RIATA CENTER
FOR ENTREPRENEURSHIP
AT SPEARS BUSINESS

Standard Operating Procedures

Envoy Passport Procedures

Step 1: Download Passport

The Envoy Passport mobile app is available for iPhone and Android. To download Passport, search for *"Envoy Passport"* in the App Store and on Google Play.

Step 2: Create an account

1. Open Passport, and tap *Log in or sign up.*

2. Enter your *Oklahoma State University* email address.

3. Check your email *(on your phone)*, and follow the instructions to confirm your email address.

4. Turn on your location settings.
   a. Locations should be turned on both on your *Envoy App* and your *phone* settings. *(always on is the best route for your phone settings)*

5. Choose your personal notification preferences.
   a. The Envoy administrator will set notification preferences for your location, but *you* can set the preferences that are right for you.
   b. To *enable* a notification method, toggle it to the *"on"* position.
   c. To *disable* a notification method, toggle it to the *"off"* position.

6. Take a Passport photo. (*don't worry, you can always change this later if you prefer*)
   a. You can also upload a photo directly from your phone.

7. Enable Passport and allow permissions.

Passport settings

If you need to check or change any settings (like your locations, host notifications or passport status), you can.

1. Open Envoy Passport on *your* phone.

2. Go to the *Profile* tab.

3. Tap *Settings*.

When Passport at my company is toggled *"on,"* your Passport will appear on the Riata Center's iPad.

This makes it a helpful feature to turn on when you are registered to attend an event, but not typically recommended for day-to-day use. However, if you plan to visit the Riata Center at any point, we ask that you always check in.

Additional Information:

Change Passport photo (on iPhone)

1. Open Envoy Passport on your phone.

2. Go to the *Profile* tab.

3. Tap *Edit*.

4. Tap *Photo*.

5. You can either take a new photo or choose to upload a photo from your phone.

6. Once you've selected a photo, tap *Done* to save.

Change Passport photo (on Android)

Open Envoy Passport on your phone.

1. Go to the *Profile* tab.

2. Tap the *pencil* icon.

3. Tap your existing photo. If you do not have a photo, tap in the photo area.

4. You can either take a new photo or choose to upload a photo from your phone.

5. Once you've selected a photo, tap the *check mark* to save.