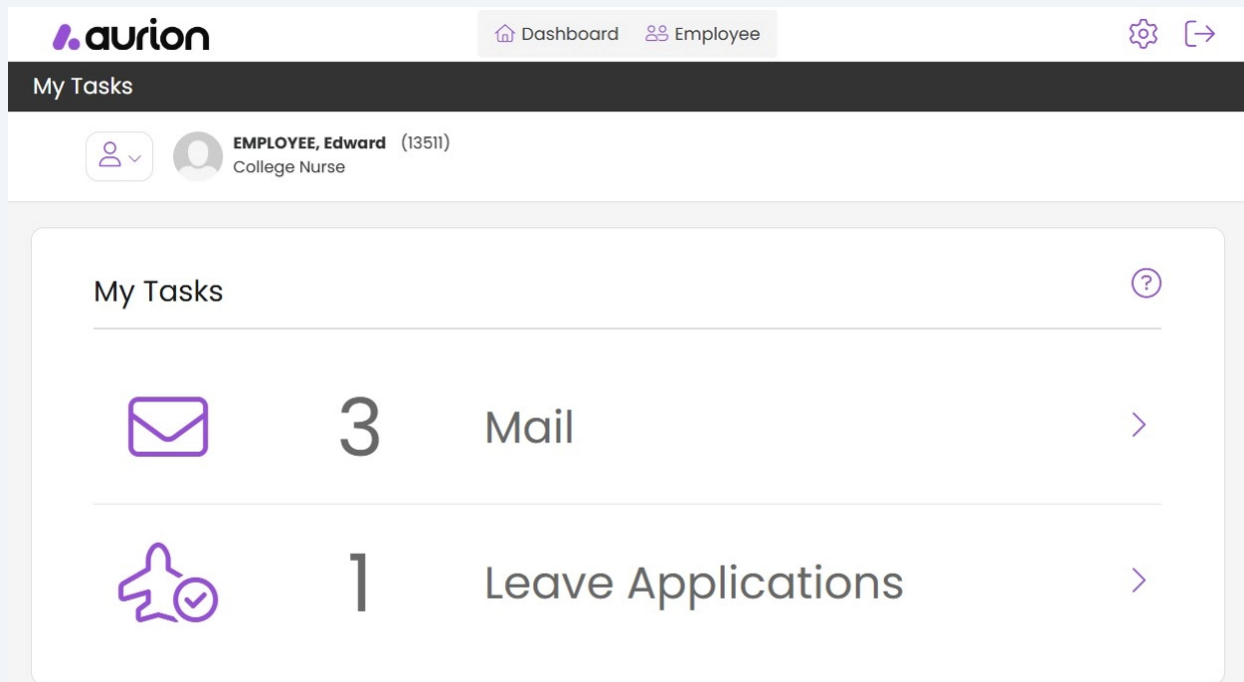


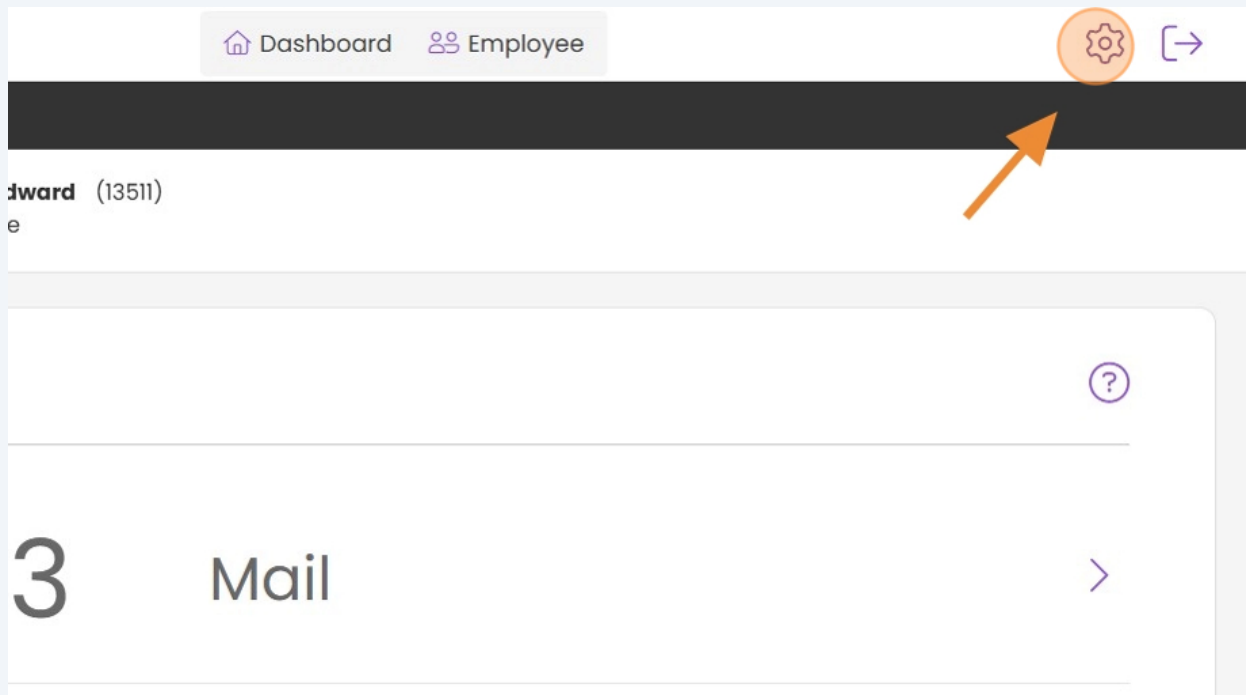
ESS - Mobile App installation and connect your device to Aurion

1

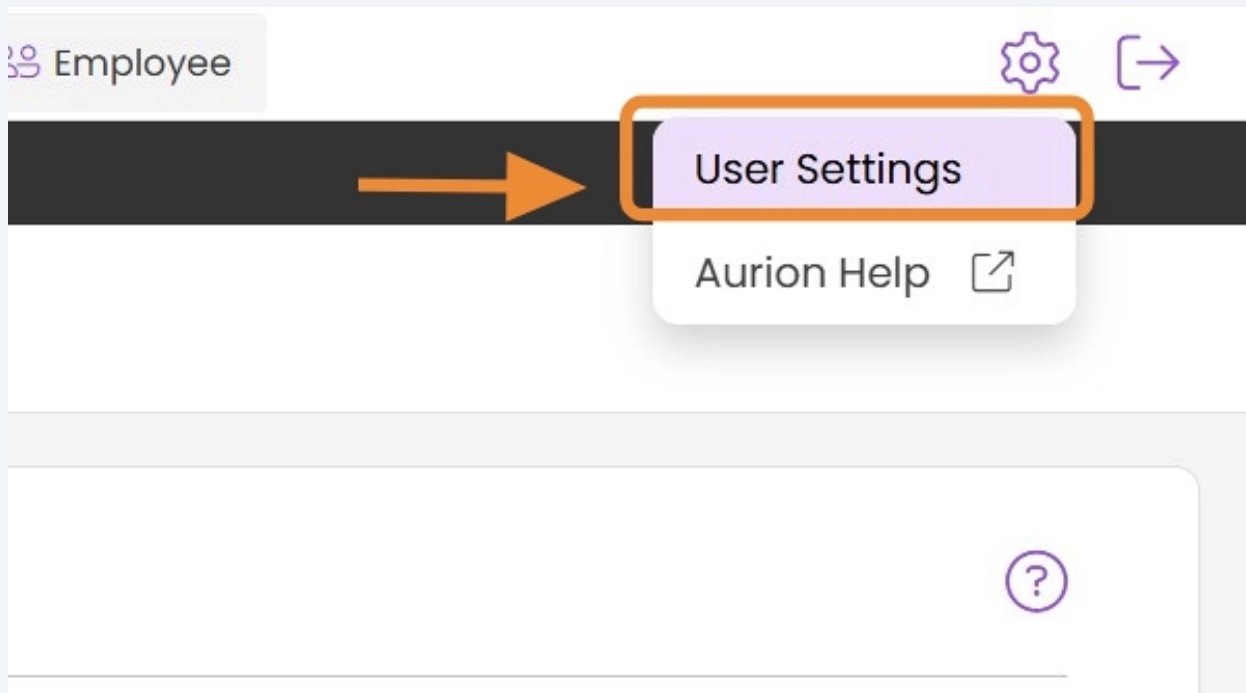
To download Aurion on your mobile phone, first log in to your **Employee Self Service (ESS)** account.



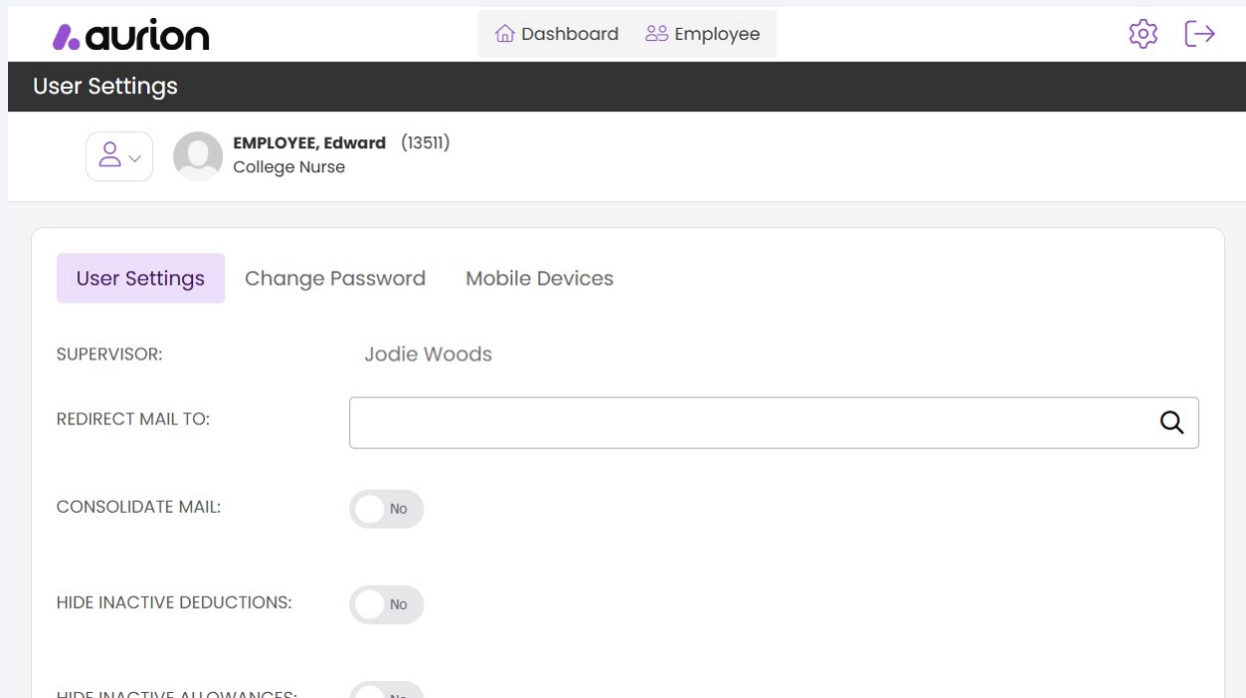
- 2 From the right side of your window, select the **Settings** icon.



- 3 Click "User Settings"



- 4 After clicking on **User Settings**, you will be redirected to the page shown below.



aurion Dashboard Employee

User Settings

EMPLOYEE, Edward (13511)
College Nurse

Supervisor: Jodie Woods

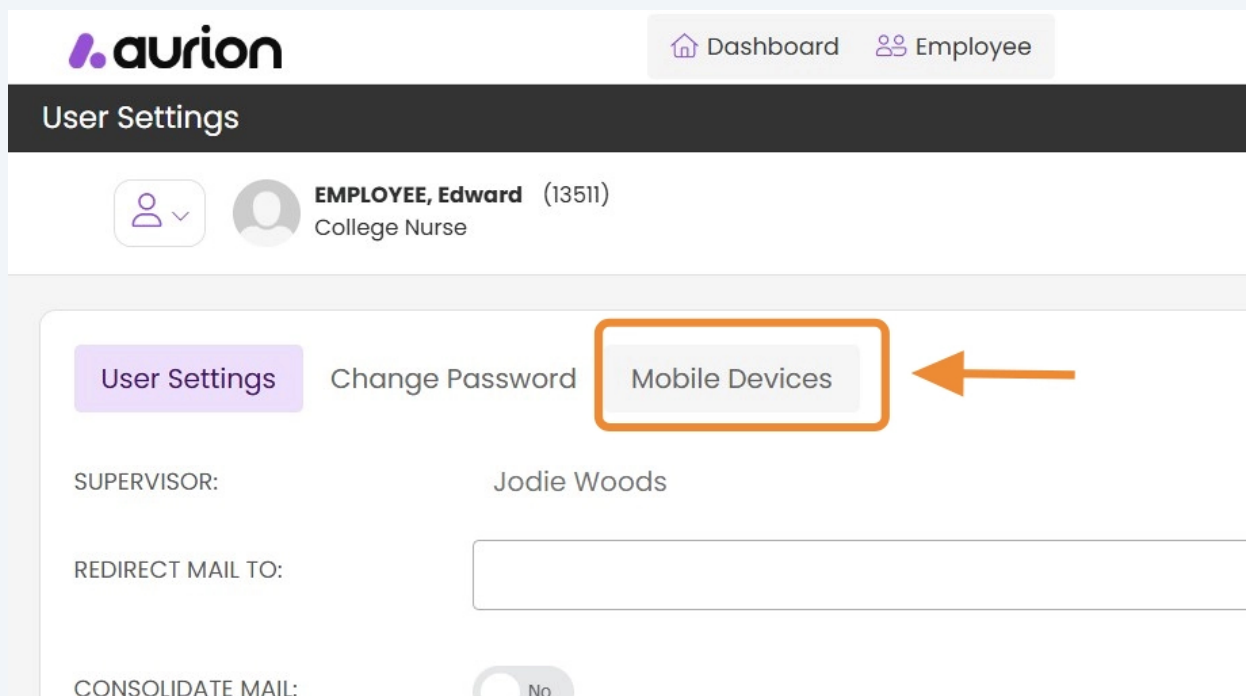
REDIRECT MAIL TO:

CONSOLIDATE MAIL: ☐ No

HIDE INACTIVE DEDUCTIONS: ☐ No

HIDE INACTIVE ALLOWANCES: ☐ No

- 5 Click "Mobile Devices"



aurion Dashboard Employee

User Settings

EMPLOYEE, Edward (13511)
College Nurse

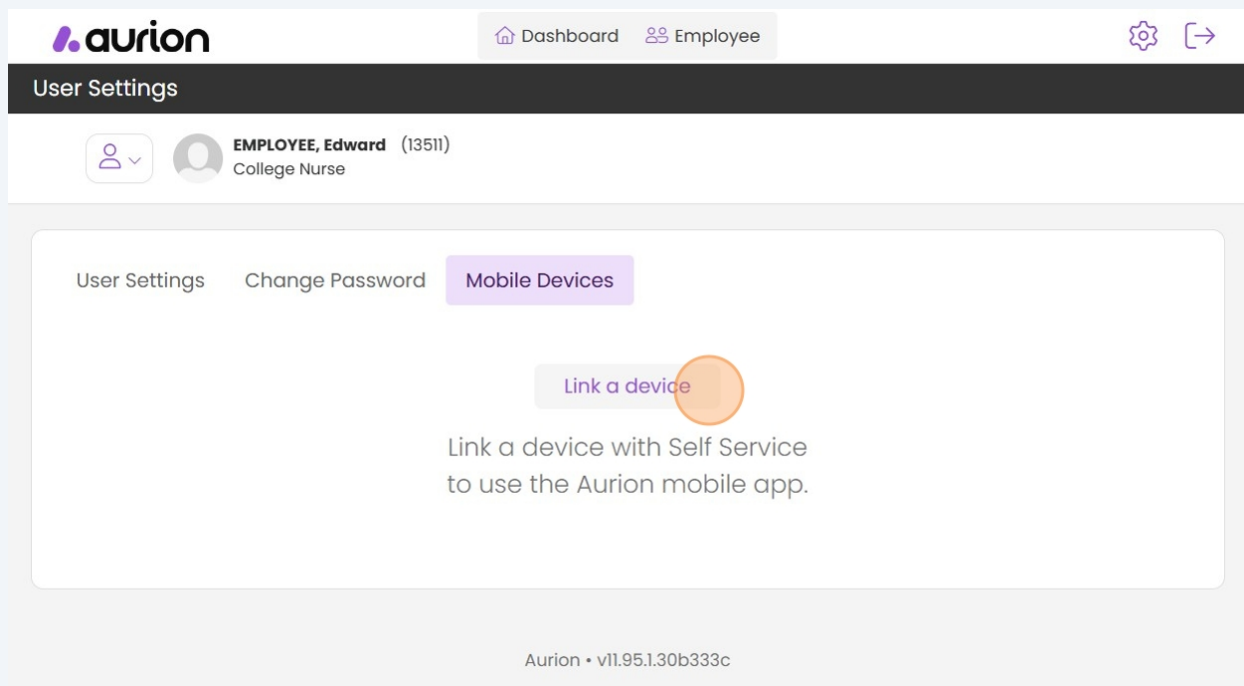
Supervisor: Jodie Woods

REDIRECT MAIL TO:

CONSOLIDATE MAIL: ☐ No

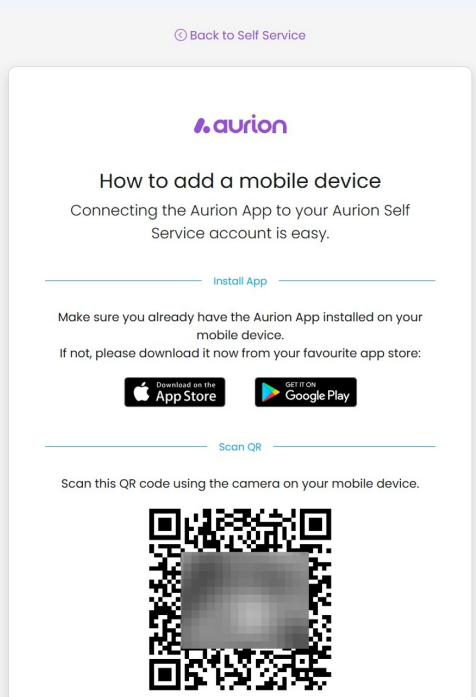
Mobile Devices

6 Click "Link a device"

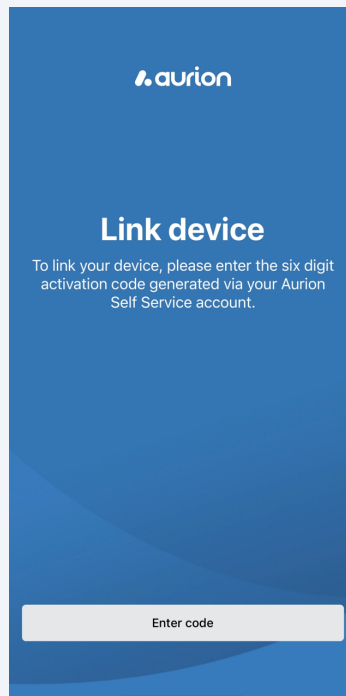


7 You will see a link to securely download the Aurion app for either Android or Apple devices. Select the link that applies to your device.

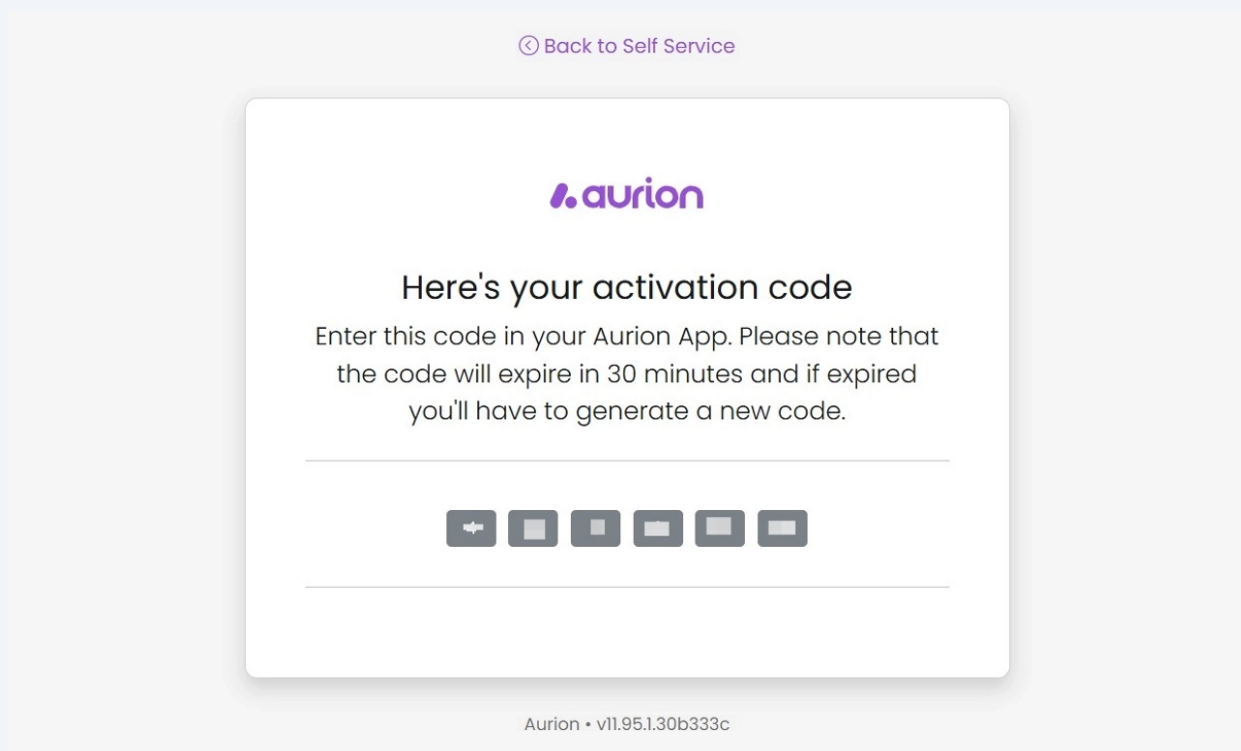
Once the app is downloaded, open your phone's camera and scan the QR code to link your ESS account to the mobile app.



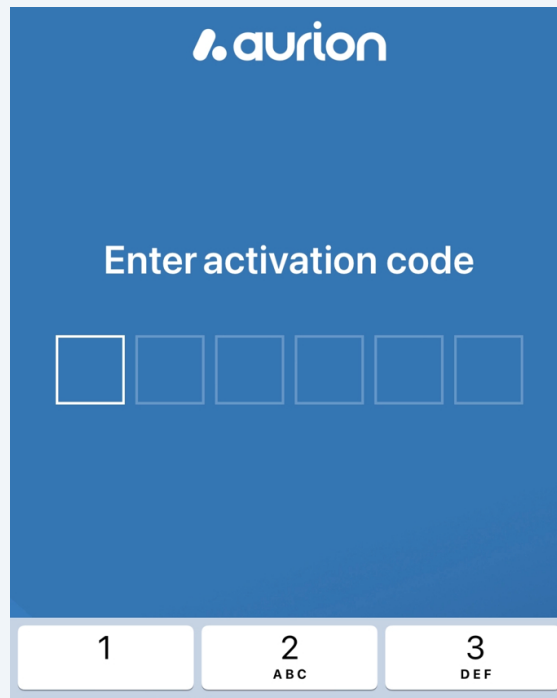
- 8 On your mobile app, you will be prompted to enter a code.



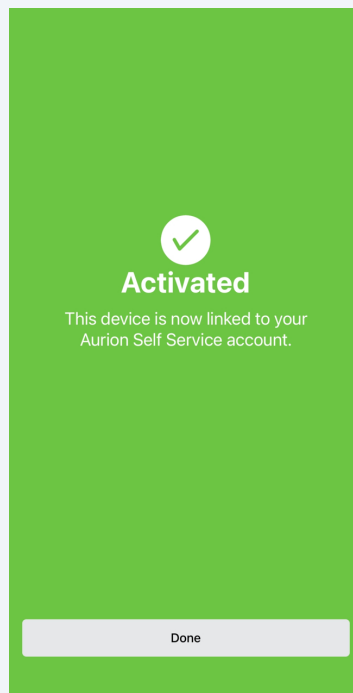
- 9 In your ESS, you will see an activation code. This code is unique to you.



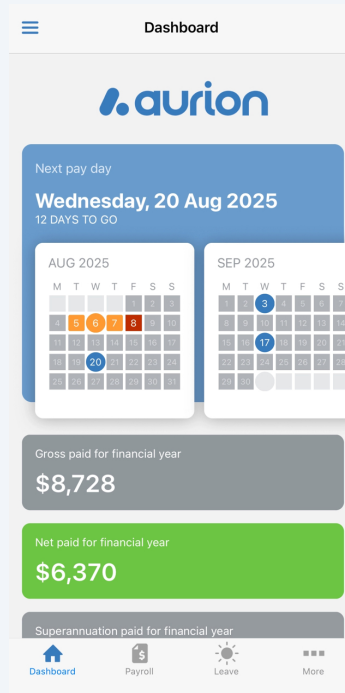
- 10 Enter the activation code into your mobile app.

A screenshot of the Aurion mobile app's activation screen. The background is blue. At the top, the 'aurion' logo is displayed in white. Below the logo, the text 'Enter activation code' is centered in white. Underneath this text is a row of six empty white square boxes for entering the code. At the bottom of the screen, there is a white navigation bar with three buttons: '1', '2 ABC', and '3 DEF'.

- 11 Once you submit the correct code, you will be directed to the page shown below, confirming that your account has been activated. Click **Done** to complete the process.



- 12 You can now access and use your Aurion mobile app.



- 13 You will also be able to view your mobile device and its details within your ESS account.

