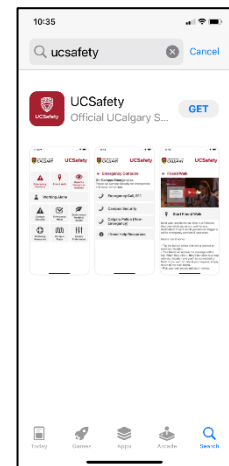


Purpose: This document walks users through how to download the UCSafety App, as well as how to use the Studying Alone feature found in the app.

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

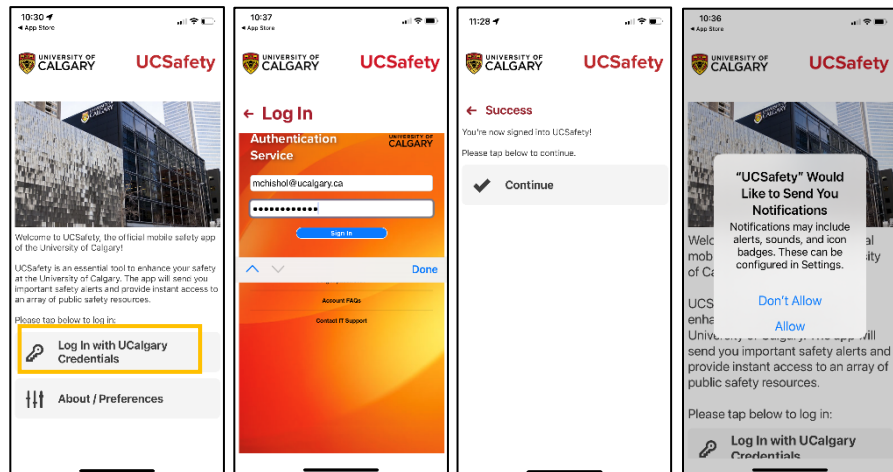
Section 1 - Getting Started

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.



Step C: Check your phone settings

1. Ensure your cell phone notifications are turned on, allowed, and enabled
2. Notification volume is turned up



-
3. Connection to a broadband (3G, 4G, LTE or Wi-Fi network)
 4. "Do Not Disturb" feature is turned off
-

Step D: Add these contacts to your phone contact list:

1. UCalgary Campus Security, 403-220-5333
2. Your Emergency Contact's name and phone number
3. **Text Notifications** will be sent via UCSafety Working Alone Notification (1-888-519-4933)

Please ensure that your Emergency Contact also has your name and cell number added to their contact list.



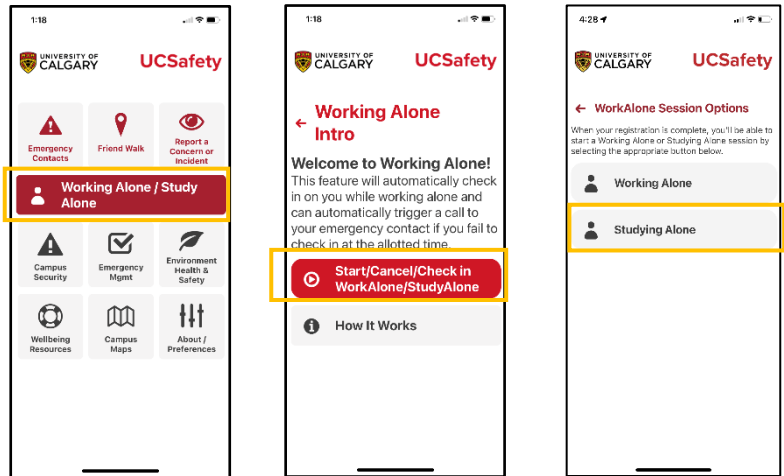
Section 2 – Using the Studying Alone feature

Note: The details you enter during registration will be remembered between sessions. The Studying Alone feature is not intended for use on shared devices.

Your phone must always be with/on you during a studying alone session

Step A: Log in to Start a StudyAlone session

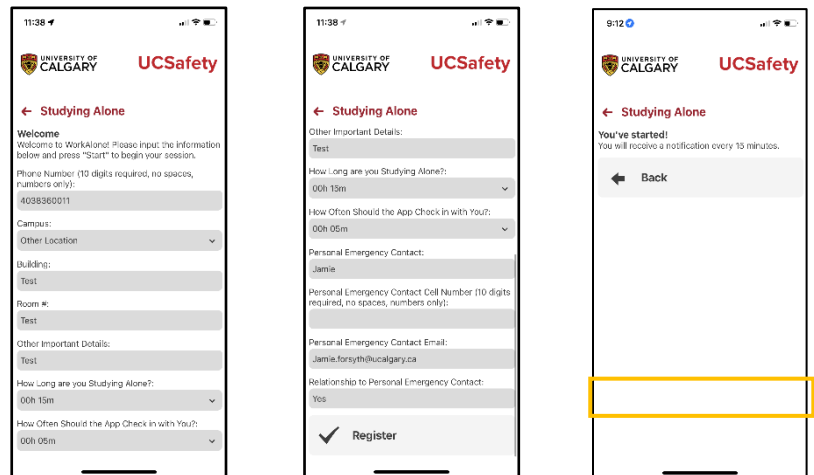
1. From the UCSafety app landing page, click “Working Alone”.
2. Click “Start/Cancel/Check in WorkAlone/StudyAlone”.
3. Click “Studying Alone”.



4. Complete all StudyAlone Session detail fields and select “Register”.

All 10-digit numbers for lone worker, and emergency contact must be for cell phones that can receive text messages. Always double check to ensure phone numbers are correct.

If your location will change during your Studying Alone session, enter your starting location. Under “Other Important Details”, list all other areas/buildings you will be and provide a rough estimate where you will be during at the beginning, middle and end of your Studying Alone Session



5. You will see a confirmation screen confirming your session has started.





UCSafety App & Studying Alone Feature

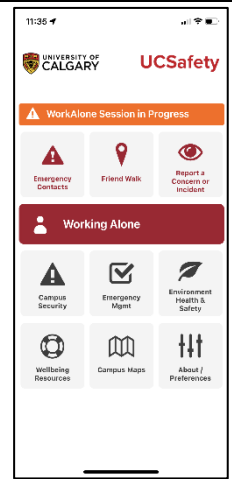
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Your Emergency Contact will receive a notification that you have started a StudyAlone session including your phone number, session duration and location details.

6. On the main app landing page, you will notice an orange bar across the top of the screen that says, "Working Alone Session in Progress".

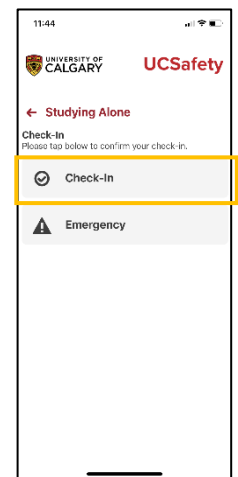
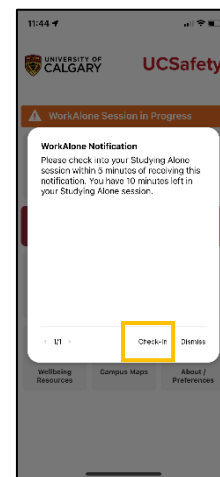
Note: UCSafety App monitors all active StudyAlone sessions 24 hours a day/ 7 days a week. If you fail to check-in, escalation procedures will be initiated.



Step B: Check-In during your StudyAlone session

1. Once you have started a StudyAlone session, you will need to check-in at the interval you selected in Step A, Point 4 (above).
2. You will receive a screen notification to check in – click "Check In".
3. You will receive confirmation that your check-in has been confirmed.
4. Repeat 1-3 above at each Check-In Interval.

Note: If you fail to check-in within 5 minutes of notification, escalation procedures will be initiated, and your emergency contact will be notified by AppArmor to contact you for a wellness check.



At any time, either you or your Emergency Contact may call for emergency assistance by clicking the Emergency button and escalation will be initiated.

Do NOT call or text the StudyAlone notification number. It is not a monitored number.



Step C: Cancelling/Finishing your StudyAlone Session

1. Click “Start/Cancel/Check in WorkAlone/StudyAlone”.
2. Click “Cancel”.
3. You will see confirmation your session has been cancelled or completed.

Note Your emergency contact will receive a message indicating that you have cancelled your StudyAlone session and monitoring will stop at this point.

Note: If you miss your last check-in notification, the escalation process is initiated, however, no further check-in notifications are sent by the UCSafety app.

You must Check-in to officially end the session. If you wish to extend your StudyAlone session, you must officially end your current session and start a new StudyAlone session.

