

Quick Reference Guide: How to Go Mobile with myHubb

Introduction This guide explains the steps required for an employee to connect to myHubb via a mobile device.

Responsibility This task is performed by any user wishing to register for mobile access to myHubb.

Terminology The table below defines terms you should know to perform the task.

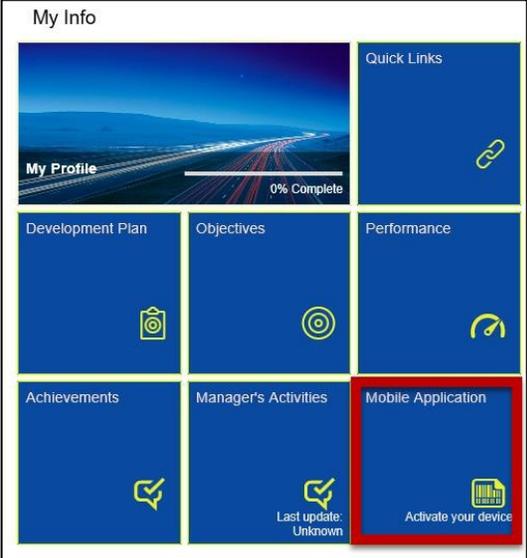
Term	Definition
Portal	A website where the user logs in with credentials and accesses information.
SuccessFactors Mobile Solutions app	An app for phone or tablet devices available to be installed from provider stores. These apps provide access to most features within myHubb.
QR Code	A Quick Response (QR) code is a machine-readable optical label that contains information to the item to which it is attached. It consists of black squares arranged in a square grid on a white background, which can be read by an imaging device such as a camera.

Before you begin You will download the SuccessFactors mobile App from the Apple App Store (for iPhones) or Google Play Store (for Android phones). Once you have downloaded the App, click Open. Next, under the company name field, press the option **Log In with QR Code**.

You will then be prompted to enable the SuccessFactors mobile app to access your device's camera – press **OK**. The app will show a square frame – simply follow the next few steps on your PC, and then hold the frame on your phone to line up with the picture of the QR code on your PC (see Step 3 below).

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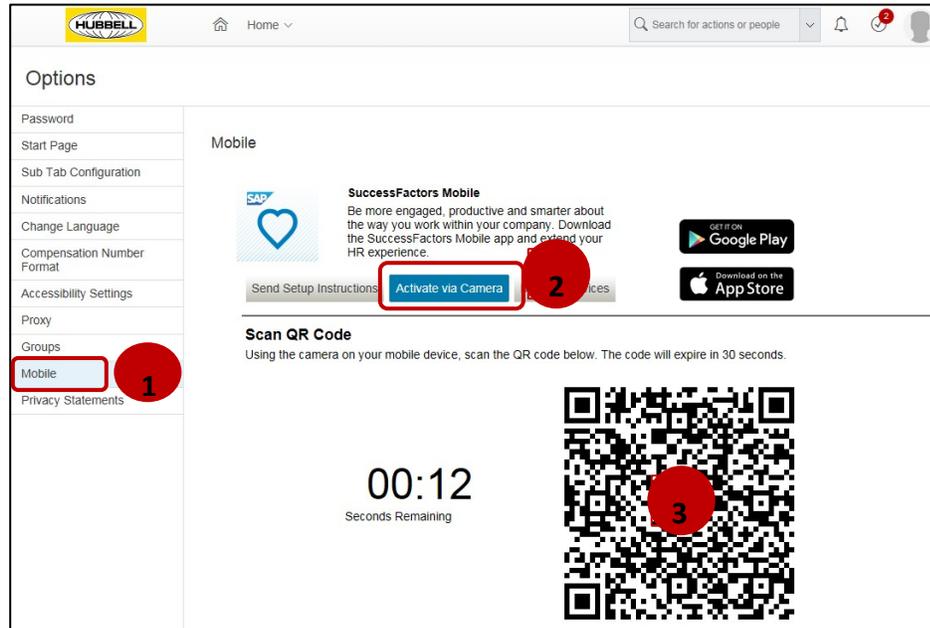
Procedure Follow the steps below to activate the SuccessFactors mobile app.

Step	Action
1	Log in to myHubb.
2	<p>Click on the Mobile Application tile.</p>  <p>The screenshot shows a dashboard titled "My Info" with several tiles: "My Profile" (0% Complete), "Quick Links", "Development Plan", "Objectives", "Performance", "Achievements", "Manager's Activities" (Last update: Unknown), and "Mobile Application" (Activate your device). The "Mobile Application" tile is highlighted with a red border.</p>

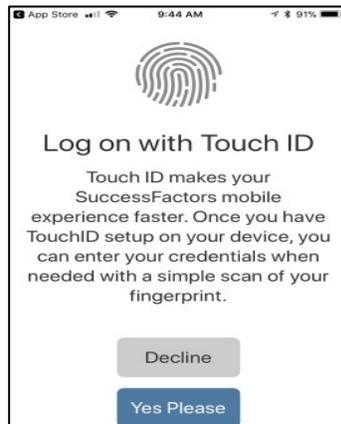
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- 1) Under Options, select Mobile,
- 2) Click **Activate via Camera** and a QR code will show on the screen (do not use the **Send Email** button; it does not currently function properly.)
- 3) Now, hold up your phone to your monitor so the photo frame in the SuccessFactors app captures the QR Code.

Note: The code will expire after 30 seconds. It is personalized to you and your sign-in credentials. If this times out before you take the picture, click the "Get New Code" button which will appear at the bottom of your screen.



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We recommend pressing **Yes Please** to activate Touch ID for the SuccessFactors mobile app – this enables you to log in with your fingerprint each time, rather than choosing and remembering a password.

	<p>If you press Decline, you will be prompted to create a Mobile App password (password guidance is included, and checkmarks will appear when you have met the password guidelines). Click Next.</p> <p>You will be prompted to re-enter your new password. Click Done.</p>
5	You will now be in the mobile application.
6	If you have questions, please submit a service request to 1-800-Hubbell . (ServiceDesk@Hubbell.com)
