SciQuest (CrimsonCorner) Mobile Application

CrimsonCorner users are now able to use a free mobile app on their Apple or Android smartphones. The app is called **SciQuest.** Mobile app users will be able to:

- Receive and review notifications and action items.
- Approve or reject requisitions and invoices (based on their current security settings in cc.ou.edu).
- View comments and attachments.

To set up the mobile app, please perform the following steps:

- Download the app onto your phone
    - Apple devices: from the app store. Search for **SciQuest.**
    - Android devices: from the Google Play app store. Search for **SciQuest.**
- Log into cc.ou.edu.
- Go to View My Profile>User Profile and Preferences>App Activation.
- Click on Add Device.
- Enter a Device Name (such as "Apple 5")
- Select Yes to "Email Activation Code to User". (For security purposes, these email activation codes must be used for registration within 72 hours. After that, they will expire and you will have to regenerate a code.)
- Click Add Device.
- If you have never used the mobile app on any device, you will be prompted to create a password for your app. Please note the following:
    - This password should **NOT** be the same password you use for cc.ou.edu.
    - Passwords are case sensitive.
    - Passwords must be a minimum of 6 alphanumeric characters.
    - You must remember this password; it will not be stored on any OU server, so re-setting it is a manual process.
    - If you have previously used the mobile app on a device, your password will remain the same on the new device.
- You will be given a code.
- Go to your phone and click on the app you downloaded.
- Enter the code provided. It is case-sensitive, and you should enter the dashes.
- Enter the password you created for your app. Please note that it is case sensitive.
- You will be taken into your app, where you can view attachments and comments, or review, approve, and reject documents.

Special items to note:

- Please take the following precautions to keep your data secure:
  - Log out of the app if you do not intend to use it for a period of time.
  - Always password-protect your mobile device.
  - Change your app password immediately if you lose your device.
- On newer Apple devices, you may be able to use the TouchID recognition feature to avoid the need to enter a password every time you log in to SciQuest from your phone. To use an existing TouchID for SciQuest, go to settings. Scroll down to SciQuest and turn on "Use Touch ID when available". There may also be similar functionality for android devices.
- Actions taken in the mobile app (or via email approval) will not be accepted during system outages.
- You control your app password.
  - If you want to change your password (and you know your current app password), simply go to cc.ou.edu. Navigate to User Profile and Preferences>App Activation Codes. Click on Change App Password.
  - If you need to change your app password (and you have forgotten your existing app password), send an email to ccsupport@ou.edu. Please include your emplid and ask that your _app_ password be reset. The administration team will change your app password to a temporary one and will notify you of the change. You must then immediately log on to the mobile app where you will be prompted to change your password.
  - If you have forgotten your password, do not attempt to remove your device and go through the setup process again. The system retains your password, whether you are on your current device or setting up a new device. If you have forgotten your existing app password, follow the instructions above.