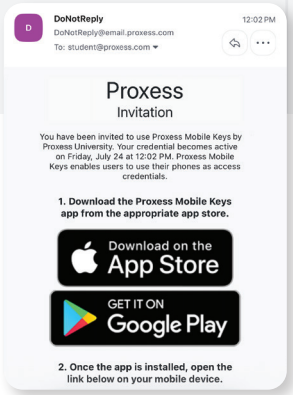
QUICK GUIDE

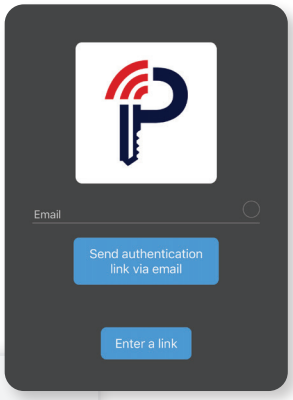
Proxess
MobileKEYS

Your Phone is Your Mobile Key

1 GET STARTED

1. You'll receive an email at your school/organization email address once your mobile credential has been activated.
2. Download the Proxess Mobile Keys app from the App Store or Google Play.
3. After the app is installed, click the link in the email.
4. Enter your school/ organization email address.
5. Tap "Send authentication link via email."





2 VERIFY YOUR ACCOUNT

1. Open your email on your phone and find the email from Proxess.
2. Click OPEN THIS LINK. This will take you back to the app.
3. You're all set! You're now logged in and ready to use Proxess Mobile Keys.

PRO TIPS

- ✓ Make sure your Bluetooth® is ON for the app to work.
- ✓ Be near the lock location.
- ✓ Use the email address associated with your school/organization account.
- ✓ If you do not receive the email, check your spam folder or contact your Proxess system administrator.

3 OPEN A LOCK

Open the Proxess Mobile Keys app. It will automatically show you the locks you are close to that you have access to. Press the OPEN button to open the lock.

1. When the lock is successfully unlocked, the app will show SUCCESS.
2. Enter the door.
3. After a few seconds the lock will return to the locked state in the app.

WHAT YOU NEED TO KNOW

Email Requirement: You will need a valid school/organization email account to sign up that can be accessed on your phone. We will email you a link to download the app.

Privacy: Proxess does not track your location.

Data Collection: We collect data only when you unlock or attempt to unlock a Proxess lock.

Bluetooth®: The app uses Bluetooth® to communicate with Proxess locks.

Individualized Access: Your credentials are unique to you, giving you access only to the locks you're authorized to use on campus.

Important: The link in the email is only good for 24 hours.

QUESTIONS?

For help or additional assistance, contact your Proxess system administrator.

Proxess