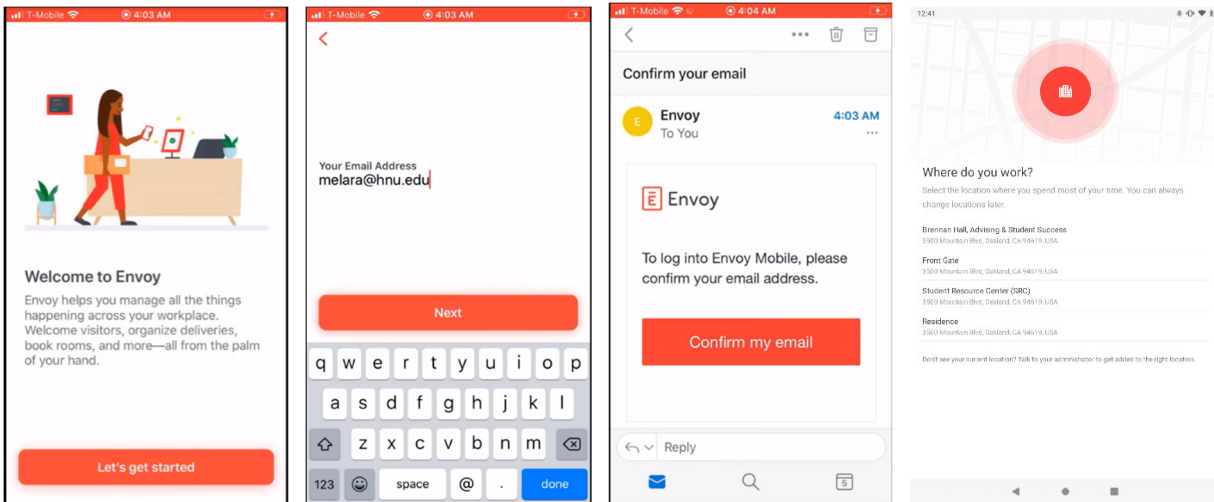


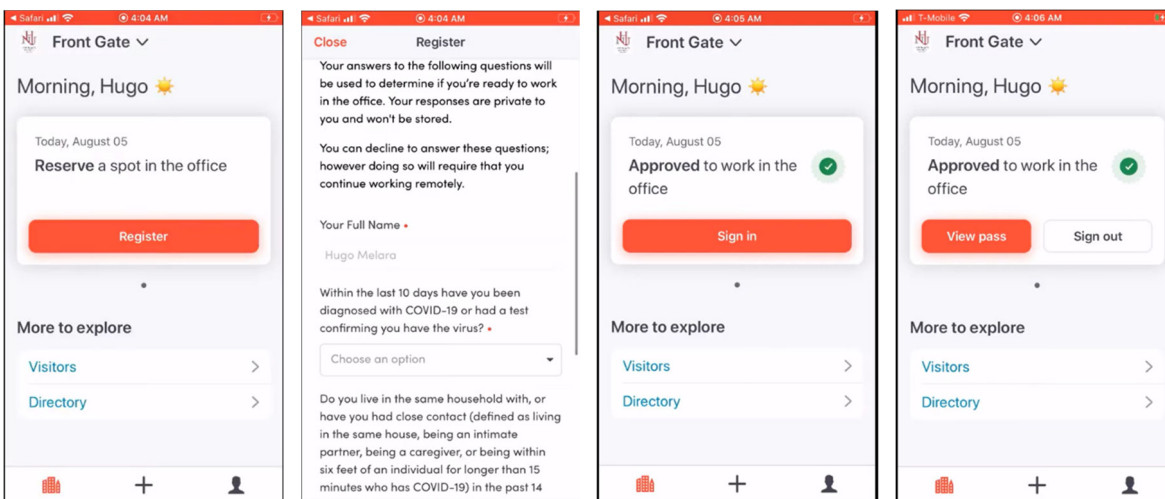
To help us keep the HNU campus safe and ensure those who come in can keep a safe distance from others, all campus staff, faculty and students will now need to register and check in using Envoy before visiting the campus. The Envoy mobile app makes this process quick and completely touchless.

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. For staff, faculty and commuter students, choose the Front Gate for location. Resident students choose Residence for location.



For staff, faculty, and students, you should see a card that says, “Reserve a spot in the office on the day you plan to come in.” 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. Resident students need to register and answer the screening questions then sign in daily, excluding full day(s) they are not on campus.



Before you leave the campus, open the app and tap “Sign out.” Any individual who leaves and plans to enter the campus on the same day must perform the registration process again before entering the campus. Resident students that leave campus are also required to show ID upon return at the front gate for verification. This helps us know how many people are on campus at any one time and keep accurate data for contact tracing.