Cégep de la Gaspésie et des Îles

Omnivox Mobile Application Setup Guide

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Review

REV.	DESCRIPTION	REVIEW	
		AUTHOR	DATE

CGI-GUIDE-APP1

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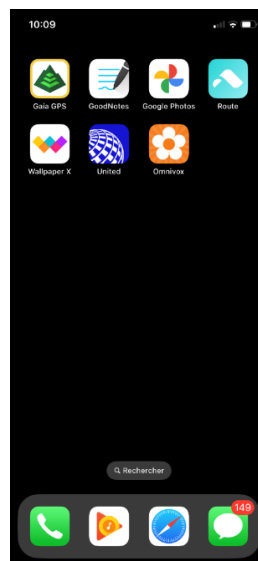
Cégep de la Gaspésie
et des Îles

1   Purpose

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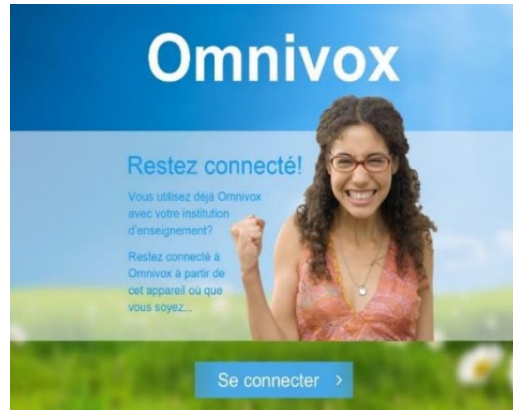
2   Prerequisites

A. Be part of the student community or be employed by the Cégep de la Gaspésie et des Îles.

B. Download the **Omnivox mobile** app from your app store, such as Google Play or App Store.

C. Install the **Omnivox mobile** application.

3   Logging into your Omnivox mobile account

A. Open the Omnivox mobile application.

B. If this is the first time you have opened the mobile application, log in.

C. Choose your user status.

D. For students:

Enter your seven-digit administrative file number (example: 2012346) and your date of birth, then press the login (Connexion) button.
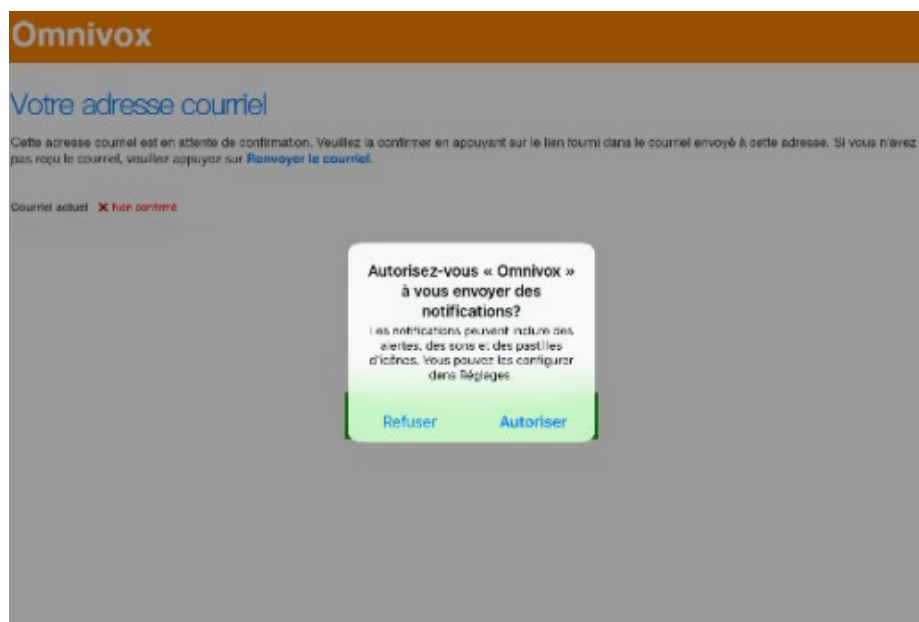
E. For staff:

Enter your five-digit employee number (example: 12345) your usual password, then press the login (Connexion) button.
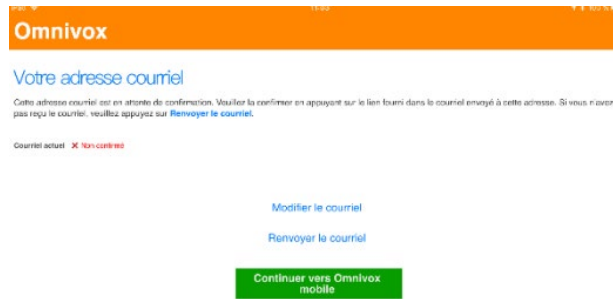

F. For Apple products:

When prompted, press "Allow" (Autoriser) so the application can send notifications to your device.
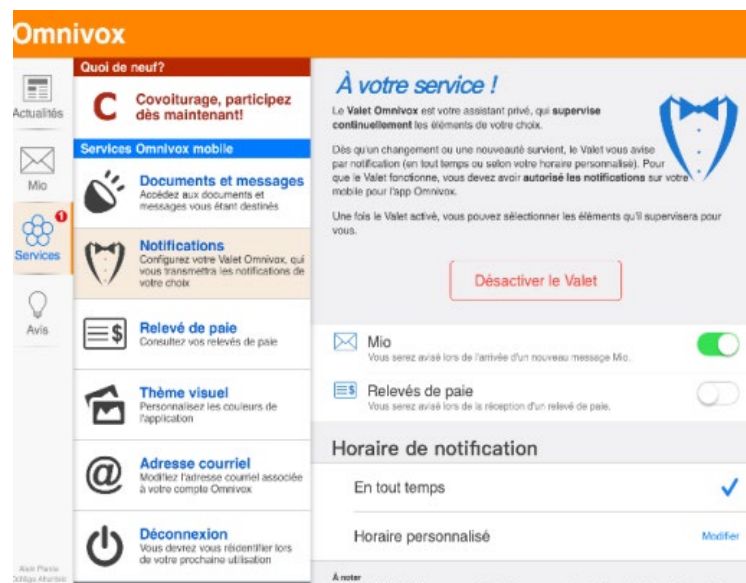
4   Validating the email address

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.
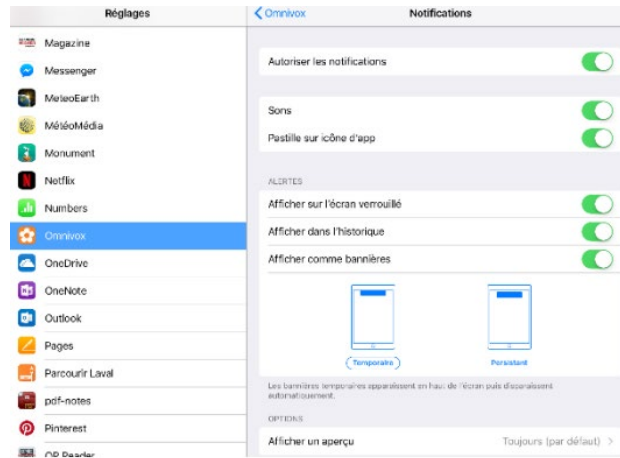

5   Checking if notifications are enabled

A. The Services > Notifications menu allows you to check that the Ominvox Valet is activated. The Services > Email Address menu lets you check the email address linked to the account.

B. For Apple devices:

To turn notifications back on, use the following path from the settings menu: Réglages
> Omnivox. Press the box to enable notifications.

C. For Android devices:

To turn notifications back on, use the following path from the settings menu: Réglages
> Notifications > Omnivox. Press the box to enable notifications.