PRE-TRAINING CHECKLIST

Android Guide

This guide is for operational and frontline staff who will be using their personal Android phone to connect to the City network.

Follow these steps before your upcoming training session to set-up your City account (user ID).

Your City account will give you regular access to Currents (staff intranet), City Insider (staff newsletter), online training and your own City email address.

☑ COMPLETE THE CHECKLIST BEFORE YOUR TRAINING SESSION:

☐ **Ensure your phone meets the minimum operation system requirements: OS version 13.** We recommend you turn on automatic updates under "Settings" to always have the latest version.

☐ **Prepare a password phrase to use.**
Your password phrase – also called a "passphrase" – should be at least 14 characters, and contain at least one character from three of the four categories:

- Lower case letters
- Upper case letters
- Numbers
- Special characters

For example, "The2LampsAreYellow&Blue!"

Passphrases are longer than a regular password and easier to remember than random, mixed characters. You can also think of a phrase and then use the first letters of each word to create a complex password that is more memorable.

For example, the phrase, "My jersey number when I played competitive soccer was 27!" can be used to remember the password: "Mj#wIpcsw27!".

☐ **Know your Google Play Store login information and password.**

☐ **Scan the QR codes below to download the apps to your phone:**

1. Open the Camera app on your phone.
2. Hover your phone's camera over the QR code. Your phone will recognize the QR code and a link notification will appear.
3. Tap the notification to open the link.
4. Follow the instructions on the page to download the app to your phone.
5. Follow these steps for all the apps required, as outlined below in the chart.

Microsoft Authenticator app	Microsoft Edge app	Company Portal app

Thank you for completing these steps. Please bring your personal Android phone to your upcoming training session.

Visit **vancouver.ca/connecting-off-network-workers.aspx** to learn more.

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