US Tablet Initialization

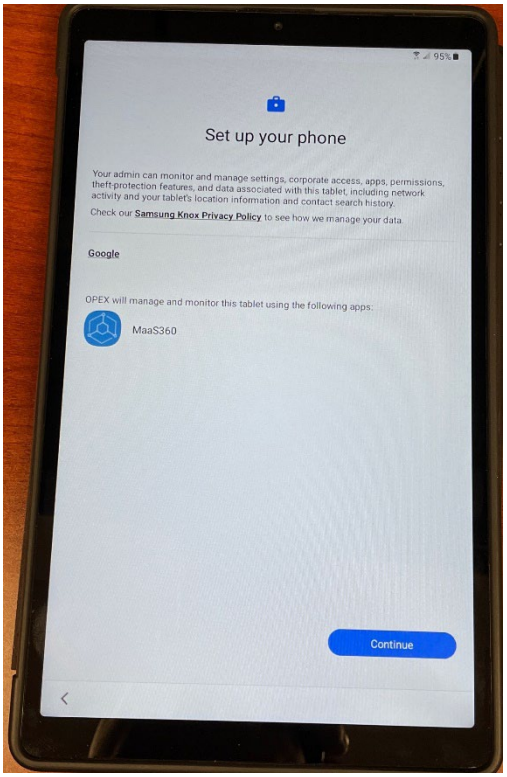
Rev (03/09/2023)

Overview

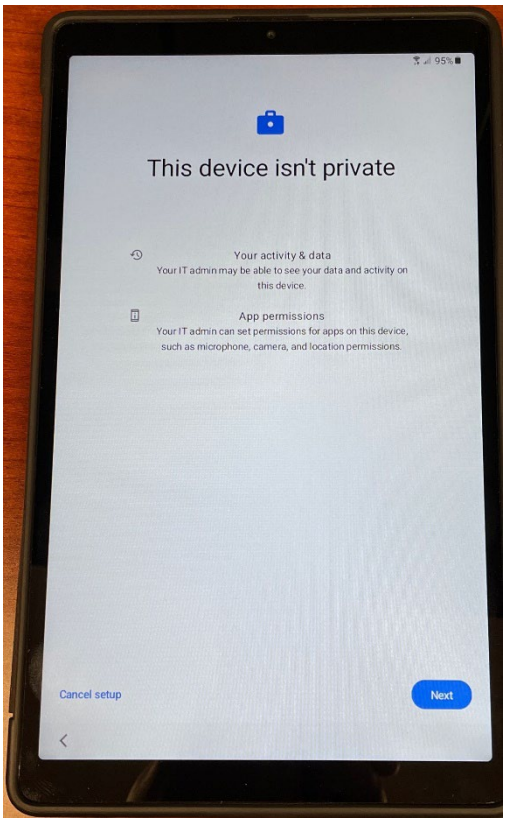
This will be the process of enrolling a tablet into our MDM (Mobile Device Management). Fully charge your tablet using the charger provided with the device and allow 30-40 minutes to complete setup. If you meet any issues during the setup process, contact groupitmdmstaff@opex.com.

Tablet Setup

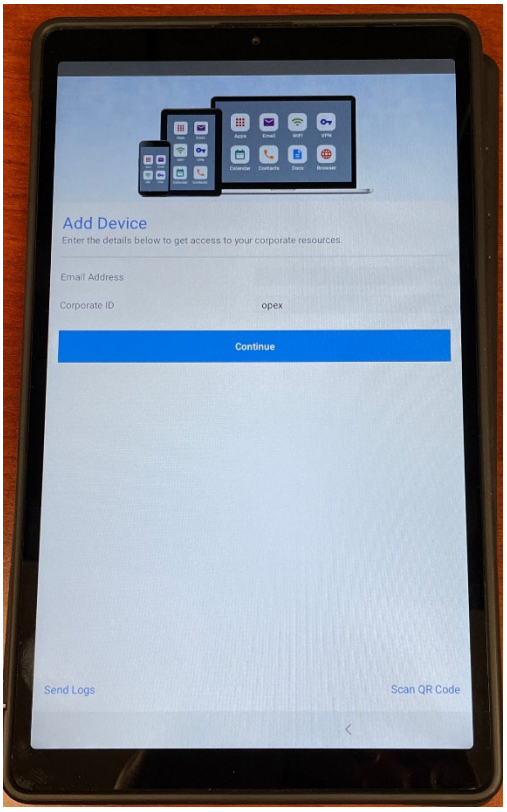
1. Take the tablet out of the box and plug it in using the charger provided. It is recommended to begin this process with a full battery.
2. It will go through various screens after you connect to WIFI such as “Updating” and “Getting ready for work setup,” you may need to wait a minute or two.
3. You will come to a screen titled “Set up your phone,” please tap **continue**.



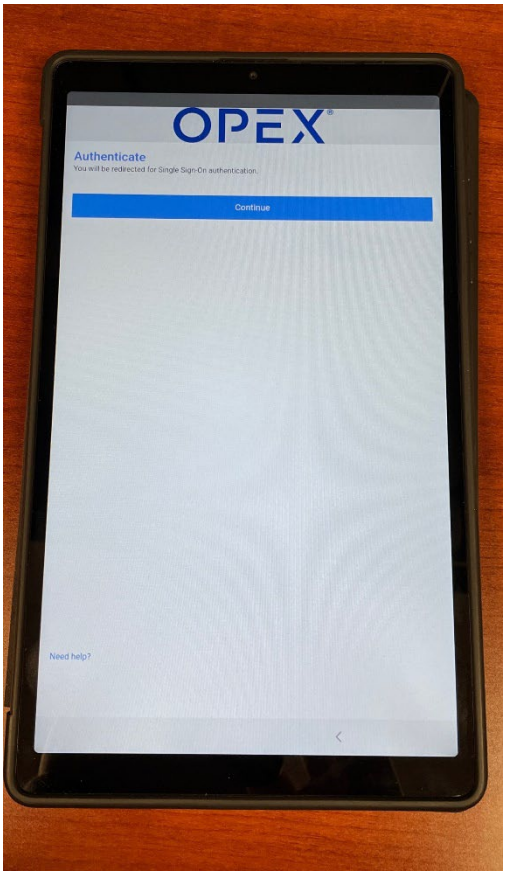
4. The next screen will have a progress bar and will load your default apps, this may take a few minutes.
5. Once this is done, you will come to a screen that says, “This device isn’t private,” tap the **next** button.



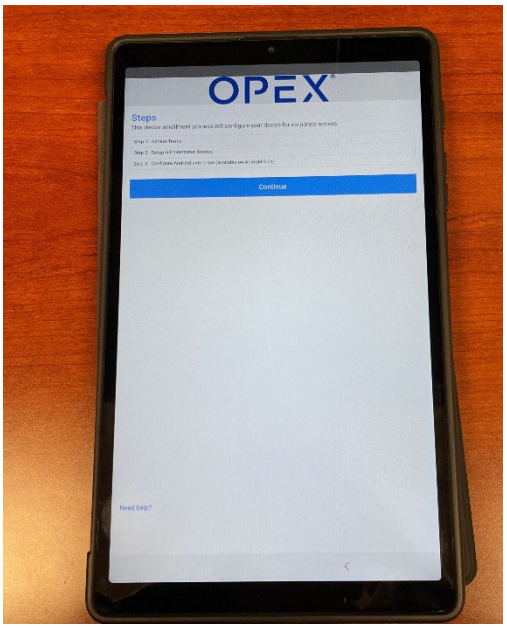
6. Now you will begin signing into with your OPEX email account. On the next page, type in your email address in the box next to “Email Address” (ex: ntyler@opex.com).



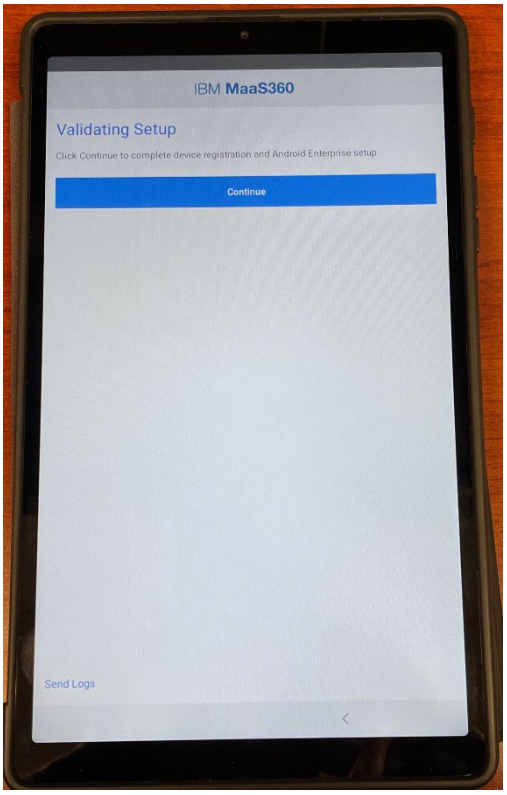
7. On the next page, tap the **continue** button.



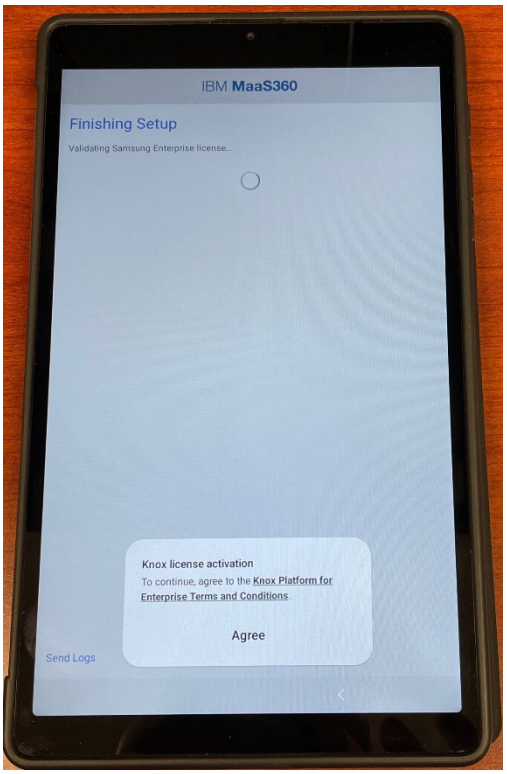
8. The next steps take you through our CyberArk sign in page. You will have to authenticate using your set up MFA (Multi Factor Authentication) method. **If you are having any issues with these steps, please contact GroupITSecurity@opex.com.**
9. Once you are authenticated with CyberArk, you will be asked to accept the terms. Tap the **continue** button.



10. Once again, it will ask to accept more terms. This time, tap the checkbox next to “I have read and accept the terms” and tap the **continue** button.
11. The next page will ask you to “click the continue button to register your device,” tap **continue**.



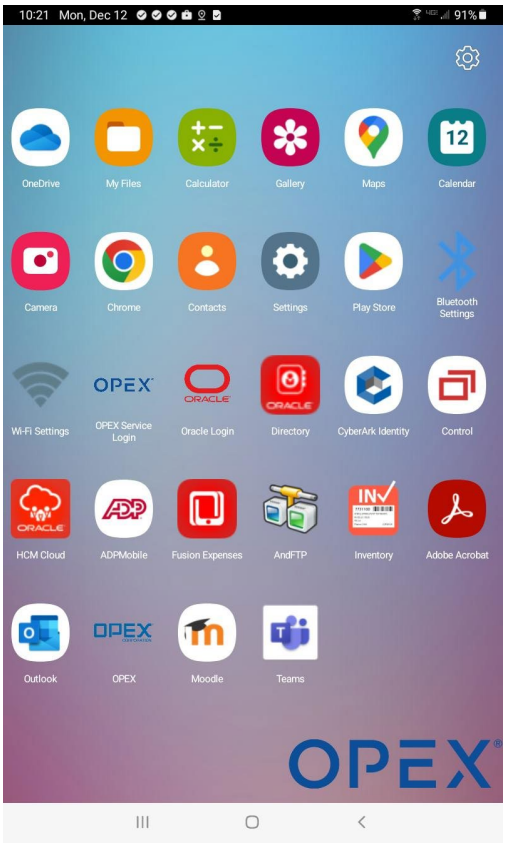
12. Finishing the first setup, you will need to accept the terms of Samsung Knox. On the popup, tap **Agree**.



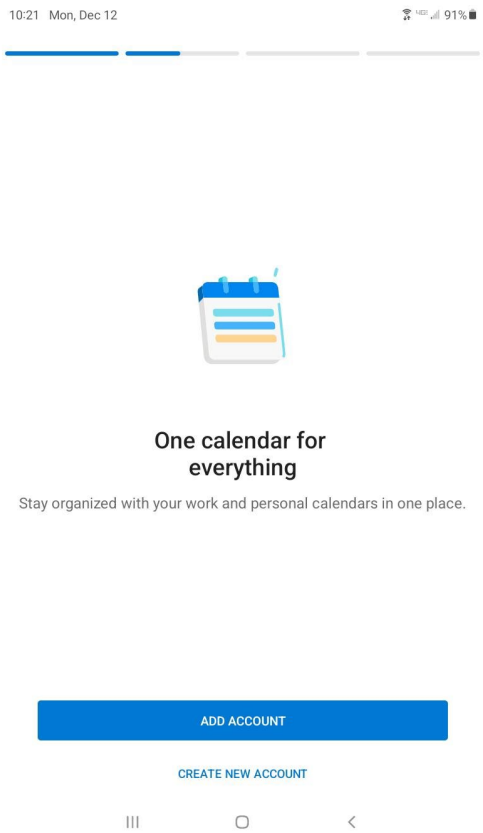
13. On the last page, tap the **close** button.
14. You will now go to a screen with the OPEX logo at the top and "App Catalog" and "Settings."
15. On the kiosk home screen of the tablet, tap Settings, then scroll down and tap **Lock Screen** then tap **Screen** lock type then tap **PIN** to set the PIN for the tablet.
16. You are all done! Let the device synchronize up to download and install all the apps on your device (may complete in around 30 minutes or more depending on your WIFI speeds and stability.
17. If you try to launch apps and you get an "action not allowed" pop up, your device is not compliant. Make sure you followed step 15 above to set a PIN.

Outlook & Teams

1. Once your device is compliant and looks like the image below, you are ready to begin customizing and signing into your applications.
    a. If you have waited over an hour and the device has not downloaded and installed any apps, please contact groupitmdmstaff@opex.com.

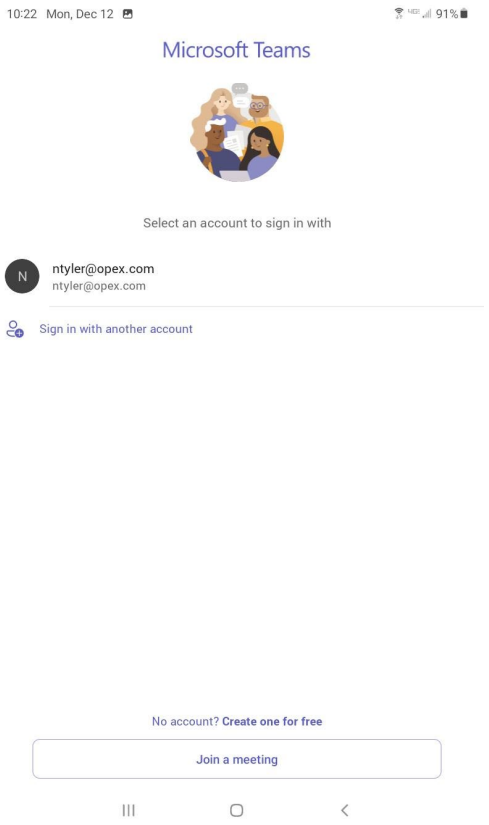


2. Tap on the “Outlook” app on last row of the home screen list of apps.
3. Once in the app you will see an introduction screen, tap the **Add Account** button.



4. You should see your name on the top in a list (ex: ntyler@opex.com), tap **Add Account** at the bottom.

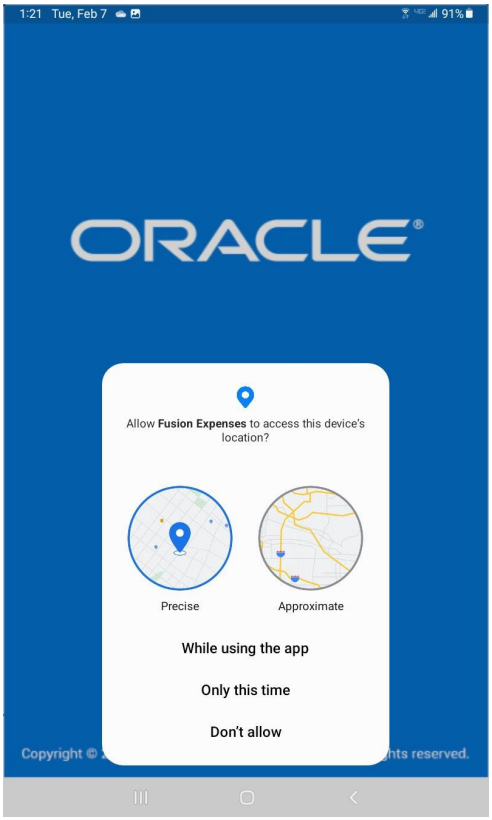
5. It will ask you to authenticate using CyberArk, like how you did when you first set up the tablet. Go through the steps and it will ask you to authenticate with your MFA of choice (should have been set up previously and may need your old tablet or phone).
6. The following screens will ask you to wait until you get to a screen with a privacy warning, tap the **Got it** button.
7. Press the home button on the bottom of the screen and go back to your home screen.
8. Now tap the “Teams” icon.
9. Once you are in the app, you will be greeted with a page like Outlook. Tap on your name on the top.



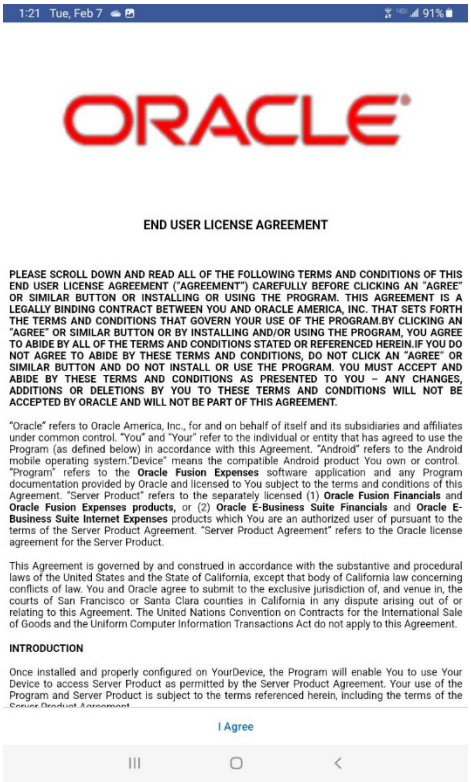
10. You will go through steps to be introduced to the app; you can scroll through that.
11. Tap the home button to go back to your home screen.
12. Tap on the “CyberArk” app.
13. Once you are in the app, it will ask you to authenticate using a similar method above during Outlook. Enter in your OPEX email address and password when prompted and authenticate using your chosen MFA.

Oracle Fusion Expenses

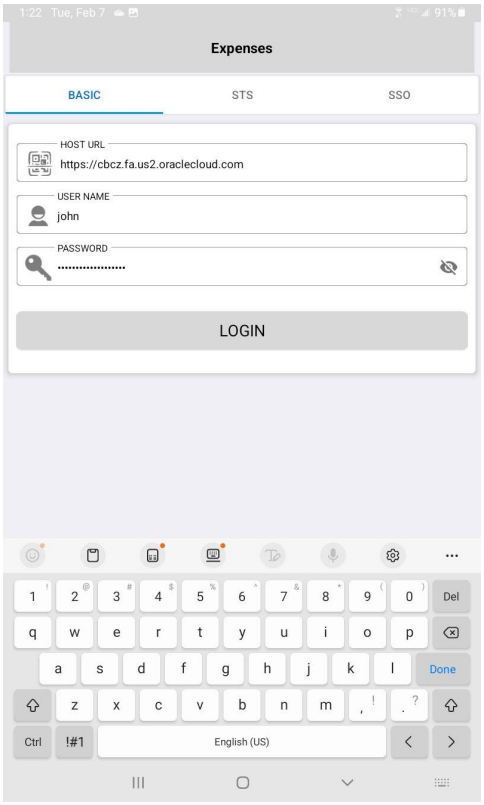
1. Tap on the Fusion Expenses app on the kiosk home page. If you do not see it, you may need to wait for the apps to finish installing and downloading after first setup.
2. Upon opening, it will ask for location permission. For this, you can tap **While using the app**.



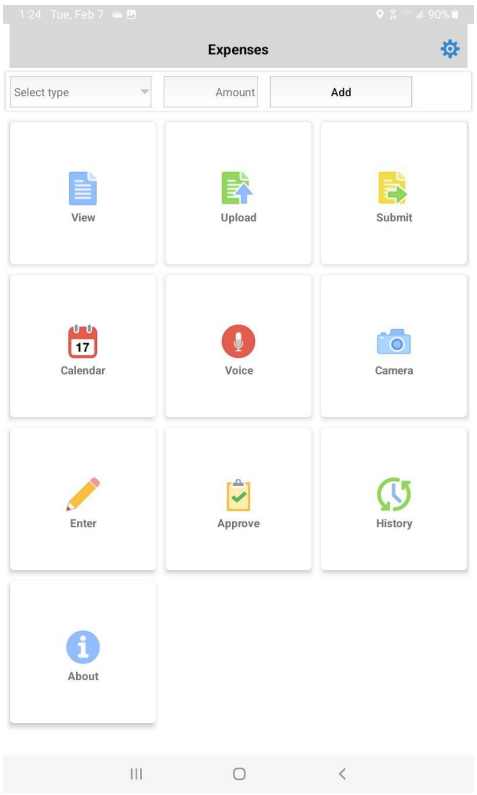
3. For "End User License Agreement", tap **I Agree** at the bottom.



4. Under the “Basic” tab, enter the following information:
    a. HOST URL: https://cbcz.fa.us2.oraclecloud.com
    b. USER NAME: Your username for Oracle HCM, **not** Oracle EBS
    c. PASSWORD: Your password Oracle HCM, **not** Oracle EBS.



5. Once that is completed, tap **LOGIN**. You may run into errors such as “The server with that specified hostname cannot be found”.
    a. Make sure your username and password are correct, use the “eye” icon to see if your password is typed correctly.
    b. Double check that the host URL is typed correctly, it should match exactly as written above.
6. It will go through some prompts and bring you to the landing page which looks like the picture below.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90%
Expenses
Select type
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