

Catalyst Enrollment Guide

Step 1. Getting Started: Download the App to your Smartphone

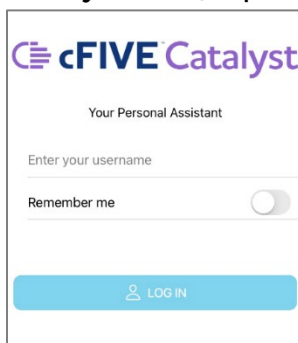
Two Ways to Download the Catalyst Mobile App to your phone:

1. You will receive a text message from your PO asking you to Enroll in cFive Catalyst.
 - Tap/Click on the “iOS” link if you have an iPhone, or tap/click on the “Android” link if you have an Android phone.
 - Those links will take you to your phone’s App Store so you can download the app.
 - You will need to know your phone’s password to download the app to your phone.
2. You can go to the App Store for your phone and search for “Catalyst 2.0” and download the app. ★When you have downloaded the app you will see this icon on your phone screen:



Step 2. Login to the Catalyst App

When you click/tap on the Catalyst icon you will be taken to your Catalyst login screen.



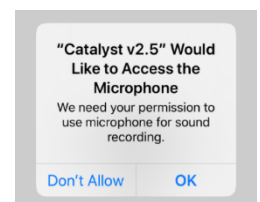
<<<It will look like this:

1. Your Text Message will have your user name in it and/or your PO will tell you what it is.
 - In most cases it will be your **firstname.lastname**
2. You can use capital or lower-case letters to enter your name as you login (it does not matter), but remember you do have to enter the period/dot between the first and last name.

Step 3. Set up your Catalyst Account. This is called “Enrolling”.

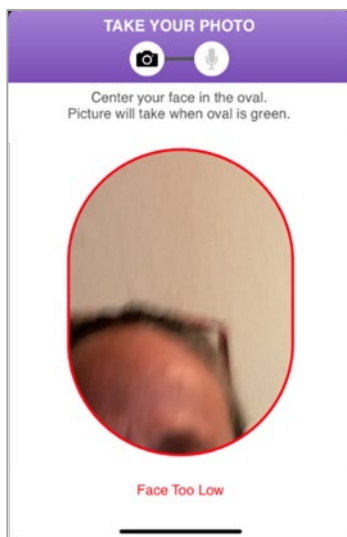
The first time you login to Catalyst you will be “Enrolling” in the App. There are two steps in the Enrollment process. First you will set up your photo ID, and the second step will be to set up your voice print.

Important: Catalyst will not work unless you allow Catalyst to send you notifications, and allow Catalyst access to your camera and microphone. Catalyst will send you pop-up messages asking you these questions, and you must always choose the “Allow” or “OK” option (the message will vary depending on your phone and phone settings).



Enrolling, Part 1. Take Your Picture.

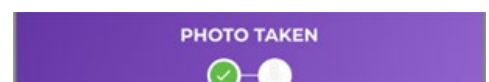
When you login the first time, Catalyst will take your picture. Catalyst will use this image as a base image to compare to each time you login.



How to take your picture:

1. After you have entered your user name and hit the blue “Log In” button you will see a large oval on your screen. You need to position your face within that oval (try not to move your phone while you do this).
 - If you see a Red Line: It means that your face is not meeting the requirements. Catalyst will give you messages to tell you what to do (No Face Detected, Face Too Low, Face Too Far Away, Right Eye Closed, etc.)
 - When you see a Green Line: It means you have positioned your face appropriately for Catalyst and Catalyst will snap a picture.

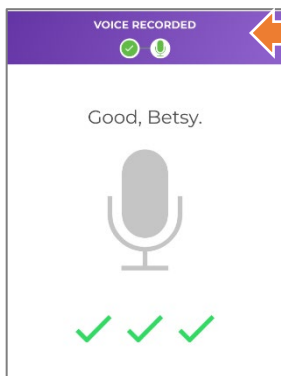
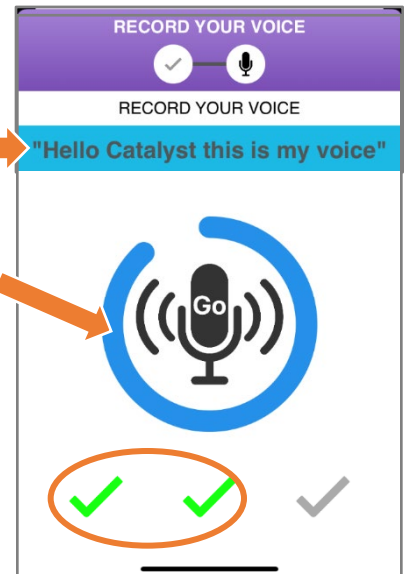
★The green check mark at the top of the photo screen means you have completed this step of the Enrollment, and will advance to Part 2.



Enrolling, Part 2. Record Your Voice.

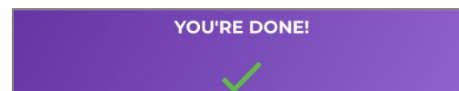
When you login the first time, Catalyst will also record your voice. How to record your voice:

1. To Enroll, Catalyst will record three samples of your voice. When prompted you will need to record the phrase **"Hello Catalyst this is my voice"**.
2. **Important:** Catalyst will prompt you when to say the phrase. Watch the microphone image in the middle of your screen - when it says **"Go"** say the phrase **ONE** time. The blue circle that moves around the microphone is your timer; you can record your voice anytime you can see the blue line.
3. **Recording Tips:**
 - a. Speak clearly, at a normal pace (don't rush)
 - b. Use your normal speaking voice, don't yell or whisper
 - c. Make sure you are in an area where there is not background noise that can interfere with the recording
4. When you have completed the phrase successfully, you will see a green check mark at the bottom of the screen. This example shows two check marks which means you have recorded the phrase successfully two times.
5. When you have finished recording the phrase successfully three times you will see two screens.



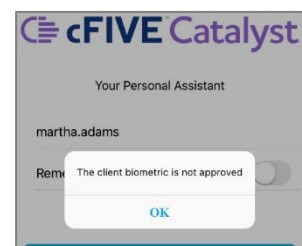
First, you will see the screen telling you your voice has been recorded. (Note the top area of the screen gives you a message that says "Voice Recorded" and beneath the microphone you see three green check marks.)

6. The next screen tells you **You're Done** at the top:



7. Once you have completed these two steps (the photo and voice recording), your case manager/PO will be notified you have completed your enrollment.

Next your case manager/PO will need to verify your biometrics before you can use Catalyst. You will not be able to login to Catalyst until your case manager/PO has done that. If you try to login before your office has approved your Enrollment you will get this message >>>



8. When your officer has approved your Enrollment, you will receive a text/SMS notification on your phone letting you know your Enrollment is complete. It will look something like this, but will contain YOUR user name.



Congratulations! When you receive this text, you are Enrolled and can now begin using Catalyst.

Congratulations! Your enrollment is complete and you may now use cFive Catalyst. Open Catalyst and enter your user name: 'MARTHA.ADAMS'. Follow the instructions to log in.