

Create a Microsoft Account

To use the **Nintex Worksite Protection Plan and Briefing application** you will require a Microsoft account. A Microsoft account is free and can be created with a personal email address. If you do not have an existing accessible personal email address you can select to create an outlook account as part of the Microsoft account setup.

Once your Microsoft account is setup please send your **Name** and **email address** to **CRN.IT@jhg.com.au** with a subject requesting access to the **Nintex Worksite Protection Plan and Briefing application**.

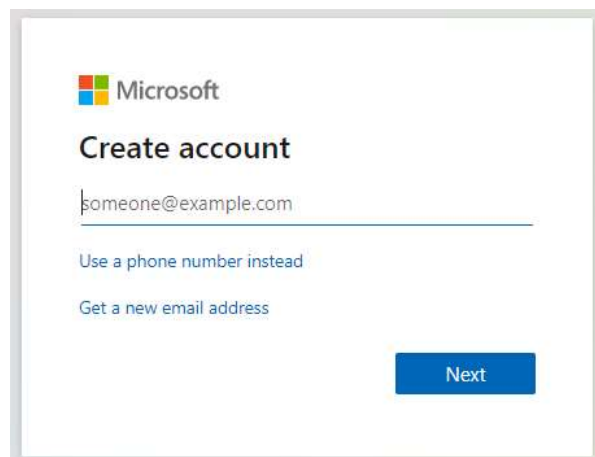
Click the below url to create a new Microsoft account with your existing personal email address or create a new email address.

<https://account.microsoft.com/account?lang=en-hk>

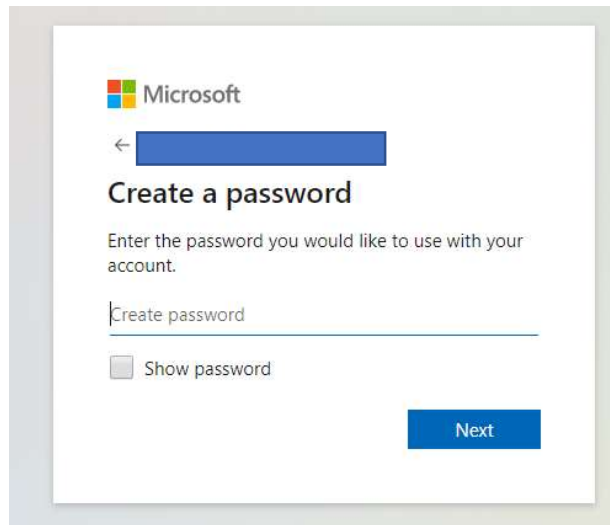
Select 'Create a Microsoft account '



Enter an **existing personal email account** that you have access to, or alternatively create a new outlook account via the '**Get a new email address**' option.

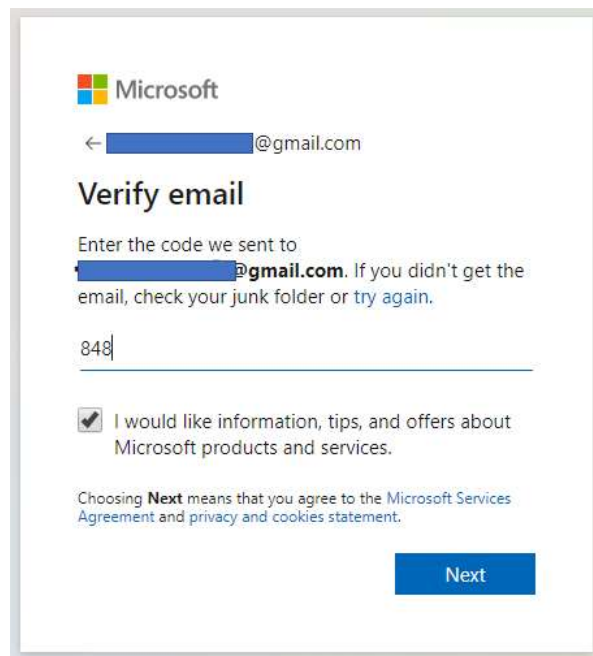
A screenshot of the Microsoft account creation form. At the top, there is the Microsoft logo and the text 'Microsoft'. Below this, the heading 'Create account' is displayed. A text input field contains the placeholder text 'someone@example.com'. Below the input field, there are two links: 'Use a phone number instead' and 'Get a new email address'. At the bottom right, there is a blue button labeled 'Next'.

Create a password for the new Microsoft account.



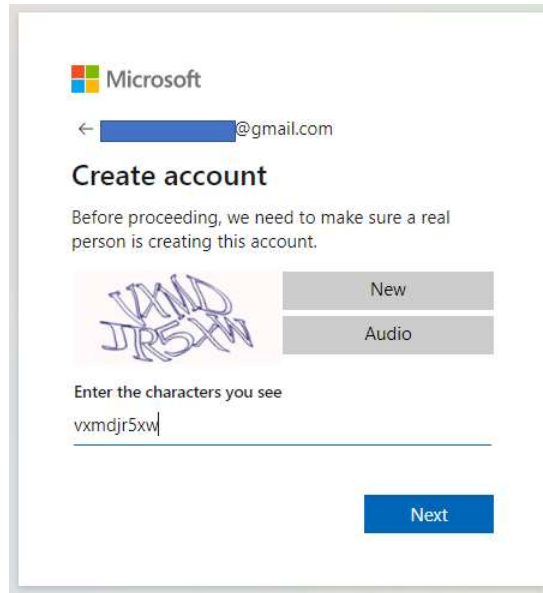
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and a blue rectangular field containing a redacted email address. The main heading is "Create a password". Below the heading is the instruction "Enter the password you would like to use with your account." followed by a text input field with the placeholder text "Create password". Below the input field is a checkbox labeled "Show password" which is currently unchecked. At the bottom right is a blue button labeled "Next".

Open your existing email address email inbox to receive **verification pin**.



The screenshot shows the Microsoft account verification interface. At the top left is the Microsoft logo. Below it is a back arrow and a blue rectangular field containing a redacted email address followed by "@gmail.com". The main heading is "Verify email". Below the heading is the instruction "Enter the code we sent to [redacted]@gmail.com. If you didn't get the email, check your junk folder or try again." followed by a text input field containing the number "848". Below the input field is a checked checkbox with the text "I would like information, tips, and offers about Microsoft products and services." Below this is a small line of text: "Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement." At the bottom right is a blue button labeled "Next".

Complete the **captcha**



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and a partially obscured email address ending in '@gmail.com'. The main heading is 'Create account'. Below this is a message: 'Before proceeding, we need to make sure a real person is creating this account.' There are two options: 'New' and 'Audio'. Below these is a captcha image showing the characters 'VXND JR5XW'. A text input field contains the characters 'vxmdjr5xw'. At the bottom right is a blue 'Next' button.

Microsoft Account Creation Process complete.

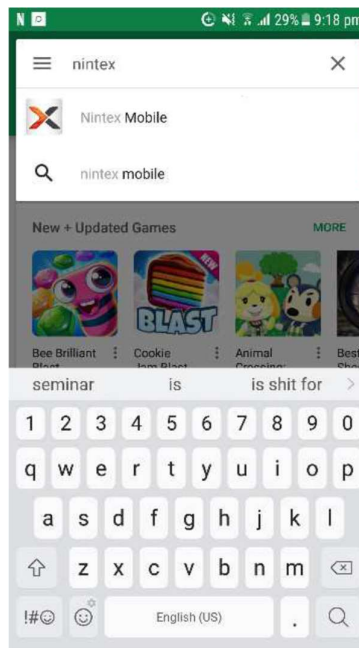
*****You can now use the email address with the new Microsoft password for access to Nintex*****

*****Once your Microsoft account is setup please send your Name and email address to CRN.IT@jhg.com.au with a subject requesting access to the Nintex Worksite Protection Plan and Briefing application.**

Search/Install the Nintex Mobile Application.

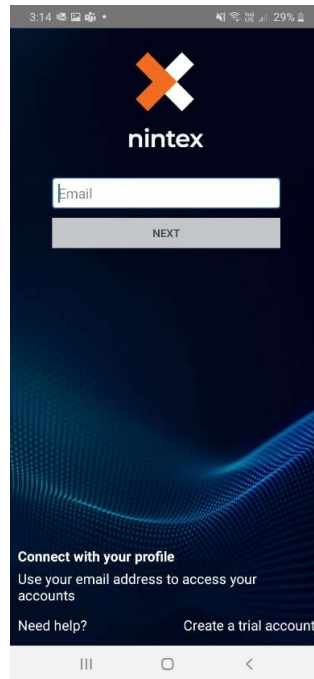
Open **Google Play/Apple App Store** and search for '**Nintex**' .

Play Store is listed under the “**Google**” group of apps on your android phone. For iPhone it should be called “**App Store**” .

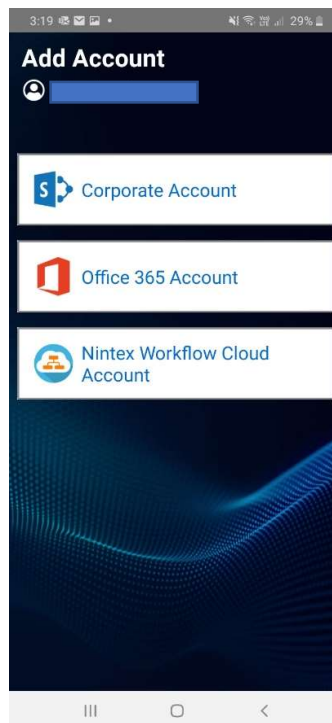


Login to the Nintex Mobile application.

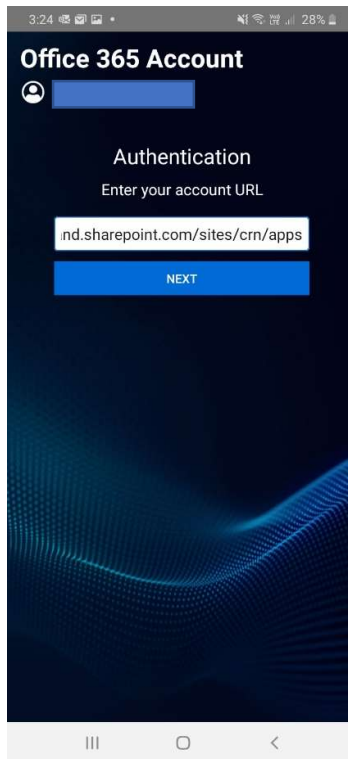
When the Nintex mobile application is first open it will ask you to Add an email address. **Use the email address that you used to sign up for the Microsoft account** (e.g. jdoe@gmail.com), then tap **“Next”**, then tap **“Office 365 Account”**.



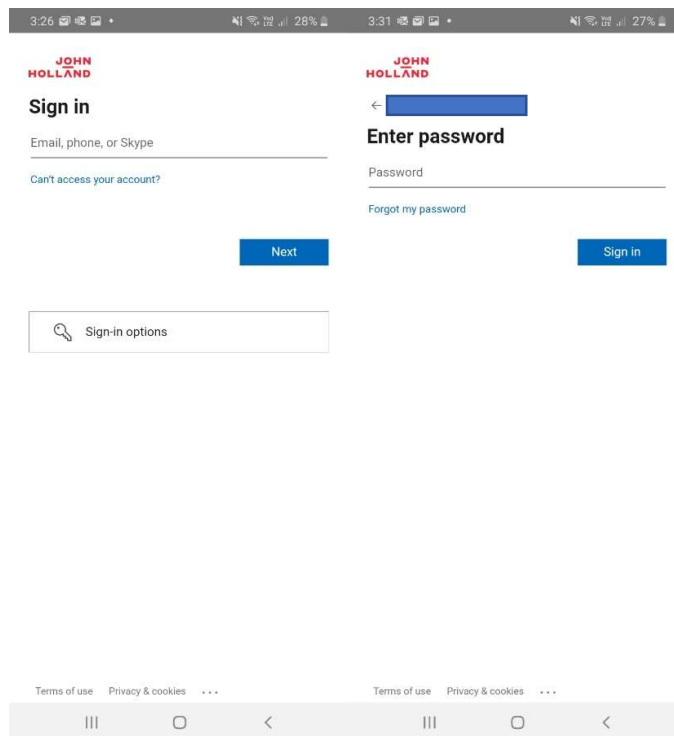
Select **“Office 365 Account”**.



Enter the following URL: <https://johnholland.sharepoint.com/sites/crn/apps>



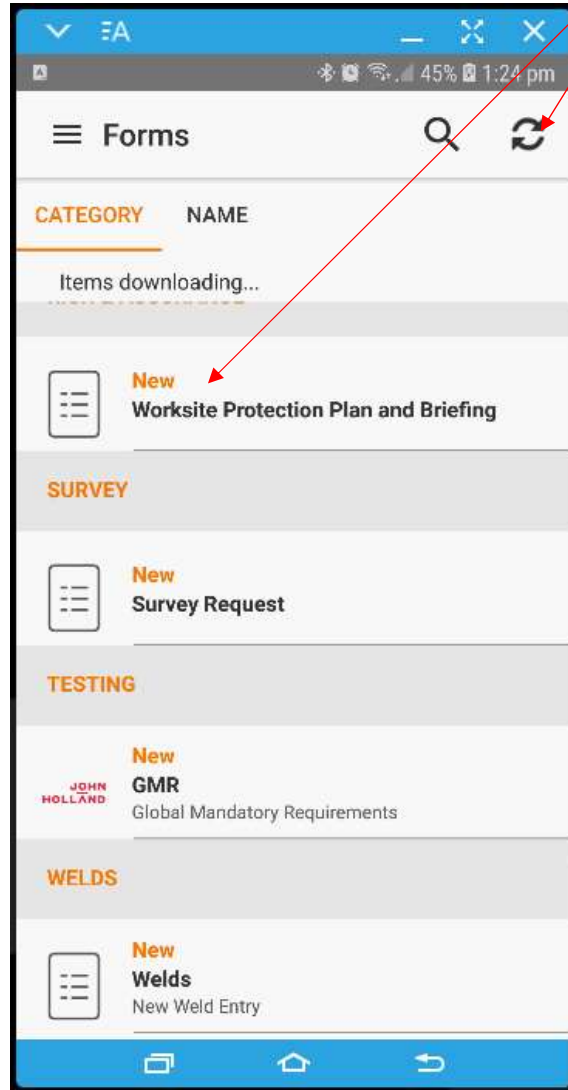
Enter your email account sign-in details: *(e.g., jdoe@gmail.com, PW: *****)* and select next.
**** remember to use you Microsoft account password.**



The Nintex mobile application installation and configuration is now complete. Select Forms to use the desired application.

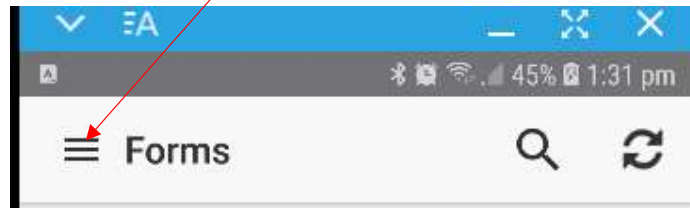
Refreshing Nintex Mobile Application Forms

If the Nintex application is not showing **Worksite Protection Plan and Briefing**, then press the refresh button on the top right to refresh the forms so that the application appears.

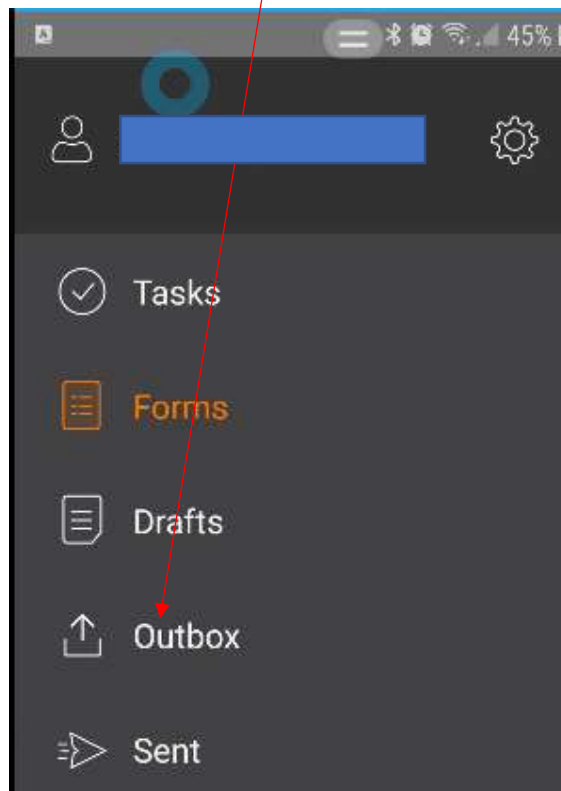


Checking that data has been sent from the Nintex Mobile application Outbox

Select the vertical lines next to Forms:



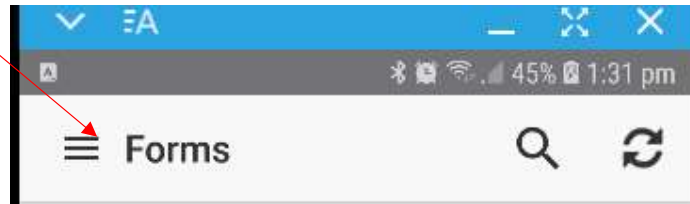
Check that there are no records in the Outbox:



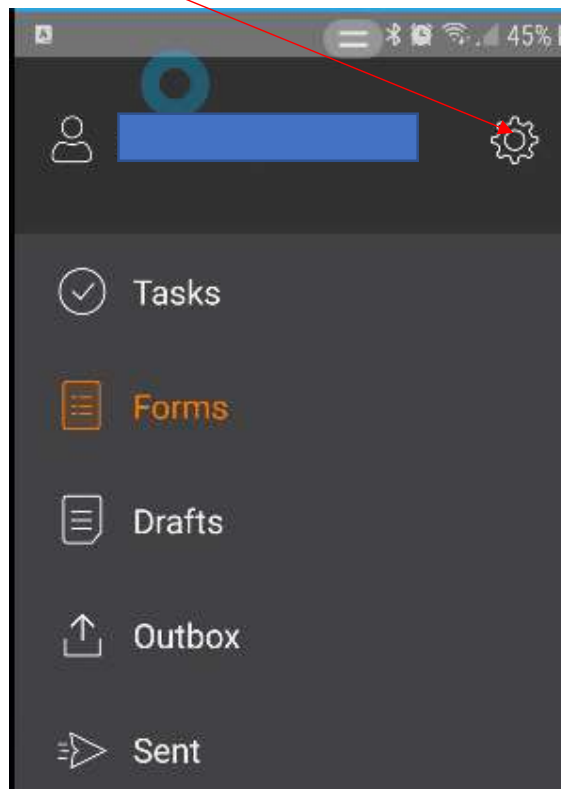
Clearing all forms and local data from the Nintex Mobile Application

***** Note – clearing the local cache will remove any draft forms and forms in the outbox. If you have forms in the outbox or drafts that are not sending, please take a record of the information before clearing the cache and re-enter into a new form after clearing the cache. ***Note that forms will not be sent until you have wifi or mobile data coverage.**

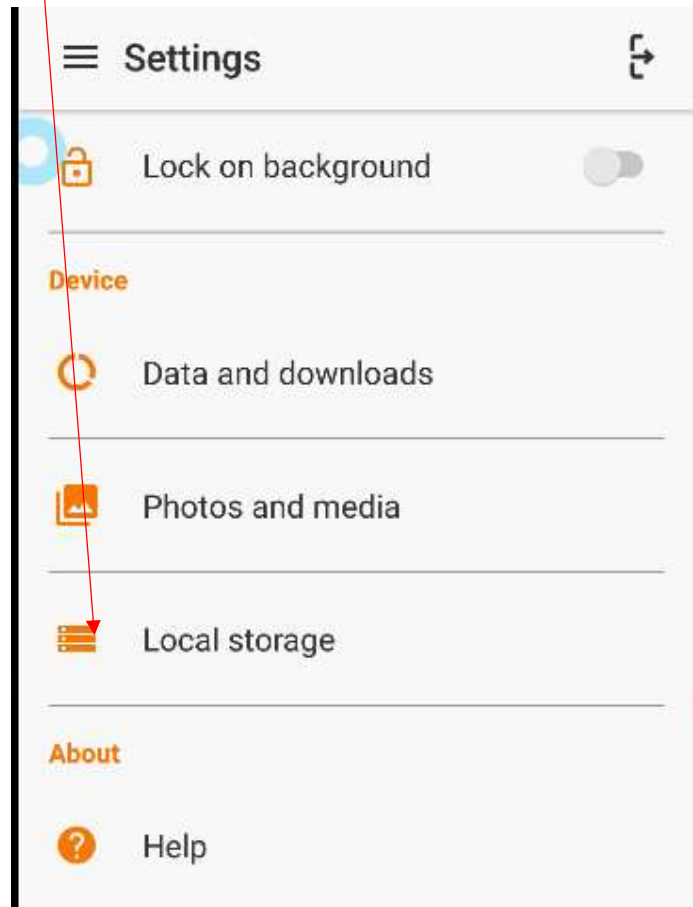
If you are experiencing problems entering or sending forms first select the vertical lines next to Forms:



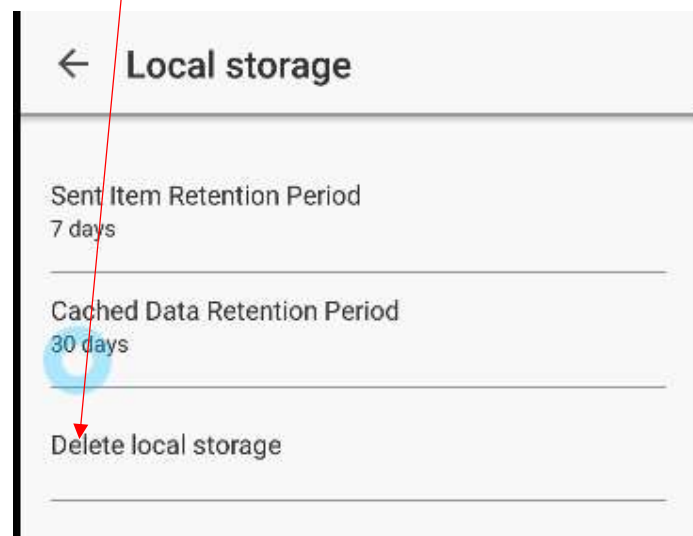
Select the settings cog on the right:



Select Local Storage:



Select Delete Local Storage:



This will clear all existing forms, drafts and outbox data. The app will refresh the forms.