


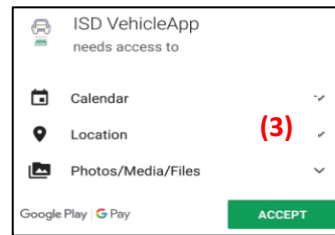



INTERNAL SERVICES DEPARTMENT INSTALLATION INSTRUCTIONS FOR ISD VEHICLE APP



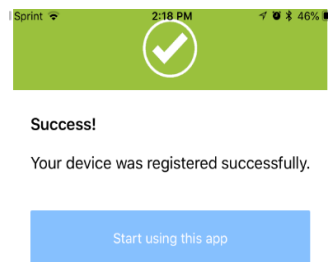
I. ANDROID

1. On your mobile device, select the Play Store  icon and enter ISD VehicleApp under search.
2. Select the ISD Vehicle App and tap Install.
3. As the ISD Vehicle App needs access to Calendar, Location and Photos/Media Files to work properly, select Accept.



4. When installation is complete, select OPEN and/or find the app on your mobile device. 
5. To log in for the first time or when prompted to update your credentials, enter your employee number, with an “e” in front, network password and select Submit.

6. The system will verify credentials and register your device which may take a few minutes. Once completed, the Success window pops up. Select, Start Using the App.
7. Once selected, the App opens and is ready to be used.








INTERNAL SERVICES DEPARTMENT INSTALLATION INSTRUCTIONS FOR ISD VEHICLE APP

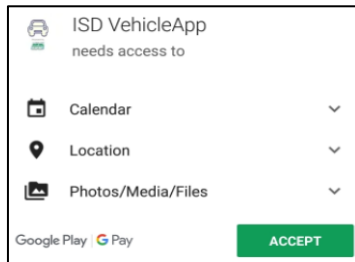



II. APPLE

On County Mobile Devices Using the Comp Portal App

If installing on a County mobile device **AND** have the Comp Portal App on your County mobile device, follow the instructions below. If not, go to Section III.

1. On your County mobile device, tap on the Comp Portal  icon.
2. Tap on the View  button. (Note: If prompted to sign in, enter your County email address, password and security question answer.)
3. Select the ISD Vehicle App  from the the list of County apps to begin installation.
4. As the ISD Vehicle App needs access to Calendar, Location and Photos/Media Files to work properly, select Accept.



5. When installation is complete, the app will change from a dark box to a vehicle icon. 
6. To log in for the first time, select the ISD Vehicle App. Enter your employee number, with an “e” in front, network password and select Submit.

Device Registration

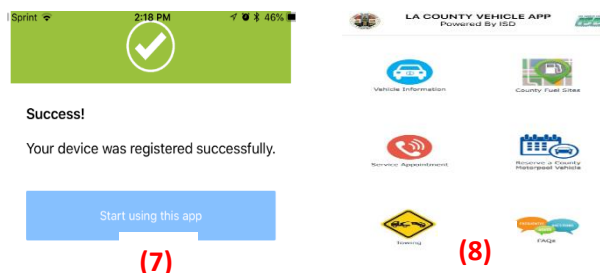
Please register this device by entering your employee ID and password.

Employee Number:

Password:

SUBMIT

7. The system will verify credentials and register your device which may take a few minutes. Once completed, the Success window pops up. Select, Start Using the App.
8. Once selected, the App opens and is ready to be used.



(7)

(8)




INTERNAL SERVICES DEPARTMENT INSTALLATION INSTRUCTIONS FOR ISD VEHICLE APP

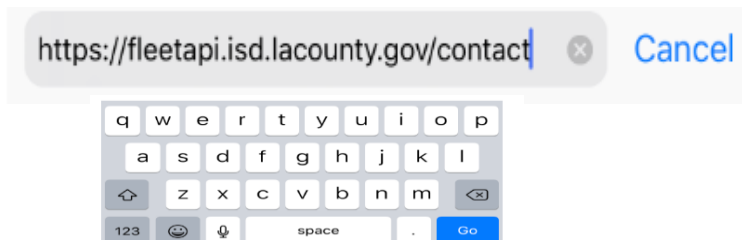


III. APPLE

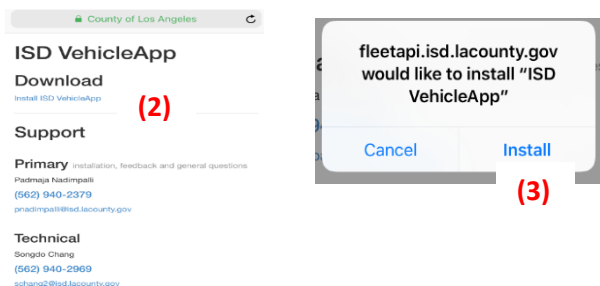
On Personal Mobile Device OR County Mobile Devices without the Comp Portal App


If installing on a personal mobile device OR County Mobile Device without the Comp Portal App, follow the instructions below.

1. Open Safari  and enter the following address under the search tab <https://fleetapi.isd.lacounty.gov/contact> and select Go.

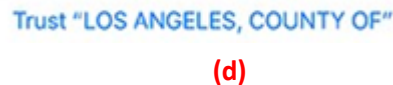
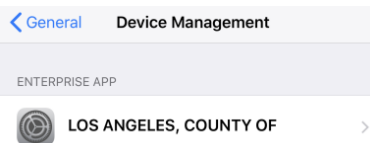
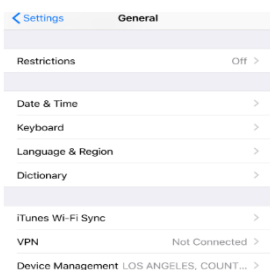


2. Select Install ISD Vehicle App under the Download Section.
3. When the window pops up, select install.



4. When installation is complete, the app will change from a dark box to a vehicle icon. 
5. To complete set-up:

- a. Open Settings 
- b. Select General 
- c. Select Device Management (or Profiles & Device Management)
- d. Under Enterprise App, select LOS ANGELES, COUNTY OF and then select Trust "LOS ANGELES, COUNTY OF"

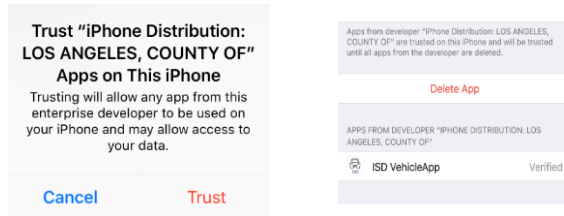




INTERNAL SERVICES DEPARTMENT INSTALLATION INSTRUCTIONS FOR ISD VEHICLE APP



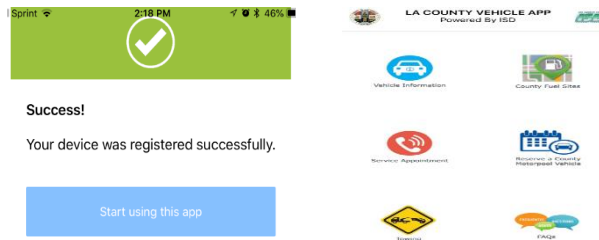
- e. When the window pops up, select Trust and the screen changes to the image on the right.



6. To log in for the first time, select the ISD Vehicle App. Enter your employee number, with an “e” in front, network password and select Submit.

7. The system will verify credentials and register your device which may take a few minutes. Once completed, the Success window pops up. Select, Start Using the App.

8. Once selected, the App opens and is ready to be used.



FOR FURTHER ASSISTANCE OR QUESTIONS

- Contact Padmaja Nadimpalli, ISD, at PNadimpalli@isd.lacounty.gov or (562) 940-2379.
- Create a ticket on the Self Service Portal at: <http://sms.isd.lacounty.gov/CherwellPortal/eSP>
- Contact the Help Desk at (562) 940-3305.