

CELLTRAK DOWNLOAD & REGISTRATION

CellTrak is a mobile phone application which records both duration and location worked by a caregiver at the time of service. Employers can sign and approve time directly on the Caregiver's mobile phone. It is available both for Android and iPhone devices.

Caregivers must register their mobile device before using CellTrak. Registration codes differ from state to state and are provided during enrollment with your local program office.

This guide is about downloading and registering the CellTrak app to your mobile device.

Logging and approving time is in a different guide.

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Downloading CellTrak: iOS/iPhone

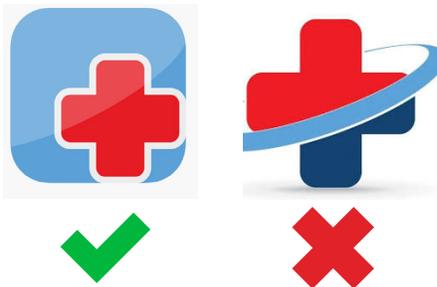
1 On your mobile device, tap the App Store icon.



2 **Search for "CellTrak"** by tapping the Search icon (2A) and then entering "CellTrak" (2B). (Figures 1 & 2)

3 **Download CellTrak** by tapping the download icon (Figure 3).

Note: If you see both CellTrak and CellTrak 1.7, do NOT download CellTrak 1.7.



4 **Open CellTrak and click "Allow"** to give CellTrak the permissions it needs to work on your phone. (Figure 4)

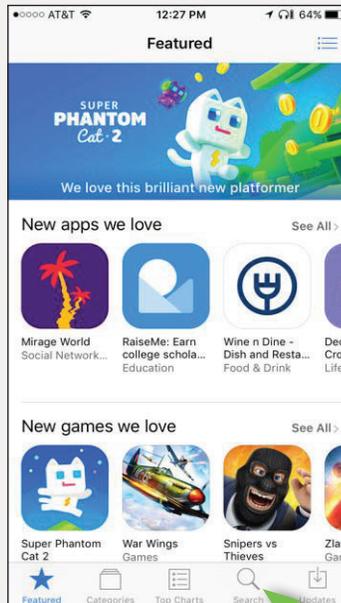


Figure 1: Search Icon

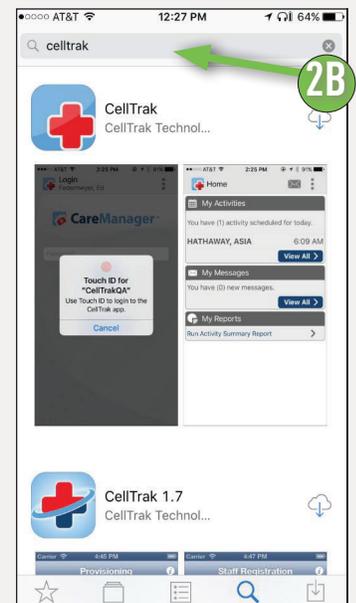


Figure 2: Search Bar

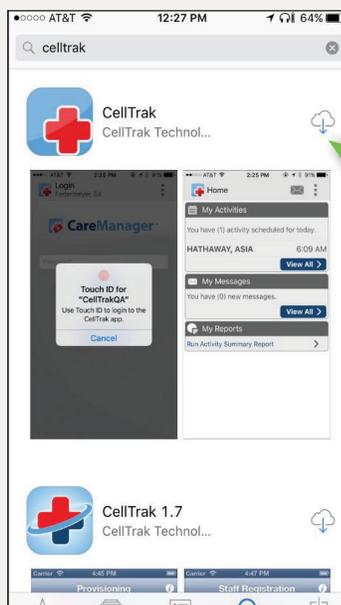


Figure 3: Download Icon

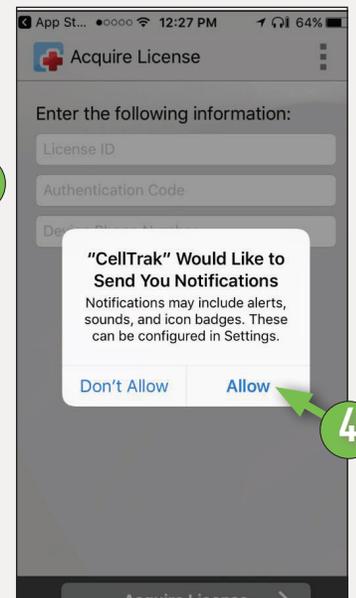


Figure 4: Accepting Permissions

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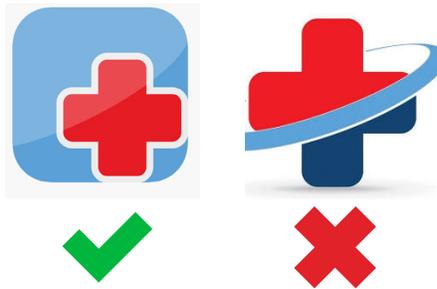
Downloading CellTrak: Android

1 On your mobile device, tap the Google Playstore icon. 

2 In the Search Bar, type in "CellTrak." (Figure 5).

3 Tap the CellTrak application to select it. Then click "Install." (Figure 6).

Note: If you see both CellTrak and CellTrak 1.7, do NOT download CellTrak 1.7.



4 Open CellTrak and grant permissions. These give CellTrak the permissions it needs to work on your phone. (Figure 8).

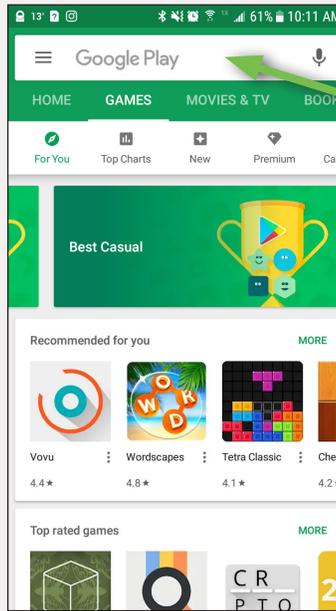


Figure 5: Search Bar

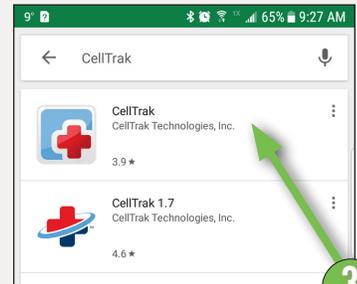


Figure 6: App Selection

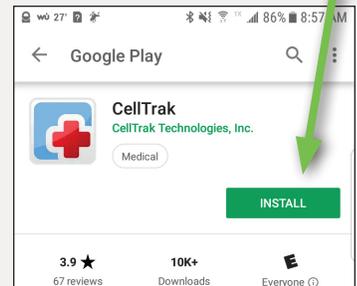


Figure 7: Install Button

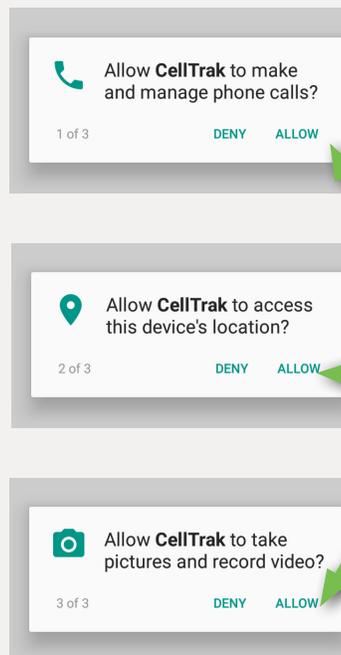


Figure 8: App Permissions

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Registering CellTrak

The next step is to register your mobile device with CellTrak. Only one mobile device can be registered per user. If you do not have CellTrak open already, please do so now.

5 After opening CellTrak for the first time, you'll need to enter:

- a License ID
- an Authentication code
- your phone number

These should have been given to you during enrollment.

(Figures 9 & 10).

6 Click "Acquire License"

This will move you to the next stage of registration.

7 Next, enter your last name and your User ID.

Your user ID should also have been given to you during enrollment.

These are case sensitive, meaning that you will need to enter them exactly as they were given to you. (Figures 11 & 12).



Figure 9: Enter Codes

Figure 10: Codes Filled

Figure 11: User ID & Last Name

Figure 12: Fields Filled

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Registering CellTrak, cont.

8 Then **pick a password**. Enter it once to create it and then again to verify it. (Figures 13 & 14).

Your password must be 6 characters long and does not have any special requirements.

9 The last step is to **answer two security questions**. This will move you to the next stage of registration. (Figures 15 & 16).

10 **Click the Register User button to finish the registration process** (Figure 7.2).

Once you have completed all the necessary information, click the "Create" button to finish registration.

That's it! You should now be registered to use CellTrak.

Recording and approving shifts is in a separate instructional document.

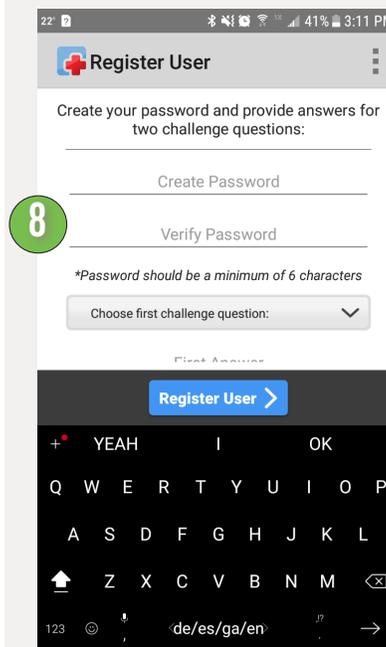


Figure 13: Enter password twice.

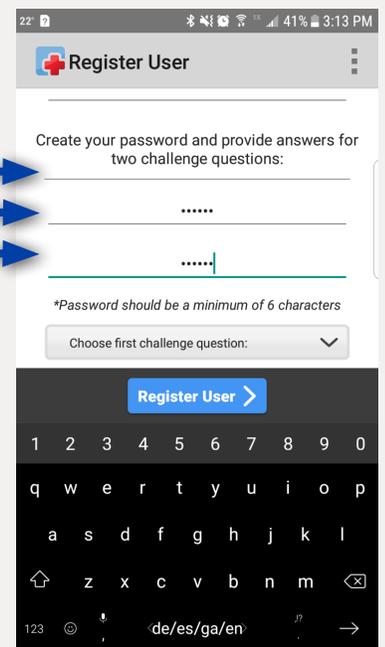


Figure 14: Password entered.

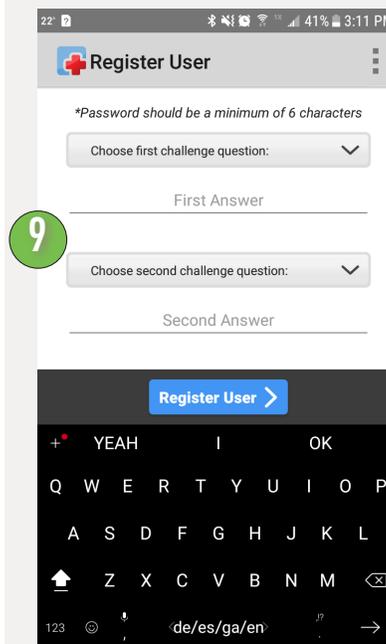


Figure 15: User ID & Last Name

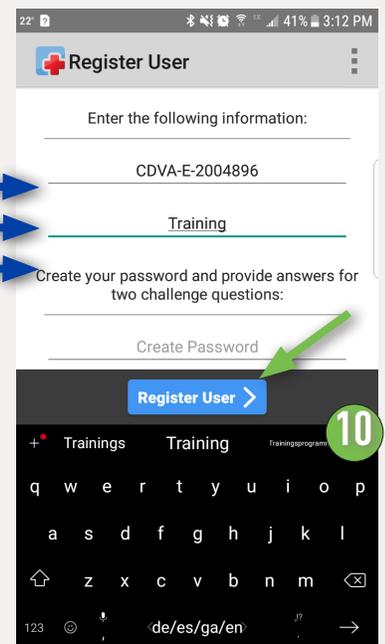


Figure 16: Fields Filled