

- 1. Install the **SEQTA Engage** app from the:
 - Apple App Store (iPhone/iPad devices)
 <u>https://apps.apple.com/au/app/seqta-engage/id1143067327</u> or

 Google Play Store (Android devices)
 <u>https://play.google.com/store/apps/details?id=com.seqta.android.engage</u>
- 2. If you **have** a SEQTA account, skip to Step 4.

If you **do not have** a SEQTA account, please check your email account to see if you have received a *Welcome to SEQTA Engage* email. If you have not received it, contact the OLMCA IT Help Desk at **(08) 9720 3300** or **<u>ithelpdesk@olmca.wa.edu.au</u>**.

3. Click on the *Set up your account now* link in the email, following the instructions to set your **SEQTA username** and **password**.



Figure 1 - SEQTA Engage welcome screen.

4. Open the **SEQTA Engage** app on your device for the first time to enter the **Welcome Screen**, shown in Figure 1 above.

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SEQTA – Setting Up SEQTA Engage for mobile devices



Figure 2 - Add account screen on SEQTA Engage.

5. Progress through the screens to arrive at an **Add Account Screen** as shown in Figure 2 above.

Select **MANUAL SETUP**. Where it prompts for a web address, enter **olmca.engage.cewa.edu.au**.

6. Enter your **SEQTA username** and **password** at the login screen.

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