



Omnivox Mobile Application Setup Guide



Date: 2023-01-06 Number: CGI-GUIDE-APP1 Review: 02

DOCUMENT VERSION

Original

0		
	DATE	AUTHOR
Created	2023-01-06	Material resources service team
Revised		

Review

REV.	DESCRIPTION	REVIEW		
		AUTHOR	DATE	



Table of Contents

1	PURPOSE
2	PREREQUISITES
3	LOGGING INTO YOUR OMNIVOX MOBILE ACCOUNT
4	VALIDATING THE EMAIL ADDRESS7
5	CHECKING IF NOTIFICATIONS ARE ENABLED



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.

Omnivox	
/otre adresse courriel	
Cotto adresso courriei est en attente de confirmativ las reçu le courriei, veuillez appuyez sur Renvoye	on. Veuiller la confirmer en appuyant sur le lien fourni dans le courriel enveyé à cette adrosse. Si veus n'av er le courriel.
Courriel actuel X Non centred	
	Modifier le courriel
	Renvoyer le courriel
	Continuer vers Omnivox mobile

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.

Réglages	Comnivox Notif	fications
Magazine		-
🗩 Messenger	Autoriser les notifications	
MeteoEarth	Sons	
MétéoMédia	Pastille sur icône d'app	
3 Monument	r alame and record o app	
Netflix	ALERTES	
Mumbers	Afficher sur l'écran verrouillé	
😚 Omnivox	Afficher dans l'historique	•
OneDrive	Afficher comme bannières	\mathbf{C}
OneNote		
Outlook		
Z Pages		
Parcourir Laval	Les barnières temporaires apparaissent en h	nau: de l'écran puis d'acanaissent
pdf-notes	eutomatiouement.	
Pinterest	Afficher un agercu	Toujours (par défaut)
A D Daarlar	······	

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.

< 1	- IOTIFICATIONS	PARAMÈTRES AVANCÉS
0	Messagerie	-
0	Messages	
0	Messenger	
0	Météo	
1	Mon Compte	
\odot	Omnivox	
0	OneDrive	
0	OneNote	
0	PayPal	
0	Photos	-
0	PowerPoint	-
(3)	QooApp	-
1	RAR	
	≓ C	i ←