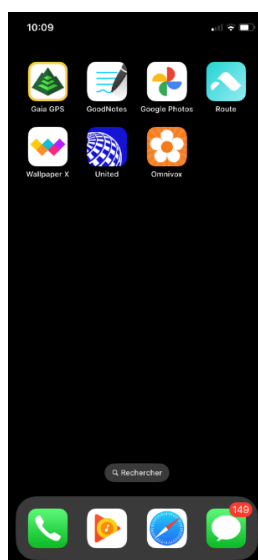
The purpose of installing the Omnivox emergency measures application is to quickly transmit a message for different emergency situations (fire, earthquake, presence of an active shooter or toxic leak contamination). Instructions will then be given to you according to the situation.

2 Prerequisites

- A. Be part of the student community or be employed by the Cégep de la Gaspésie et des Îles
- B. Download the **Omnivox mobile** application from the App Store.
- C. Install the **Omnivox mobile** application.

3 Logging into your Omnivox mobile account

- A. From the Applications menu, select Omnivox.



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- B.** If this is the first time you have opened the Omnivox mobile application, press the sign in (Se connecter) button.



- C.** Choose your user status.



- D.** For students: Enter your seven-digit administrative file number (example: 2012346) and your date of birth. Press the login (Connexion) button.

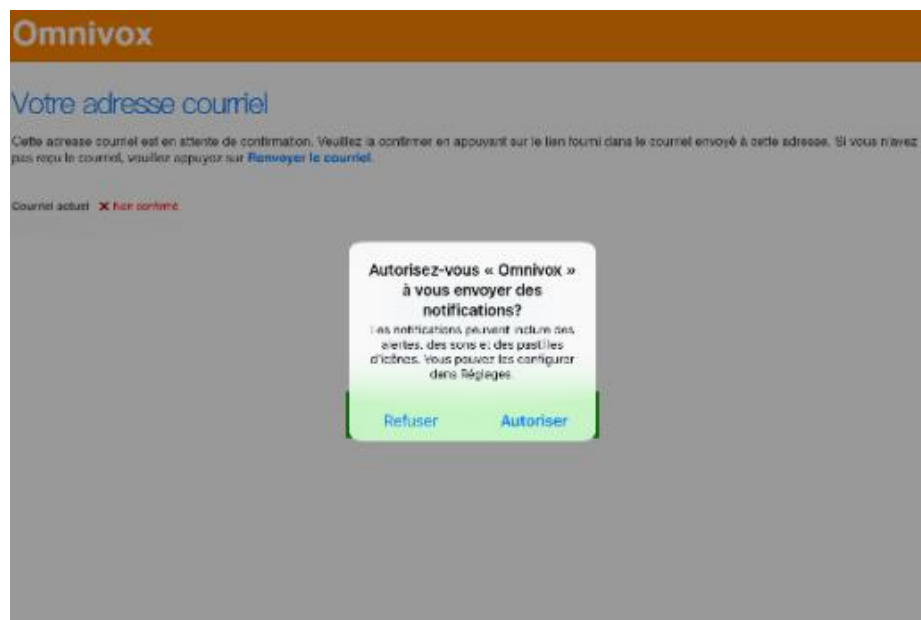


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- E.** For employees: Enter your five-digit employee number (example: 12345). Enter your password and press the login (Connexion) button.

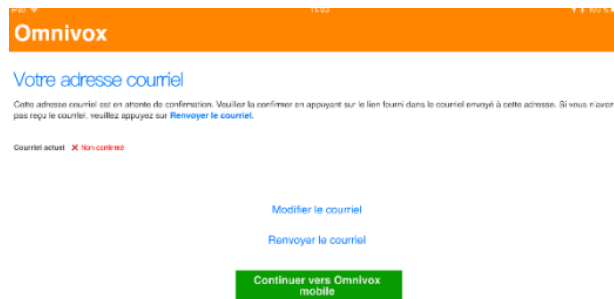


- F.** With Apple products: When prompted, press "Allow" (Autoriser) so the application can send notifications to your device.



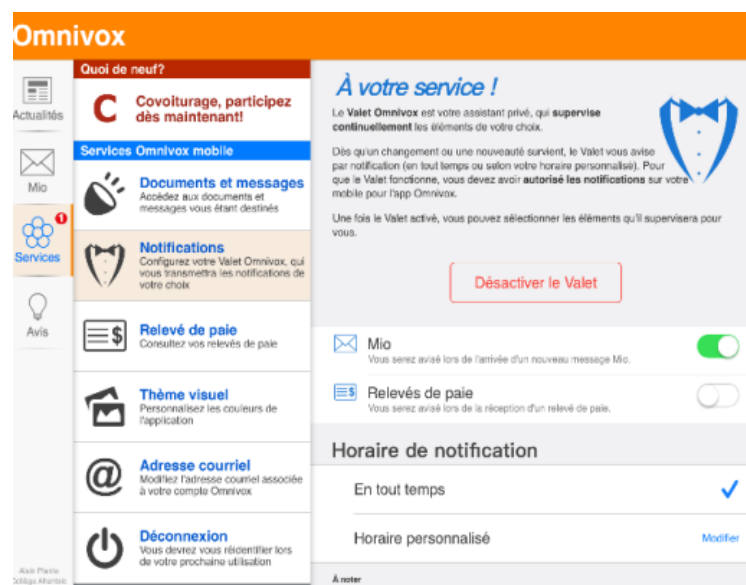
4 Validating the email address

- A. Validate the email address set up for the account. Be sure to enter the address you use most frequently and confirm it via the email that was sent to you.

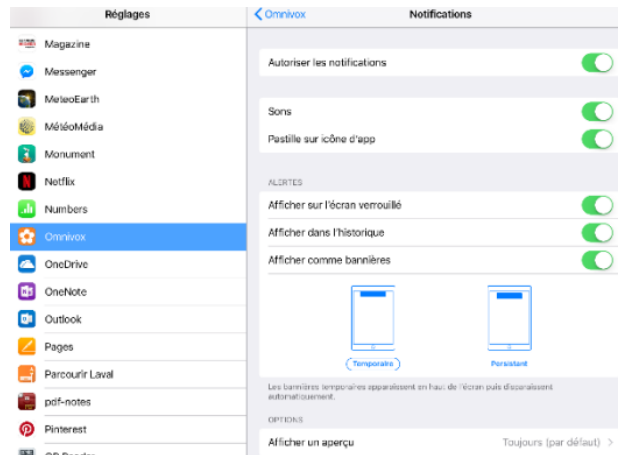


5 Checking if notifications are enabled

- A. The "Notifications" menu in the "Services" tab allows us to ensure that the "Valet" is activated. Using the "Email Address" (Adresse courriel) menu in the "Services" tab, you can check the email address linked to your account.



- B.** For Apple products: To turn notifications back on in iOS, go to "Settings" and then scroll to the Omnivox app. Tap the box to enable notifications.



- C.** For Android products: To re-enable notifications in Android, go to "Settings" then "Notifications". Scroll down to the Omnivox app. Tap the box to enable notifications.

