New-York Presbyterian Security Operations 601 W 168th Street New York, NY 10032

TEL 646-317-5712

security@nyp.org

# Personal & Corporate Mobile Device Enrollment Instruction

The objective of this document is to provide visual aid for Employees regarding the enrollment of their devices into MobileIron. MobileIron is the NYP Mobile Device Management (MDM) technology and provides access to the NYP corporate network. These instructions and procedures have been created in order to educate/refresh users who will be requesting access to resources within the New York Presbyterian Network.

Prerequisites:

- A Mobile Device
  - o iOS Device or Android
- Internet Accessibility
  - WiFi, Mobile Data Connection
- Platform Account
  - o Apple ID
  - o Google Play

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# Apple iOS

### Option 1

1. Access your Appstore and search for Mobile@Work or MobileIron. If you are not logged in please log in using your Apple ID.



2. Select and Download the Application







- 3. Open the application, you will be prompted to input your:
  a. User Name: *your\_nyp\_username(CWID)*i. example DRT8008

  - vsp.nyp.org
  - b. Server:c. Password: your\_nyp\_password

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Mobile@Work Register	Mobile@Work	Register
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	vsp.nyp.org	
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4. After submitting your credentials you will be prompted with the following screen, press continue



Continue

5. You will be asked to share your location services. Please select "Allow". This allows NYP to track your device if it is lost or stolen.

You will also be prompted to install the management profile signed by **vsp.nyp.org**. Please click '**Install**' on the top right. Then '**Install**' again.





 You will then be prompted to install a certificate. This Certificate explains that MobileIron will be able to manage your iOS Device. Please select 'Install' → Then 'Trust'. This completes profile Installation.

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7. Finally you will then be prompted to download selected NYP Apps. The number of NYP apps available to you is dependent on many factors related to your workgroup and position. Once you have installed the apps that are prompted, your Mobile@Work App will display the following:



### Option 2

- Open Safari
   Type <u>https://vsp.nyp.org/go</u>



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- Login with your CWID

   User Name: your\_nyp\_username(CWID)
   example DRT8008
  - b. Password: your\_nyp\_passwordc. Then Select Register



- 4. Review the Terms of Service a. Press Accept
- 5. You will get a prompt:
  - a. This website is trying to open Settings to show you a configuration profile. Do you want to allow this?
  - b. Press Allow



- 6. The Install Profile Screen will be displayed
  a. Review the signed by section

  Vsp.nyp.org
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- b. Select Installc. Then Installd. If you have a passcode, you will be prompted for your passcode before installation

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- - b. Press Install
- 8. The Profile Installed Page will be displayed after the profile is installed.

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ROOT CERTIFIC	ATE	
Installing the CA" will add it	certificate "DigiCert ( t to the list of trusted	Global Root certificates
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MOBILE DEVICE	MANAGEMENT	
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- 9. You may be returned to the vsp.nyp.org Page, you may navigate away to your home screen
- 10. Within the next 10 minutes, you will get a bunch of prompts to install NYP Provided apps, please press install on all of them.a. You may need your AppleID for some of the applications





- 11. Once all the applications have been sent to your phone, please locate the mobile@work Application and open it.
- 12. You will get a screen stating that you are connected and compliant.
  - a. You are good to go!



13. If you do not see the Green checks, you may have to log into the application to be able to receive notifications and essential messages from the MobileIron Administrators.

# <u>Android</u>

\*\*\*Note: As an android user, your experience enrolling your device may differ slightly. Please read the instructions and prompts on your screen carefully\*\*\*

1. Access your Appstore and search for Mobile@Work or MobileIron. If you are not logged in please log in using your Google Play Account.





2. Select and download the application.





3. Open the application, you will be prompted to input your company email. Do not enter your company email, please select '**Or register with server URL'.** 

Get Ready for Work with MobileIron	Get Ready for Work with MobileIron
To configure and secure your device, enter your company email	To configure and secure your device, enter your company's server URL
COMPANY EMAIL	SERVER URL
Email	URL
Or register with server URL	Or register with Email
NEXT	NEXT

- 4. You will then be prompted for the server URL, Then your User Name, and password.
  - a. Server: vsp.nyp.org
  - b. User Name: nyp\_cwid
  - c. Password

5. After submitting your credentials you will be prompted with the following screens, press 'continue'.



 You will then be noftied that you will have to 'Activate' MobileIron to be your phone Administrator. Please select 'Activate'.



7. After activating the device administrator, you will be prompted to add the Apps@Work shortcut.



Then you will be prompted to download some mandatory NYP Applications as being part of the MobileIron System. Please select 'continue' and download the apps. 8. Finally you will be able to configure email with your device. Please follow the prompts in setting up your email. After your phone is configured, you should see a green checkmark on your application and you should be done!

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OK!

app.



# **Privacy**

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## Personal content remains private.

Don't worry, your company cannot use Mobile@Work to access personal content. >

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### What's accessible by my company?

Your company requires some device details > to provide secure mobility services.



# What actions can my company take? If your device is lost or stolen, you and your company can take security measures to

# NYP CAN NOT Access



#### Personal Email

protect your data.

Your company cannot view your personal email.



#### Text Messages

Your company cannot view iMessage or SMS content.



#### **Personal Contacts**

Only contacts associated with your work account will be visible to your company.



#### Photos & Videos

Photos and videos stored on your device are not accessible by your company.



#### Voicemail

Your company cannot monitor voicemail communication.

# **NYP CAN Access**



#### **Device Details**

Some information such as model name, OS version, and roaming status is collected.



#### **Device Location**

The last known location of your device is saved to help you and your company find your device if lost or stolen.



#### Installed Apps

The names and versions of installed apps. App content is not collected.

## What Actions Can NYP Take?



#### **Clear Device Passcode**

If you forget your device passcode, both you and your company can clear it.

#### Lock Device



If your device is lost, both you and your company can lock it with its passcode and specify contact information to retrieve the device.



#### Turn Off Roaming

Your company can turn off roaming to avoid inadvertent expenses, such as exceeding the roaming data limits on your cellular plan.



#### Erase Device

If your device is lost, both you and your company can erase the device in order to protect your data.

#### For the full product Privacy Statement:

https://www.mobileiron.com/en/legal/mobileiron-product-privacy-statement

Last Revision Date: Version 1.4 – 20180605 – Removed Extra pages, updated Table of contents Version 1.3 – 20180604 – Add in Privacy Section Version 1.2 – 20180604 – Added vsp.nyp.org/go instructions Version 1.1 – 20170616 – Provides example for CWID Version 1.0 – 20170303 - First

Primary Author: Cuong Tony Vu

Contributing Authors: