Add the Device and Generate an Activation Code in the User Profile

To activate a mobile device, the device must be registered and an activation code generated. This is done through the user profile. Follow the steps below to perform this task.

1. Access your user profile by clicking on your name in the upper right bar and go to User Profile and Preferences > App Activation Codes.

2. Click the button. Select a unique password that you’ll use only to login on this device, click add device and give your phone a nickname then choose “Yes” for Email Activation Code to User. Jaggaer will display an activation code and also send it to you in an email.
3. Now you will need to download the Jaggaer application to your device. And select whether or not you want the app to send you notifications. Allowing notifications will make it so that the app can let you know when you have a pending approval. Once you’ve chosen your preference for notification, click the “Let’s Begin” button.

9. The newly added device will display on the App Activation Codes screen under the Pending Codes heading.

Activate the Mobile Device

To activate your mobile device, use one of the following steps:

- If the code was emailed to you, you can activate it directly from the email, provided you can open the email on the device. To perform this task:

  1. Open the email on the device and click on the button in the email body. The Register Device screen will open with the registration code automatically entered.

  2. In the Password field, enter the password created when the device was added to the user profile. Note: If you were not prompted to enter a password when adding
the device, you should enter the password you normally use to log in to SelectSite.

3. Click Register Device. The device will have access to the mobile app.

- If you do not have an email with the code you will need to enter it manually in the app on the device. Follow the steps below.

  1. Open the app on the device. The Register Devices screen will open. Be sure to have the code on-hand.

  2. Enter the code in the Typeable Token field.

  3. In the Password field, enter the password created when the device was added to the user profile. Note: If you were not prompted to enter a password when adding the device, you should enter the password you normally use to log in to SelectSite.

  4. Click Register Device. The device will have access to the mobile app.