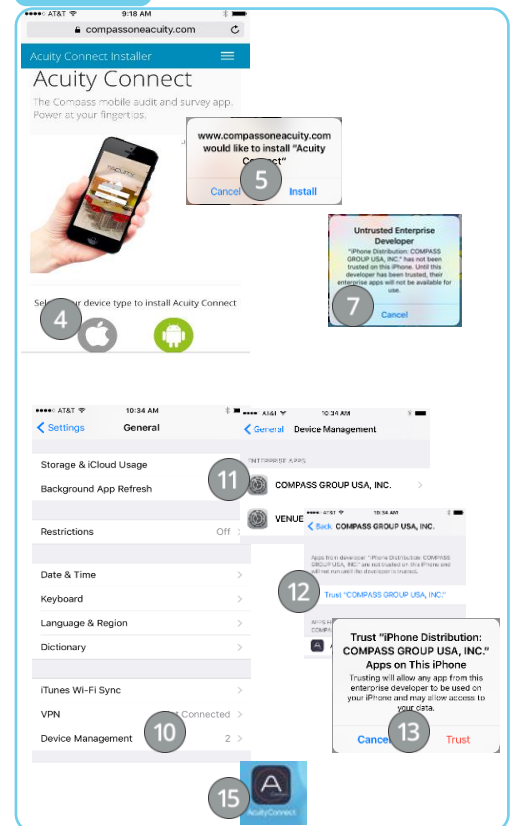ACUITY *Connect*

Welcome to the Acuity Connect app hosted by STG Minneapolis. The Acuity Connect application supports the latest two versions of iOS and Android. Please use a supported browser or your experience may not be optimal and your answers will not save and submit properly.

STEP A1 — Register - iPhone

1. Confirm device is connected to **WiFi**
2. Open **link**- https://www.compassoneacuity.com/connect/install
3. Confirm link is open in **Safari**
4. Select **Apple** button (at bottom)
5. Tap **Install** button
6. Go to phone screen > Open **Acuity Connect** app
7. From Error message > Tap **Cancel**
8. Proceed to create a trust via Phone Settings
9. Tap **Settings** (from phone screen)
10. Tap **General** > Tap **Device Management**
11. Tap **Compass Group USA** to select app
12. Tap **Trust Compass Group, USA Inc** link
13. Tap **Trust**
14. Close Settings - Acuity thumbnail will now have black background
15. Locate Acuity thumbnail > **Open** to complete setup (see Step B)

STEP A2 — Register - Android

1. Confirm device is connected to **WiFi**
2. Open **link**- https://www.compassoneacuity.com/connect/install
3. Select **Android** button (at bottom)
4. Tap **Install Acuity Connect** (Android) link
5. From "This type of file..." message > Click **OK**
6. App download completed > Tap **Open**
7. From Install blocked message > Tap **Settings**
8. From Unknown sources line > Tap **OFF** switch to allow for install outside Google Play Store
9. From warning box > Check **Allow this installation only** > Tap **OK**
10. From Acuity Connect message > Tap **Install**
11. Application Install completed > **Open** to complete setup (see Step B)complete setup
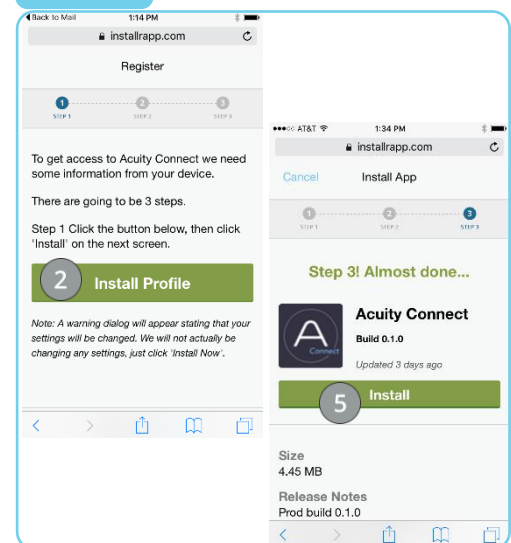
≡ACUITY *Connect*

STEP B — Initial Setup

1. Press **Acuity Connect** Icon
2. Popup of Acuity Connect would like to send you notifications > Click **Don't allow** or **OK**
3. Type **Username** (Compass Network ID)
4. Type **Password** (Compass Network Password)
5. Press **Login** button

Note: Same assess as logging in your computer and OMS

6. Select **Project**
7. Confirm Sector > Press **Yes**
8. Select **Role** > Arrow down until role is highlighted
9. Press **Done**
10. Confirm Role > Press **Next**
11. Click **Done**

Optional–Can add location now or prior to completing form

12. Press **Add New Location**
13. To search for location
    - Complete one location field (i.e. operation number) > Click **Search**
14. Press desired **Location**
15. Click **Done**
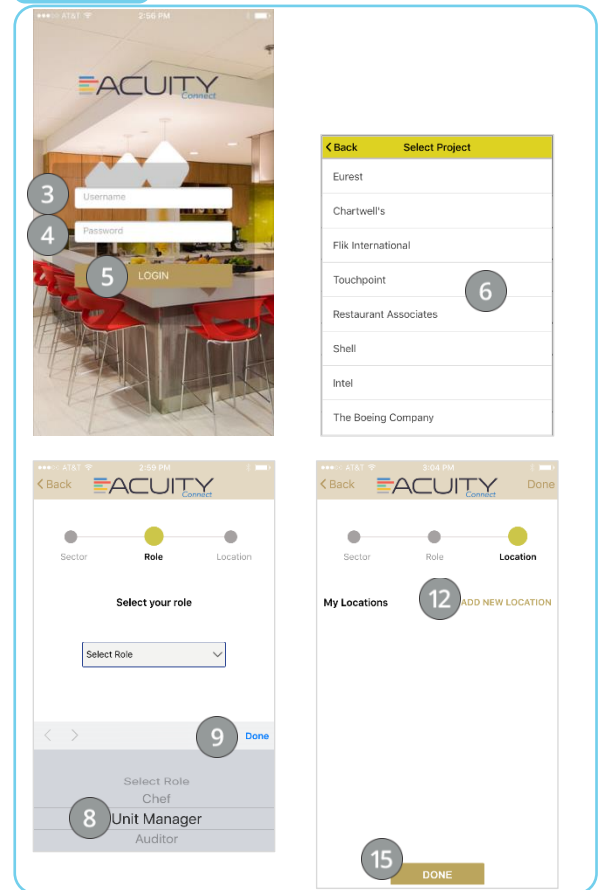
STEP C — Settings

The Settings tab, should you need to modify the Sector, Role or modify any settings.

1. Confirm device is connected to **WiFi**
2. From Menu > Click **Settings**
3. Modify settings as required
4. Press **Re-Sync Data** to resyncing of data
5. Press **Support** to start an email to the Acuity Connect help desk
6. Press **App Info** for version number
7. Click **Table of Contents** to return back
8. Press desired **function**
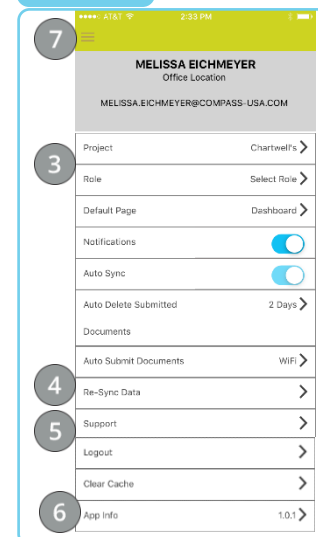
Must be **connected** to **WiFi**:
- During setup process
- Changing roles or sectors

- Contact Acuity Connect Support:
- Phone: 877-503-7584
- Email: acuityconnect@compassusa.freshdesk.com