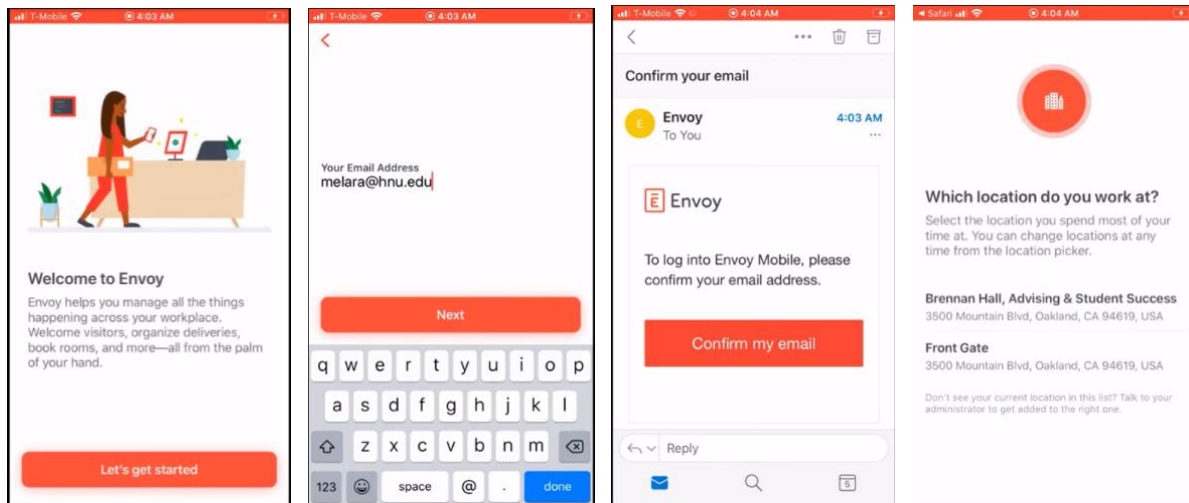


Using the Envoy App

To help us keep the HNU campus safe and ensure those who come in can keep a safe distance from others, all campus staff and faculty will now need to check in using Envoy before visiting the campus. The Envoy mobile app makes this process quick and completely touchless.

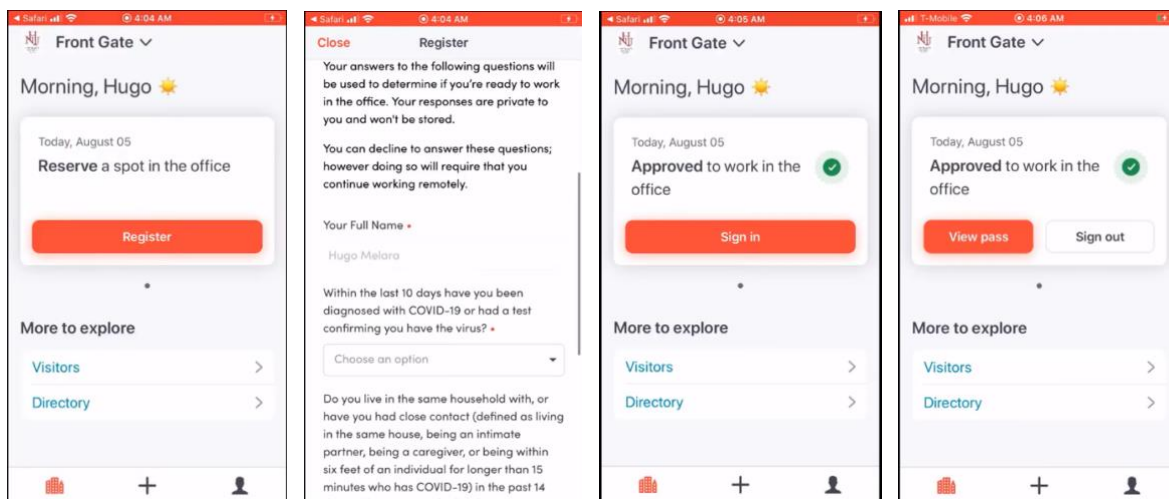
Getting started:

To start, download the Envoy mobile app in the [Apple App Store](#) or [Google Play Store](#). Open the app and tap “Let’s get started” and enter your email. Open your email and check for the confirmation email and click on confirm my email. Choose the Front Gate for location.



Before arriving on campus:

On the day you plan to come in, open the app. You should see a card that says “Reserve a spot in the office.” Tap the button that says “Register” and answer the questions that follow. You will know instantly if you are approved to come to the office. When you arrive at the front gate, identify yourself to the guard with a valid ID and they can sign you in or open the mobile app and tap sign in.



Before leaving campus:

Before you leave your office and campus, open the app and tap “Sign out.” This helps us know how many people are in the office at any one time and keep accurate data for contact tracing.

Video instructions:

[View these instructions as a video.](#)