

UNIVERSITY OF REDLANDS APP AND VIRTUAL ID CARD

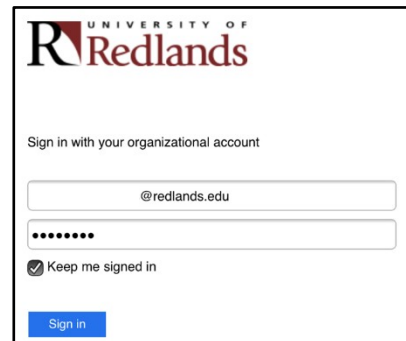
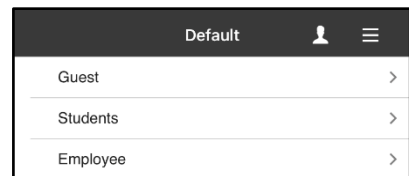
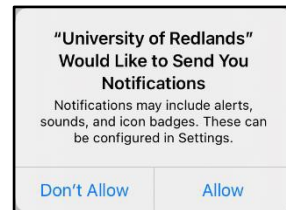
Download the University of Redlands App

- Go to [Apple App Store](#), [Google Play Store](#), or use this QR code.
- Search “University of Redlands” and look for the maroon background with the white block R.
- Download the app.
- If you do not have smart phones or prefer to your computer, the app is also available to view on browsers at https://redlandsedu-prod.modolabs.net/redlands_default.



Opening the App

- When you open the app for the first time, please choose to allow location settings and notifications.
- Then pick your default persona:
 - For faculty, staff, and administrators, pick **Employee**
- Sign in using your **University credentials** – including your full redlands.edu email address and case-sensitive password.
- We suggest you select the “Keep me signed in” radio button – this will keep you logged in for 90 days without having to re-enter your credentials.
- Select the “Sign In” button.
- You may be prompted to get **DUO authentication**; complete that process.

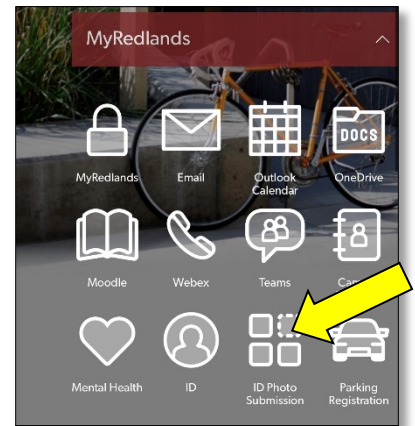


You're ready to explore the app!

- The app will initially take you to the home screen for your persona (as selected in the previous step).

Use MyRedlands on the App to Submit your ID Photo

- Use the “MyRedlands dropdown” and select “ID Photo Submission.”
- You may be prompted to sign in again with your University credentials.



Use MyRedlands on the App to Submit your ID Photo

- Select **Student** or Employee.
- Select **I understand.**
- When selecting a photo, please be sure you are:
 - Facing forward
 - Up close and centered on your face
 - In color
 - Uniform, light-colored background
 - Nothing in the photo except you
 - No sunglasses or hats
 - You may use a cell phone photo
- Select **Upload Photo** under the mascot's photo
- Select **Submit**

A screenshot of the MyRedlands app registration flow. Step 1: "Are you a student or employee? *". There are two radio button options: "Student" and "Employee". The "Employee" option is selected. Step 2: "Please download the Redlands app via the Apple App Store or Google Play Store to access your virtual ID. *". There is one radio button option: "I understand."

Opening UR Ready Highlights

- Employees – you can find the UR Ready page at the top rectangle button on the employee home screen titled “UR Ready Highlights.”

UR Ready Highlights

- UR Ready Highlights is how you will access your virtual university ID.

