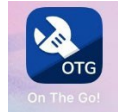
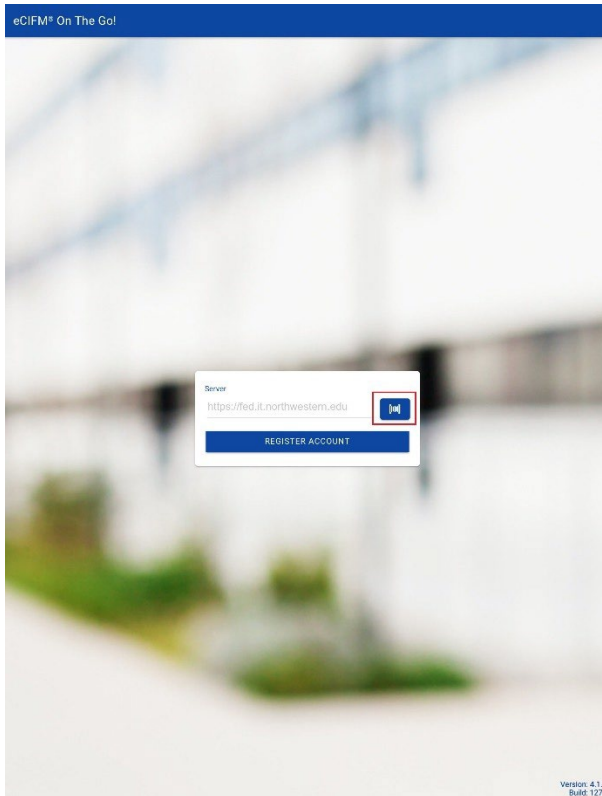


Register iPad with Production for OTG



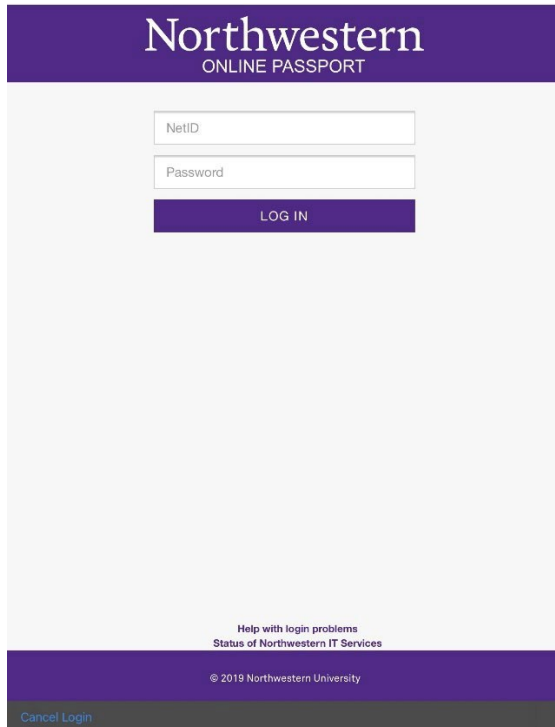
- 1) Open the app
- 2) You will be taken to a sign in screen, click on the barcode button



- 3) Scan the Production QR code (v 11/16/25)

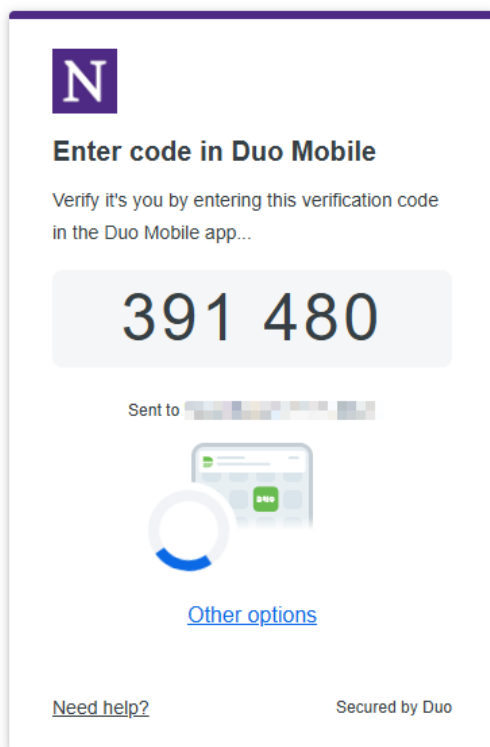


4) Sign in with NetID username & Password



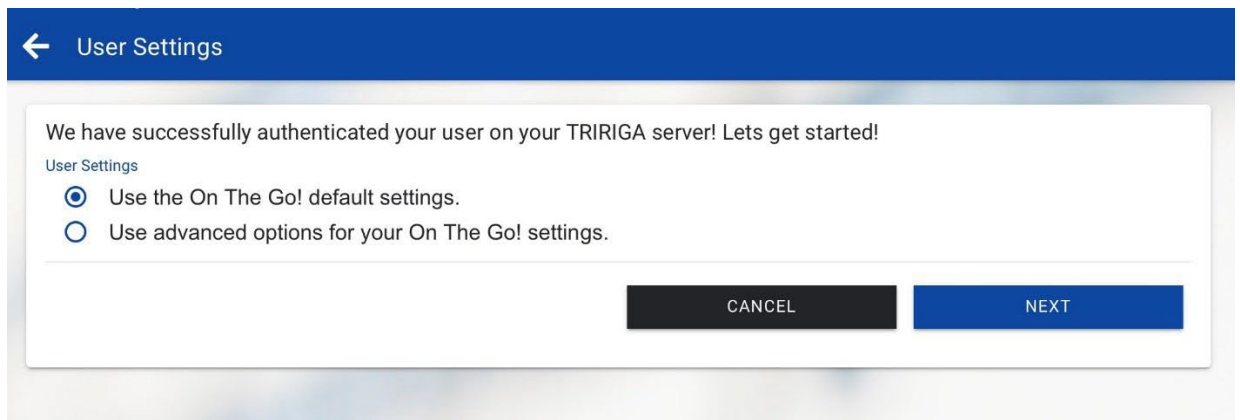
The image shows the Northwestern University Online Passport login page. At the top, there is a purple header with the text "Northwestern" in a large serif font and "ONLINE PASSPORT" in a smaller sans-serif font below it. Below the header, there are two input fields: "NetID" and "Password". Below these fields is a purple button with the text "LOG IN" in white. At the bottom of the page, there is a purple footer with the text "© 2019 Northwestern University". Above the footer, there is a link "Cancel Login" and a small text block that says "Help with login problems" and "Status of Northwestern IT Services".

5) A prompt for DUO will come up. Complete the DUO Steps



The image shows a Duo Mobile verification prompt. At the top, there is a purple square with a white "N" logo. Below the logo, the text "Enter code in Duo Mobile" is displayed in bold. Underneath, it says "Verify it's you by entering this verification code in the Duo Mobile app...". A large, light gray box contains the verification code "391 480". Below the code, it says "Sent to" followed by a blurred image of a phone screen. Below the phone screen, there is a circular icon with a blue arc and a green "Duo" logo. At the bottom, there is a link "Other options" and a link "Need help?". In the bottom right corner, it says "Secured by Duo".

6) Click Next



The screenshot shows the 'User Settings' screen. At the top, there is a blue header bar with a back arrow and the text 'User Settings'. Below this, a white box contains the message: 'We have successfully authenticated your user on your TRIRIGA server! Lets get started!'. Underneath the message, the text 'User Settings' is followed by two radio button options: 'Use the On The Go! default settings.' (which is selected) and 'Use advanced options for your On The Go! settings.'. At the bottom right of the white box, there are two buttons: 'CANCEL' and 'NEXT'.

← User Settings

We have successfully authenticated your user on your TRIRIGA server! Lets get started!

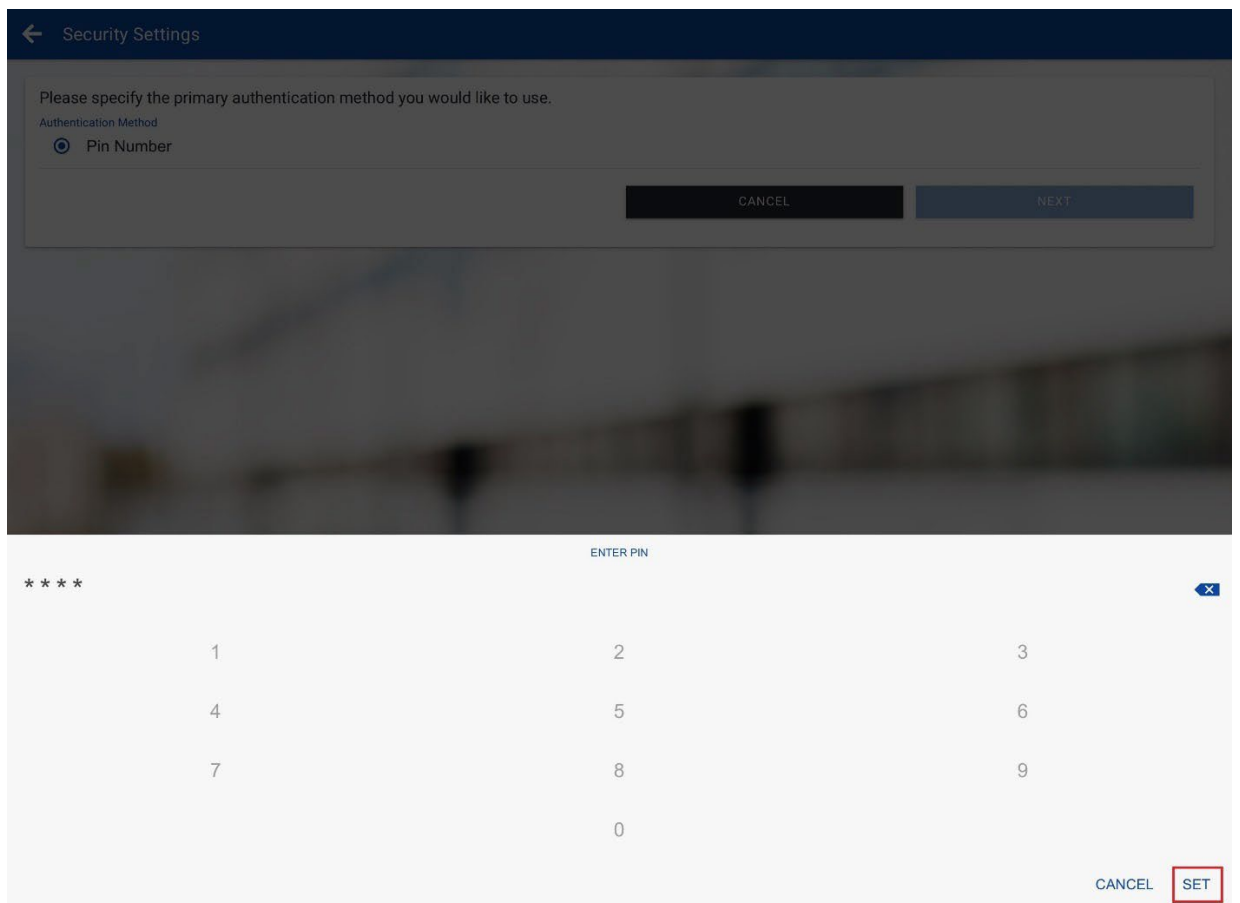
User Settings

☒ Use the On The Go! default settings.

☐ Use advanced options for your On The Go! settings.

CANCEL NEXT

7) Set and confirm PIN. Please use all 1s.



The screenshot shows the 'Security Settings' screen. At the top, there is a dark blue header bar with a back arrow and the text 'Security Settings'. Below this, a dark grey box contains the message: 'Please specify the primary authentication method you would like to use.'. Underneath the message, the text 'Authentication Method' is followed by a radio button option: 'Pin Number' (which is selected). At the bottom right of the dark grey box, there are two buttons: 'CANCEL' and 'NEXT'. Below the dark grey box, the screen transitions to a light grey background. At the top of this section, the text 'ENTER PIN' is displayed. Below this, there are four asterisks '****' on the left and a close button 'X' on the right. In the center, there is a numeric keypad with digits 1 through 9 and 0. At the bottom right, there are two buttons: 'CANCEL' and 'SET'.

← Security Settings

Please specify the primary authentication method you would like to use.

Authentication Method

☒ Pin Number

CANCEL NEXT

ENTER PIN

**** X

1 2 3

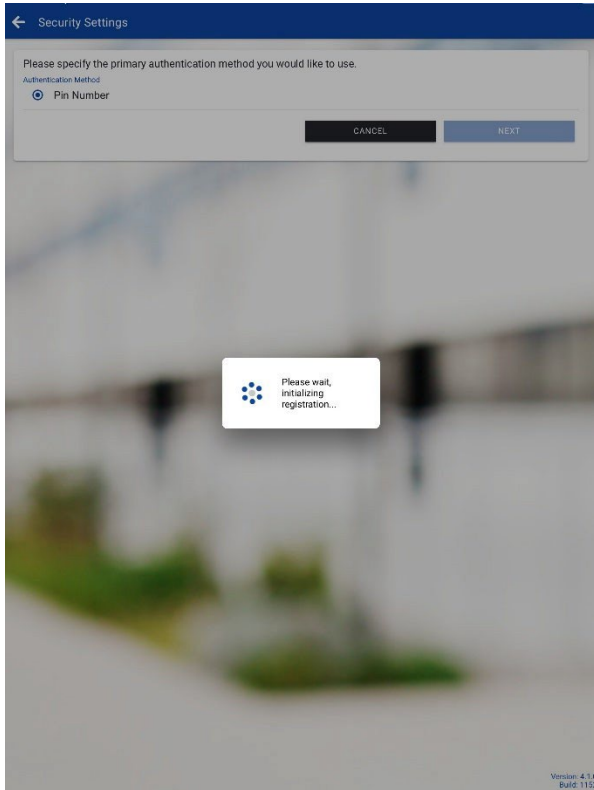
4 5 6

7 8 9

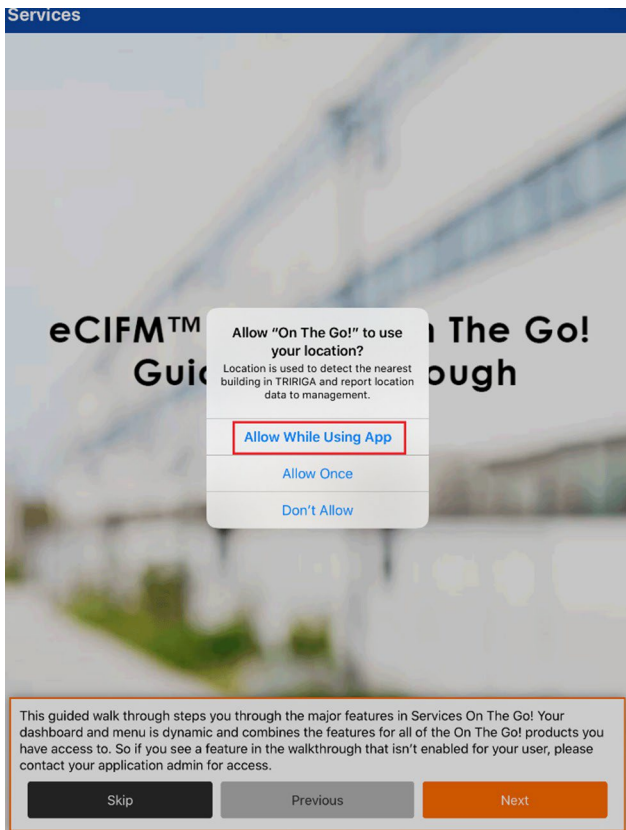
0

CANCEL SET

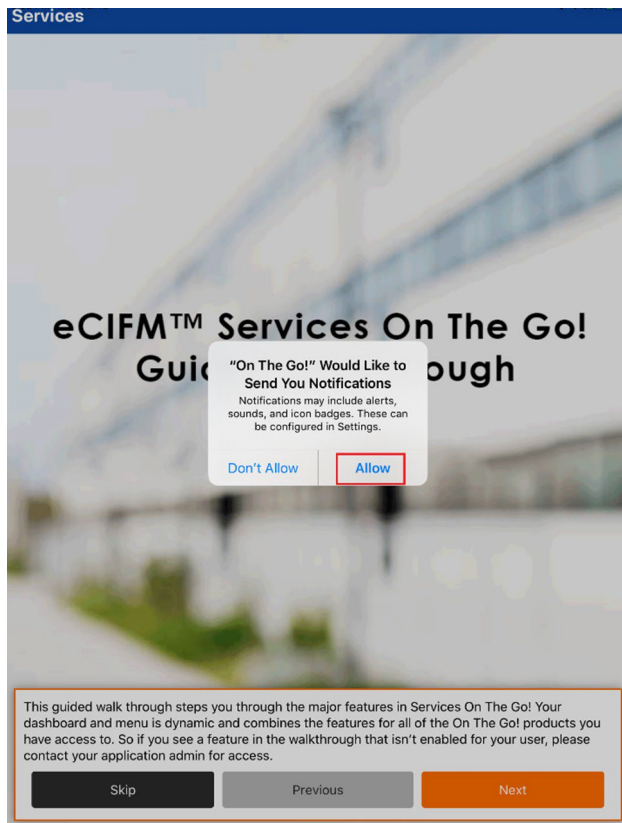
8) Wait for initializing registration to complete



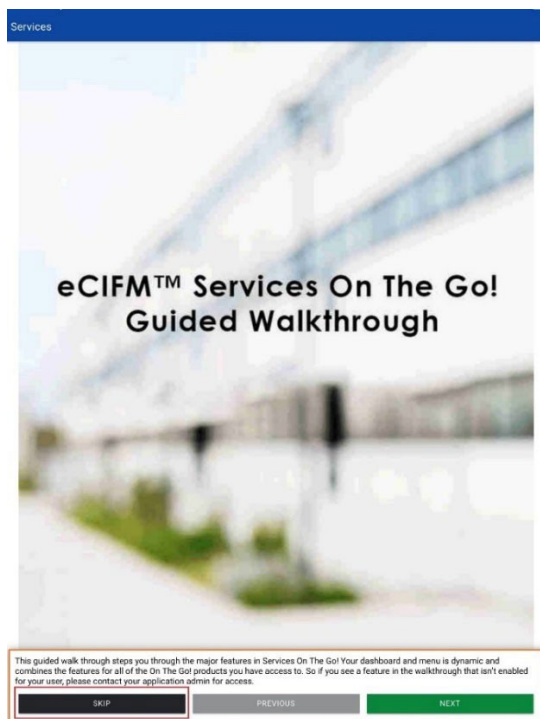
9) Allow "On the Go!" to use your location while using the app





10) Allow "On the Go!" to send notifications



11) Click Skip



12) Allow the sync to complete. Click Go when complete.

Loading Data...	
App Settings	1
Dynamic Data Sources	-
User Settings	1
Currency Settings	26
Tasks	0
Requests	0
Assets	
Supervisor Resources	5
Task Resource Allocations	0
Time Entries	0
Status	131
My Labor Rates	0
Pay Periods	1
Priorities	10
RCA Cause Codes	24
RCA Failure Codes	64
RCA Problem Codes	24
RCA Remedy Codes	16
	

Registration is complete