Installing the App with auto check in

1.   Download the App (details included in the following link): https://www.safezoneapp.com/how-it-works

2.   Open the SafeZone app and enter your email (only tcd.ie email addresses will be accepted).

3.   Follow prompts to complete registration – see explanation below.

4.   Review and accept permissions

a.   **Location** – Select always allow (note this does not mean people can always see you and even though the app has access always, that data is not visible unless you check-in).

"Always allow" is required for check-in to work in the background, which enables you to minimize the app and return to the home screen which reduces battery use.

b.   **Bluetooth** is for alert devices or indoor location (not necessarily required at this point in time).

c.   **Notifications** allows people to reach you with important messages or in an emergency. This should be enabled (your location will not be visible in order for notifications to be sent).

d.   **Motion and Fitness Activity** is NOT about tracking your fitness, it refers to battery life – when the phone is not moving, the app knows not to check your location as frequently!
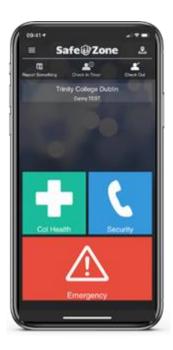
5. Complete your profile and set a password. Please note you are not required to provide a profile photo in order to register.

6. Accept Terms of Use. Please take some time to review the SafeZone Privacy Policy at https://www.safezoneapp.com/privacy-policy which sets out how your personal data will be processed in compliance with data protection law. If you require further information on data protection compliance at Trinity College and your rights under GDPR please contact dataprotection@tcd.ie.

7. Once the app is installed, press the menu button (in the top left of the screen) and select settings.

8. Allow automatic check-in.

9. You have now successfully completed the

process. If you need assistance, please email support@criticalarc.com or safezone@tcd.ie.

This will automatically check you in when entering College. However, you should check your phone and the SafeZone App to ensure you are checked in. If not, you will manually need to check in by clicking the Check in button at the top right corner. If you are checked in, the App will then look like this:

When you leave the premises, you will automatically be checked out but please check the App to ensure this has happened. If not, please select the Check Out option on the top right hand corner of this screen: