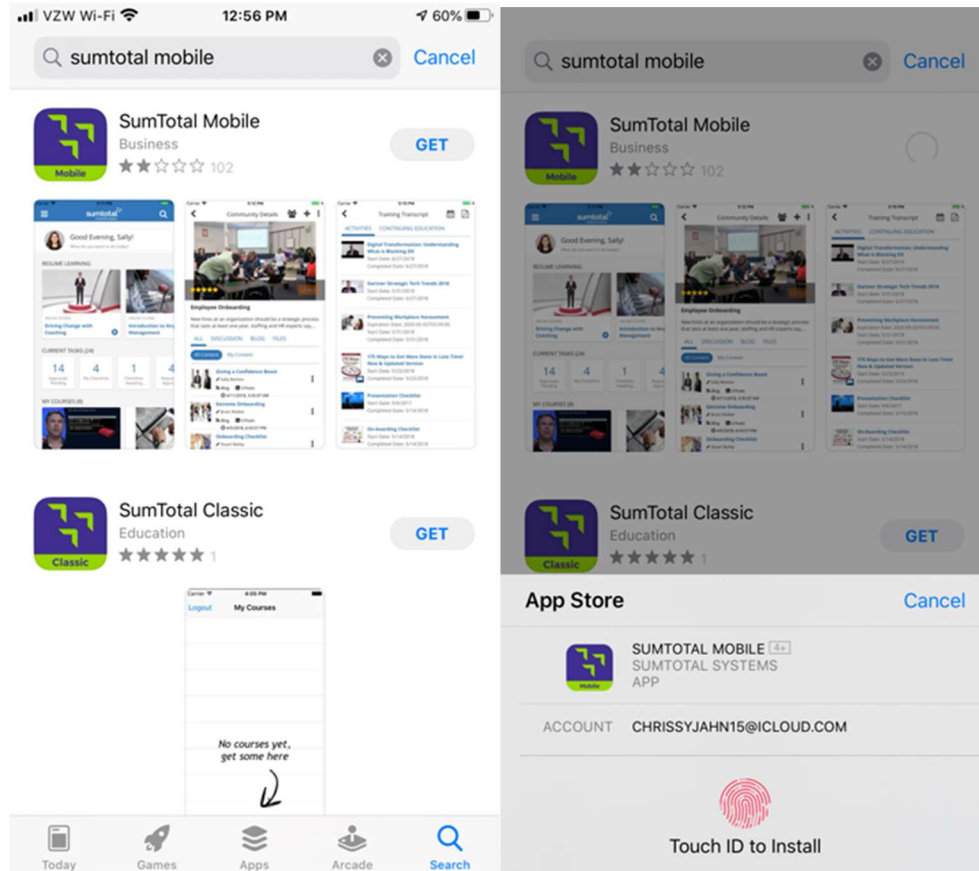
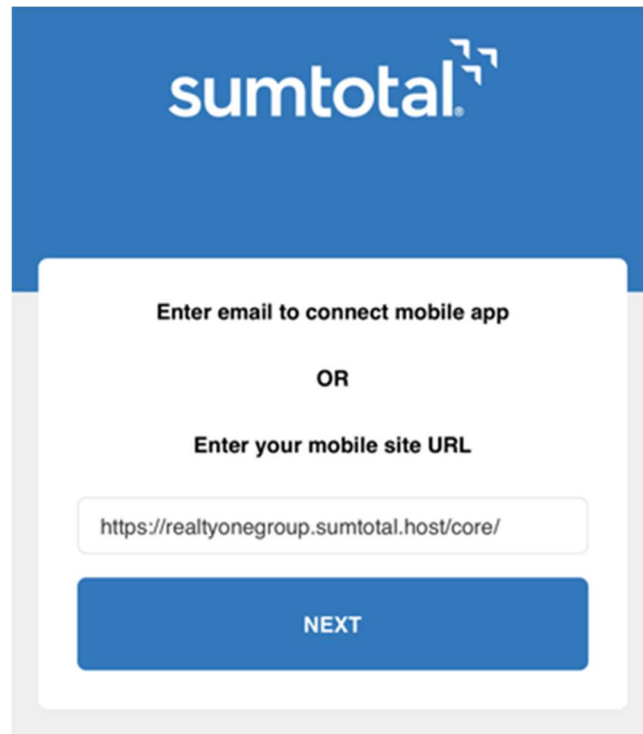


Downloading and Accessing ONE U Phone App – Revised 1-3-20

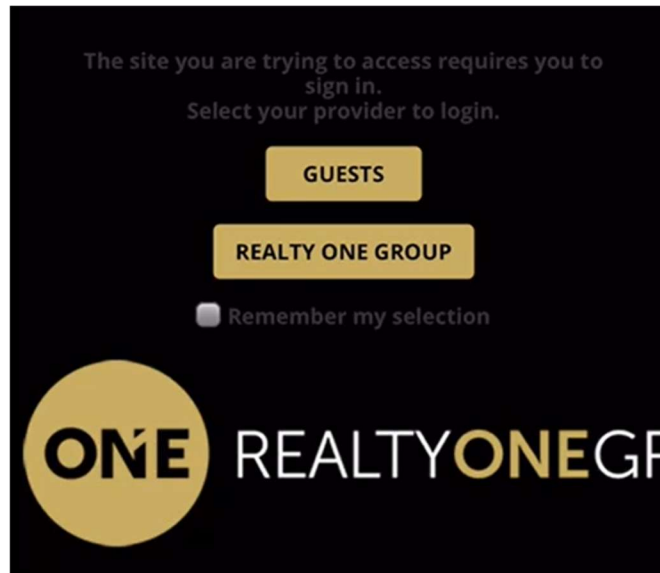
1. In App Store, search for SumTotal Mobile – Click ‘Get’
 - a. Enter your password/fingerprint for purchasing apps (It’s FREE!)



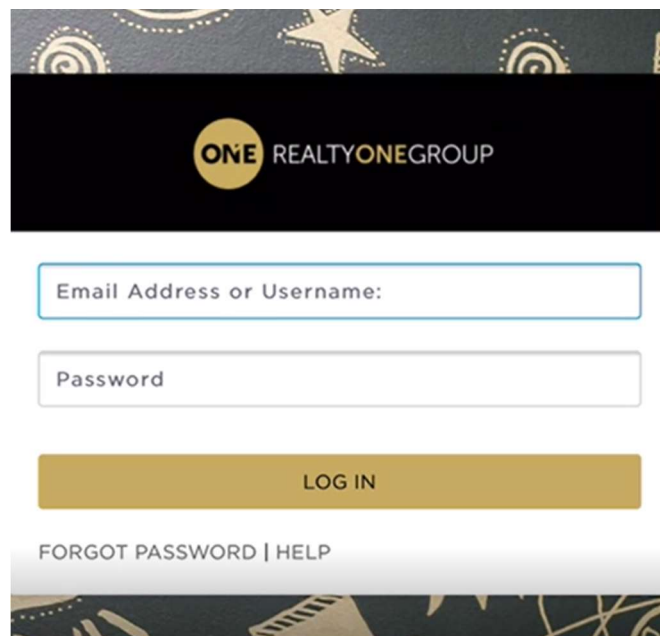
2. Click ‘Open’ to launch app
3. Click ‘Allow’ to allow notifications to be sent from the app
4. Under *Enter your mobile site URL* input: <https://realtyonegroup.sumtotal.host/core/>



5. Click 'Next'
6. Checkmark 'Remember my selection' and 'Click REALTY ONE GROUP'

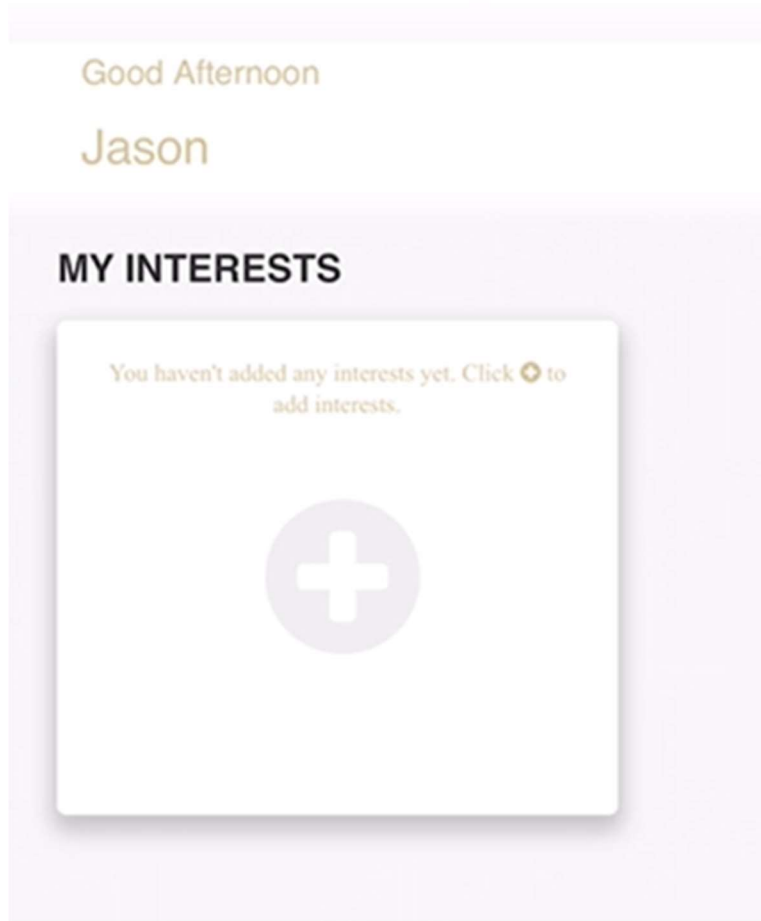


7. Enter your ZONE username and password

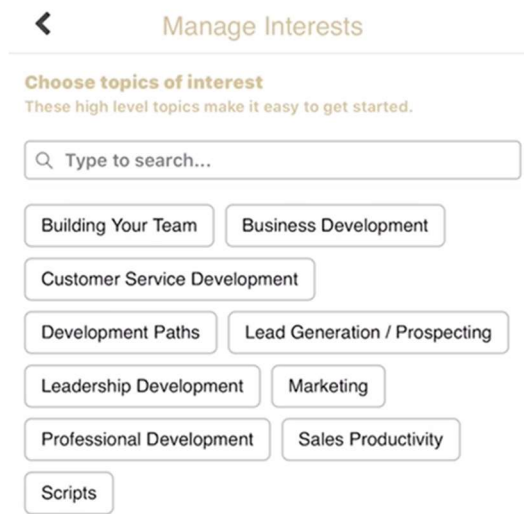


8. Click 'Login'
 - a. You may be prompted to SET UP OFFLINE PIN
 - b. Your username is already auto-populated. Input a PIN, Checkmark Remember my Username, and Click 'DONE'

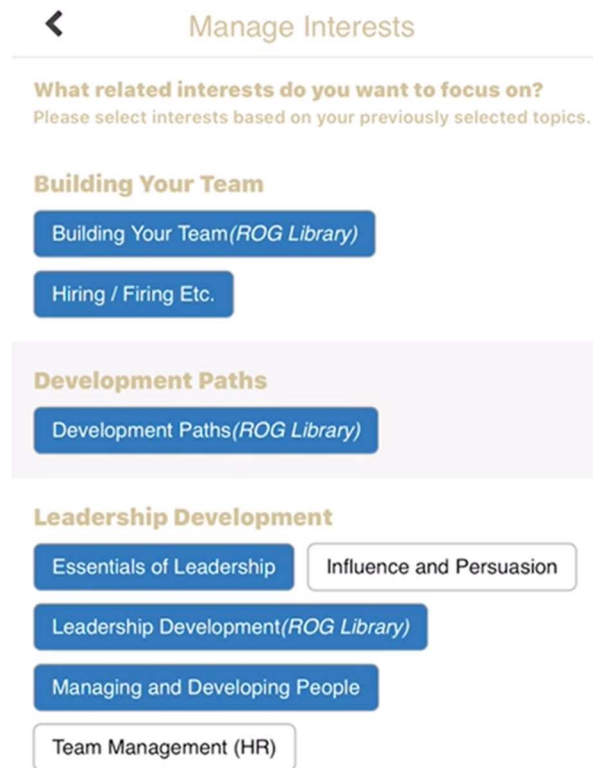
9. Click the + to add interests



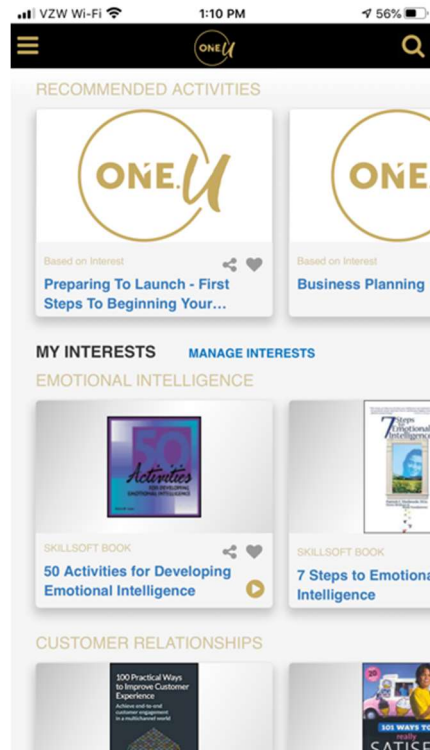
10. Select your interests and click 'Next'



11. Select related interests based on your prior selections and click 'Save'



12. This will generate Recommended Activities, and below will show different recommended learning materials based on your chosen interests



- a. Under each category, you can swipe the list left to see more recommendations
- b. If you click an option it will open the individual activity and you can click 'Start' to begin.



13. From the Home screen main menu, at the top left if you click the three lines it will open your Menu to allow you to navigate between your Home screen with all content, and Courses which includes what you are currently reading or working on.

