# Laserfiche - How to Sign In to the Laserfiche Mobile App

KB0010454  -  <u>Latest Version</u>

You will use these instructions to connect to the Laserfiche mobile app.

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## Download the App
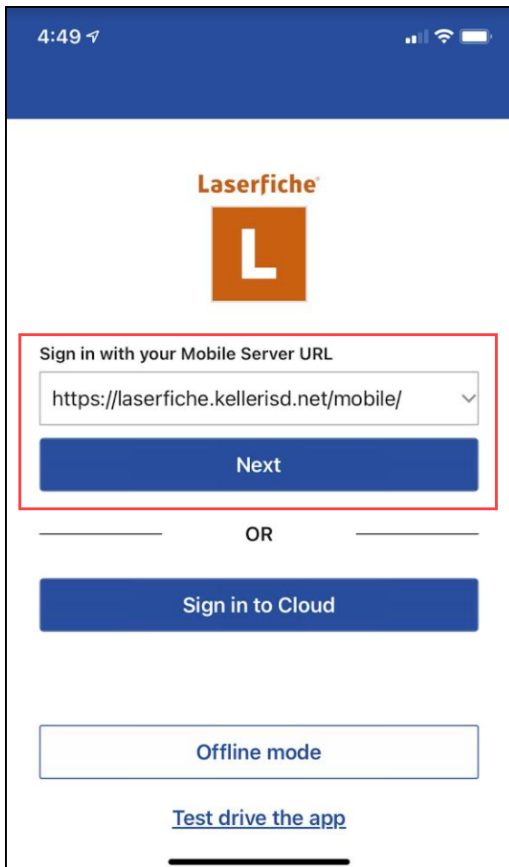
1. **DOWNLOAD** the Laserfiche mobile app.



## Login to the App

1. **OPEN** the Laserfiche mobile app.

2. Enter the Laserfiche mobile server URL: <u>https://laserfiche.kellerisd.net./mobile/</u> <u>(https://laserfiche.kellerisd.net./mobile/)</u>, then click **NEXT**.
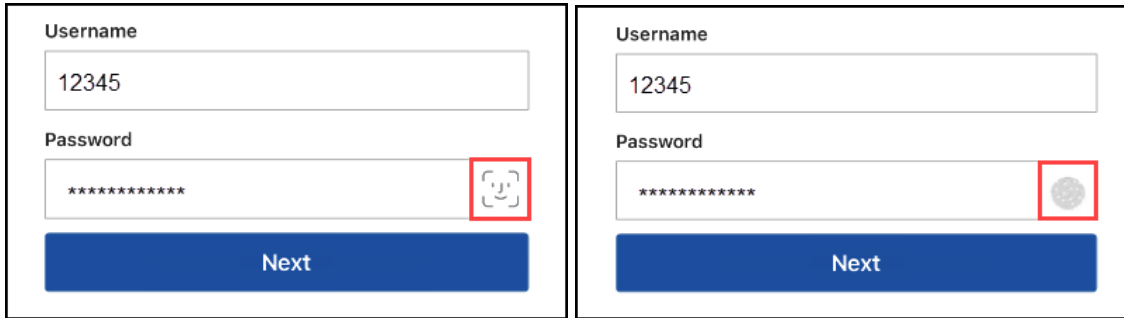
3. Enter your **USER NAME** and **PASSWORD.** This should be the same User Name and Password that you use to login to your computer. Click **NEXT**.
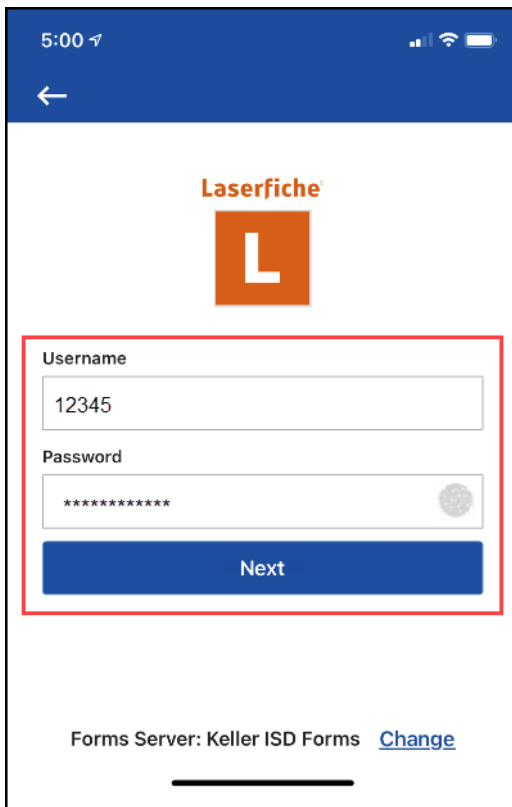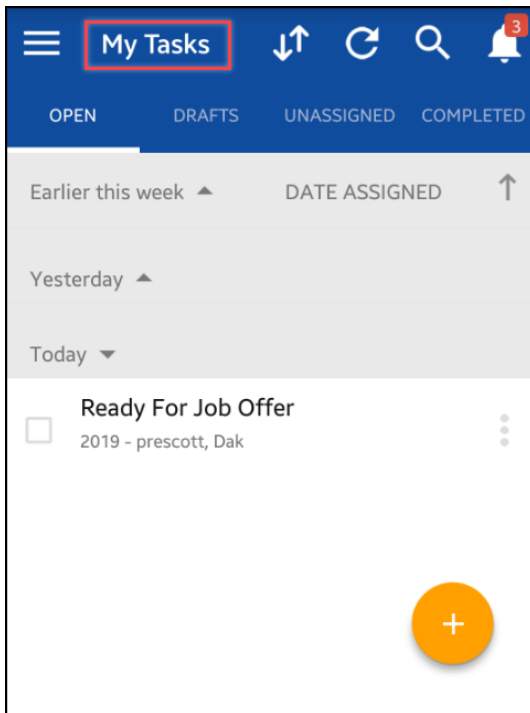


4. When signing in for the first time, you will be asked if you want to use **FACE ID** or **TOUCH ID** (if your device has this feature enabled). If you choose not to use either method, you will use your User Name and Password to sign in each time.

You can enable Touch ID or Face ID by pressing the **FACE** or **FINGERPRINT** icon in the password box on the sign-in page or in the app's **SETTINGS.** If there are too many failed Touch ID or Face ID authentication attempts, you will be asked to enter your device passcode in order try again. If you do not see the Face ID or Touch ID icons, ensure the device has been set up to use these features.

| Username | | Username | |
|---|---|---|---|
| 12345 | | 12345 | |
| Password | | Password | |
| ************ | | ************ | |
| Next | | Next | |

5. Once you are signed in, you will be in your **MY TASKS** inbox.

My Tasks

OPEN          DRAFTS          UNASSIGNED          COMPLETED

Earlier this week ▲          DATE ASSIGNED          ↑

Yesterday ▲

Today ▼

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Revised by Karen Britvich
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