



Purpose: This document walks users through how to download the UCSafety App, as well as how to use the Friend Walk feature found in the app.

Audience: This Quick Reference Guide is intended for users of the UCSafety App, including but not limited to, anyone using the Friend Walk feature of the app.

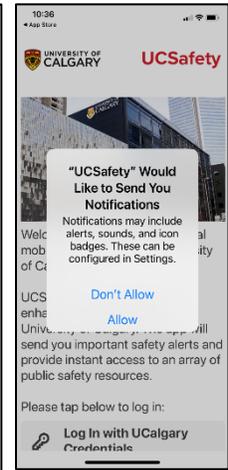
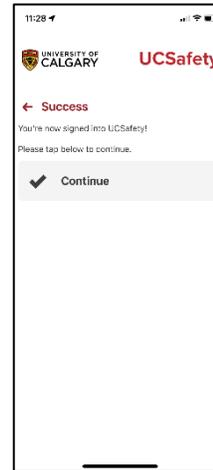
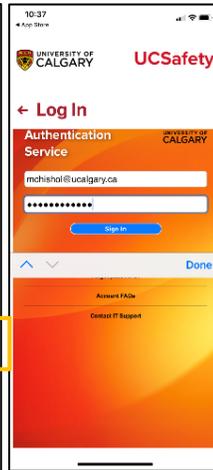
Section 1 - Getting Started

Step A: Download the UCSafety App from the Google Play store or Apple App Store.



Step B: Log in with your UCalgary credentials

1. Open UCSafety App.
2. Click “Log in with UCalgary Credentials”.
3. Allow app to send you notifications.

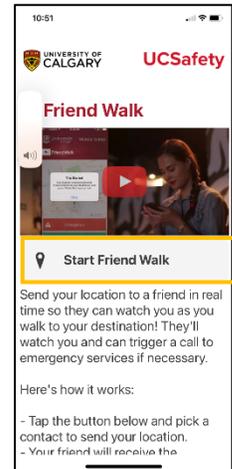




Section 2 – Using the Friend Walk feature

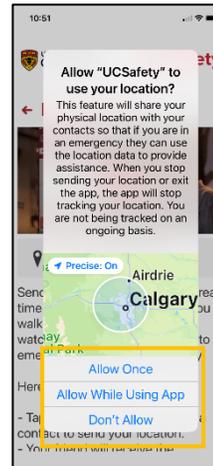
Step A: Begin Friend Walk

1. From the UCSafety app landing page, click “Friend Walk”.
2. Click “Start Friend Walk”.



3. Allow UCSafety to use your location.

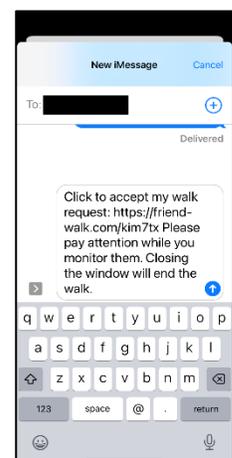
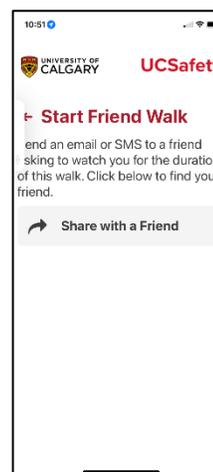
Note: On Android, you may need to go to your phone *Settings > Notifications > AppArmor > Allow all the time*



4. Click “Share with a friend”.
5. Select which friend you would like to text or email your walk to.

Note: If you choose to email your contact, rather than notify them via text, the UCSafety app will send the message from your personal email linked with your phone (not your @ucalgary.ca address). Any e-mail reply you receive will be directed to your personal email associated with your phone.

Your friend will have 3 minutes to accept your request by clicking the link provided or copying the link into their browser.

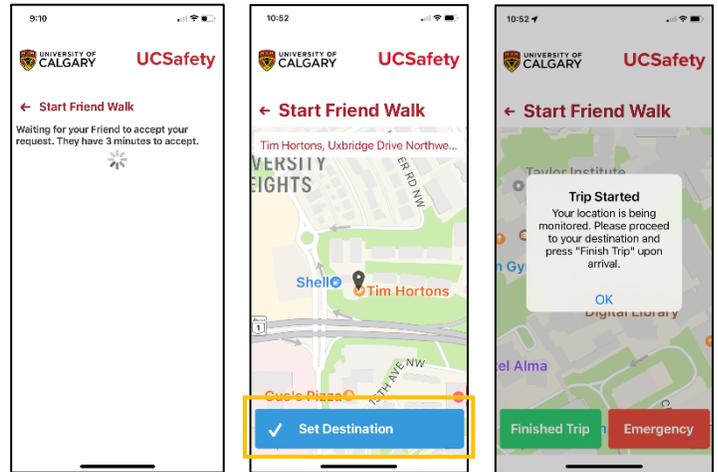




Step B: Set Your Destination and begin your walk

1. Set your destination on the map using the text bar
2. Click on “set destination”
3. Once your friend has accepted the walk, you can start your trip and your friend will be able to monitor your movement.

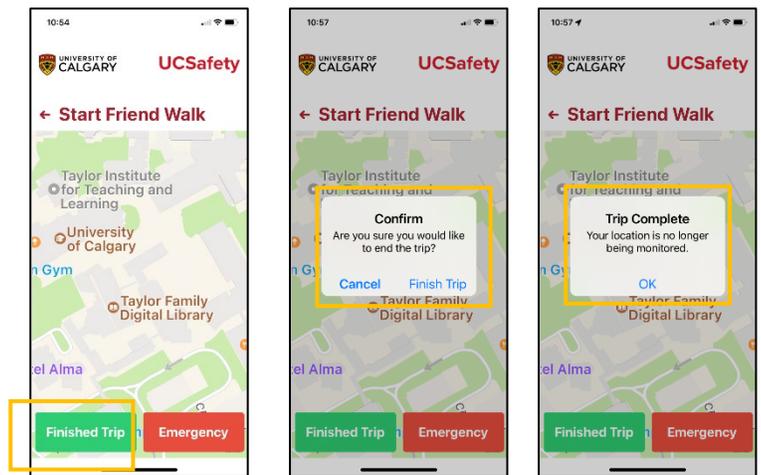
Note: Neither you nor your friend can leave or refresh the page, or your Friend Walk session will end without notice.



Step C: End your walk

1. When you arrive at your destination, click “Finished Trip”.
2. Confirm you want to end your trip.
3. You will receive confirmation your location is no longer being monitored.

Your friend will receive notification that you have cancelled your walk.



Note: If you require emergency assistance, **click on “Emergency” to call 911.** You may call or cancel.

Your friend will be notified you have pressed the Emergency/panic button and will receive your GPS coordinates to assist in initiating emergency response if required.

