

# SARAH+ Mobile App Instructions and Configuration guide (RiskWare)

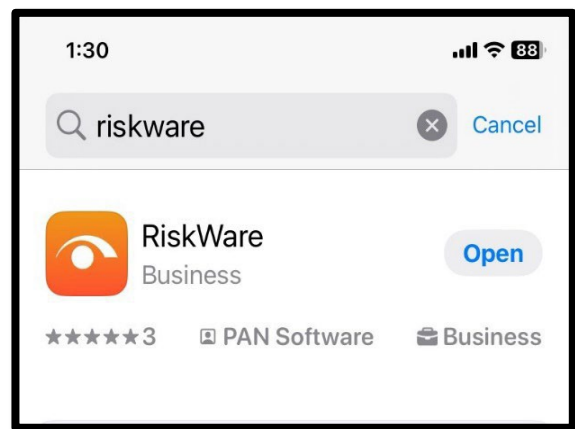
Welcome to the SARAH+ mobile device instruction guide.

The mobile app will allow you to easily report a hazard or incident and complete other forms in SARAH+ using your mobile device.

1. To download the app, scan the below QR Code (Figure 1) to direct you to the appropriate app store for your device. You may also search for the Riskware app via the App Store or Google Play.

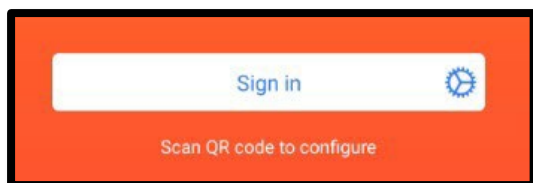


OR



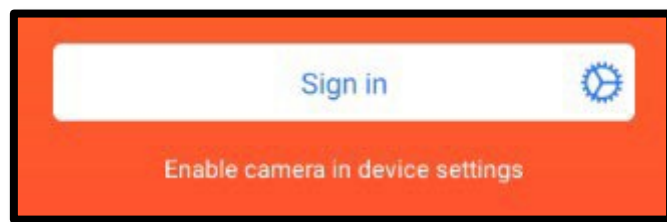
**Figure 1. Download the app via the QR Code or manually via the App Store/Google Play**

2. Once you have downloaded the app on your device, you will need to configure it to the Monash user platform. To do this, scan the below setup QR Code (Figure 2) using the “Scan QR code to configure” link, just below the “Sign in” button.



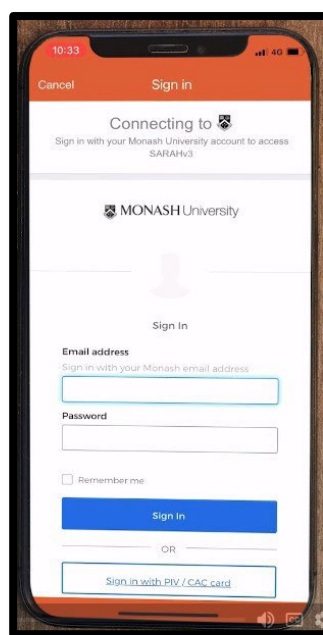
**Figure 2. Monash user configuration**

**NOTE:** If the app doesn't have access to your camera, you'll see the below prompt to "Enable camera in device settings". Click on the link to go to your phone settings and allow the app to access your phone's camera.



**Figure 3. Enabling camera in device settings**

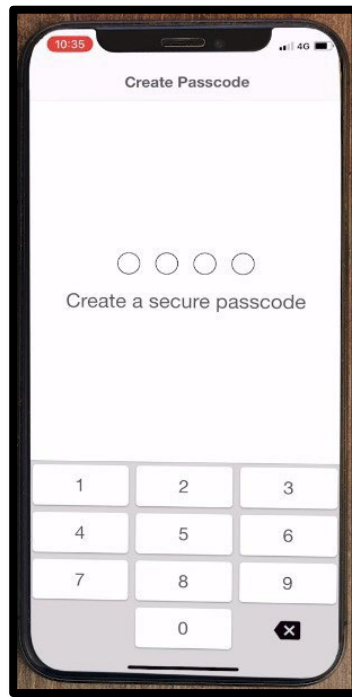
3. Click on "Configure Settings" as seen on your phone screen.
4. To complete the Monash authentication process, click "Sign in".
5. You will then be redirected to sign in with your Monash email and password (Figure 4)



**Figure 4. Sign in using your Monash credentials**

6. After submitting your details, and clicking "Sign in", you'll be taken to OKTA where you will need to click on the "Send Push" button. You will then receive a notification to verify that you have tried to sign in. If this is you, click on the "Yes, it's me" button. OKTA will generate a code.
7. Go back to your Monash University authenticator and select the code that was initiated by OKTA.

8. You have now completed the authentication process and will need to select a security passcode for the RiskWare app (Figure 5). This passcode can be any digits that you choose.



**Figure 5. Create a secure passcode for the app**

9. Once you have completed this process, you can proceed with using Sarah+ via the RiskWare app.

