

Self Service User Account Management System (SSUAMS)

Mobile and Tablet App Download Procedure

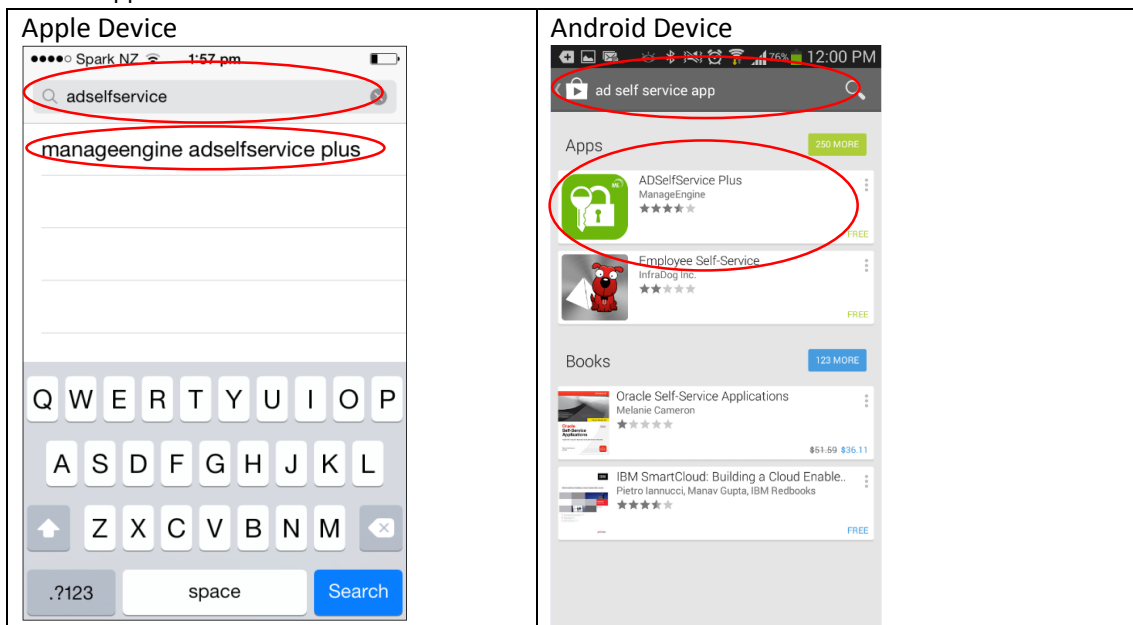
(For iPad, iPhone, Android Tablets, and Android Phones)

Below are the steps on how to download and install Self Service User Account Management application on to your apple and android tablet/mobile phone devices. Apple App Store or Google Play Store accounts is a pre-requisite of this procedure to allow you to download the applications. Please visit respective App Store on your device for more information on this. This service is accessible from within and outside NorthTec Campus Wi-Fi network across the internet.

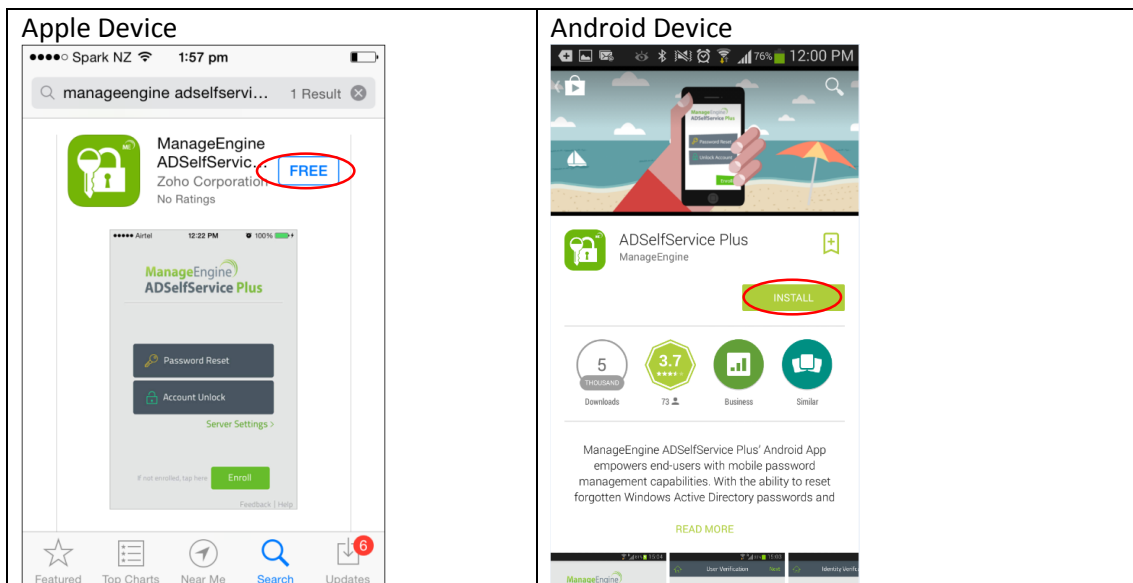
Note: 3G vs WIFI when installing mobile app and performing registration

If your account is already locked out, you will not be able to log in to NorthTec's Campus Wi-Fi Network "_NorthTec" and access internet services. You will need to use your mobile device 3G data plan for you to successfully download the app and register to the system.

1. On your mobile devices, go to app store and search for "adselfservice". Tap on "ADSelfService Plus" to select the app.

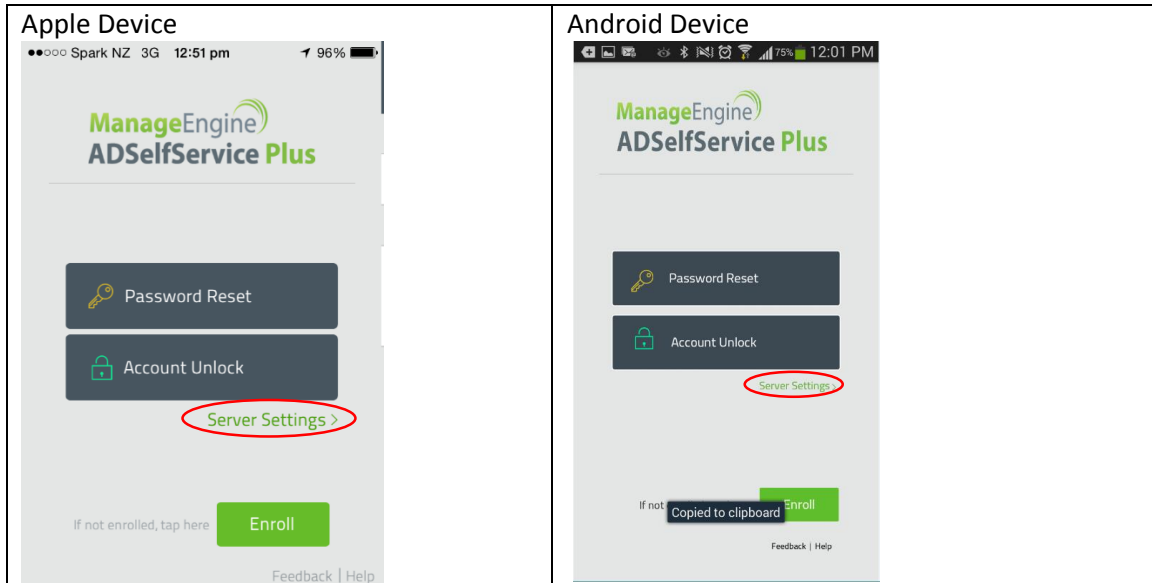


2. Install the App and provide the necessary permission and confirmation to continue with the installation.



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3. Open the App and tap on “Server Settings”



4. Set “Enable https” to “ON”, type in “selfservice.northland.ac.nz” and “9251” as shown below, and click on “Done”. That completes the installation process and the App should now be ready for use.

