OFFICE OF
COMPLIANCE, ETHICS
& EQUAL OPPORTUNITY

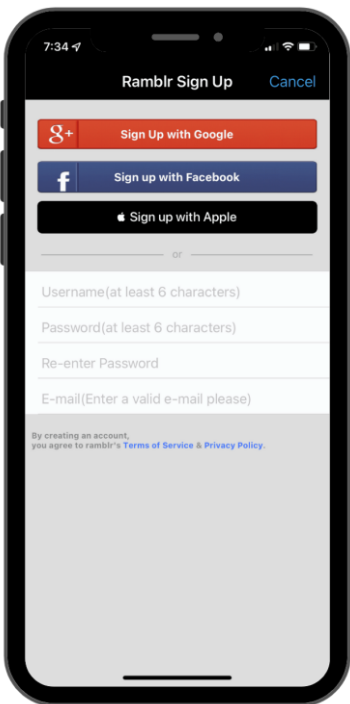# Instructions for Tracking Your Campus Safety Walk Data
Using the Ramblr App

1.

Download the **free Ramblr app** in the App Store or in Google play.
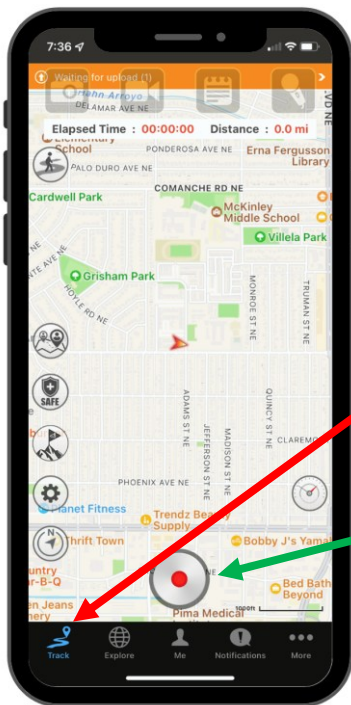

2.

Log in or Sign Up for the Ramblr app from the home screen.

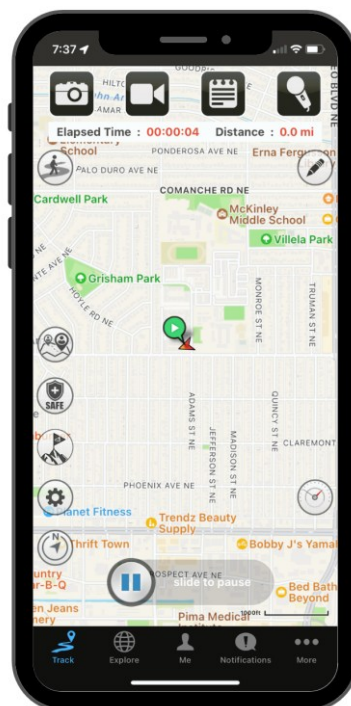You can sign in using an existing Google, Facebook, or Apple account.

3.

On the menu at the bottom, choose the "**Track**" tab.

As long as location settings are enabled, the app will track your **exact location**.

When you're ready to being tracking your walk ("trip"), press the red record button at the bottom.
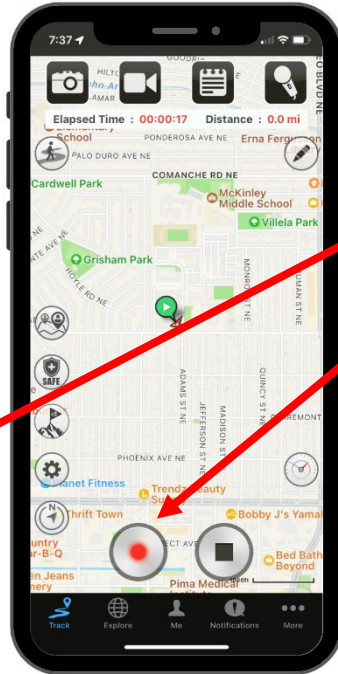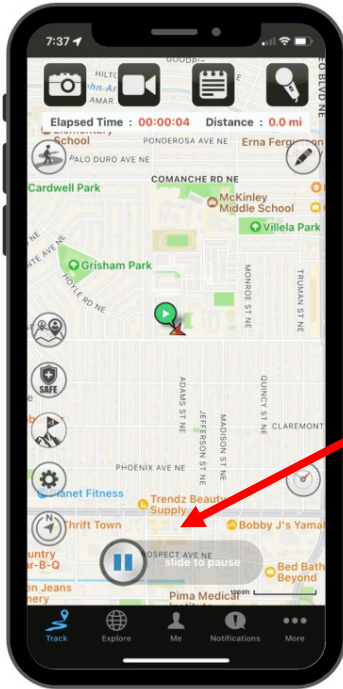
4.

When you see a safety security concern, make a note at its **exact location**.

Use the buttons at the top to:
- **Take a photo** of the actual element or of someone posing with an icon that represents the issue.
- **Take a video.**
- **Take a note**, such as a light pole number.
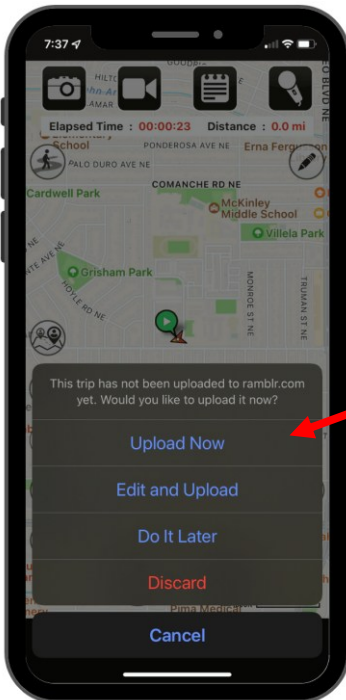- **Record a voice memo**, such as how you feel in an area.

==Be sure to do these things IN THE APP and not just with your phone's camera.==

If at any point you want to pause your trip, slide the blue **pause** button toward the right. To resume recording, press the **flashing red button** that appears.
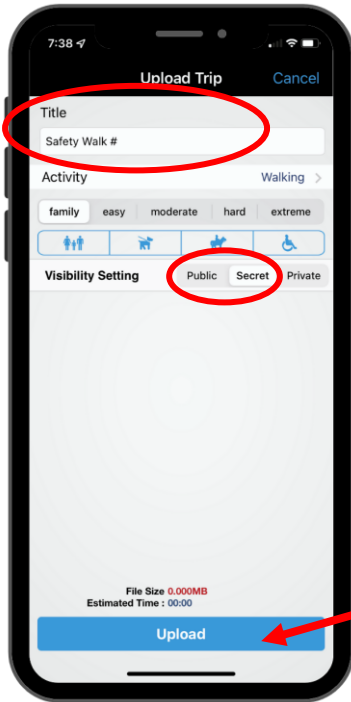
5.

When you are finished with your walk, slide the **Pause button** toward the right, then press the **black Stop button**.

6.

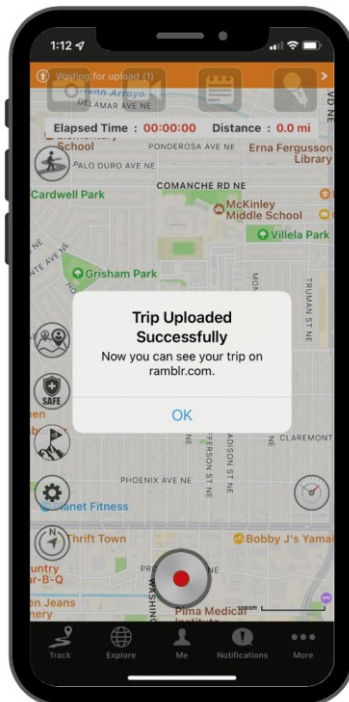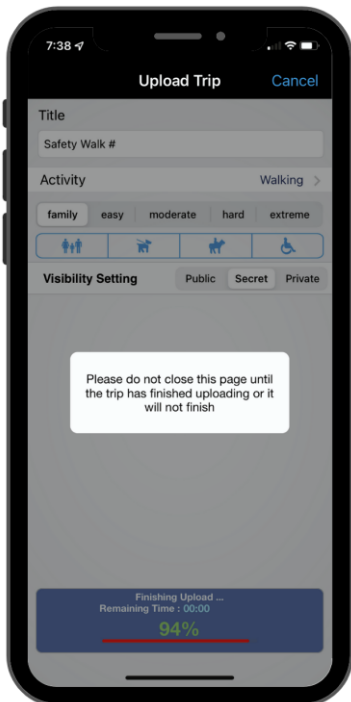Some options for uploading will appear.

Select "**Upload Now**".

7.

For Title, type in:
Safety Walk [your group number].

Be sure the Visibility Setting is set to either **Public or Secret**.
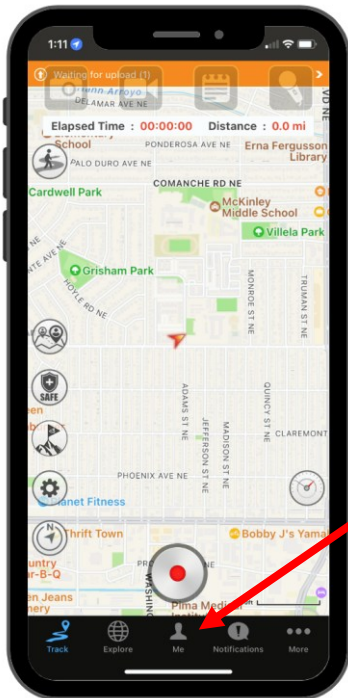
When you are finished, click **Upload**.

8.

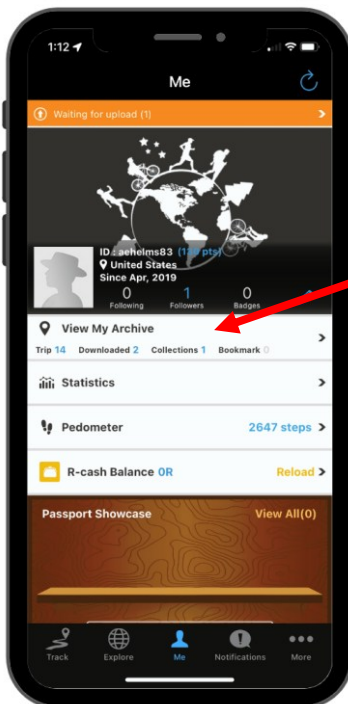Wait a moment for the trip to upload.

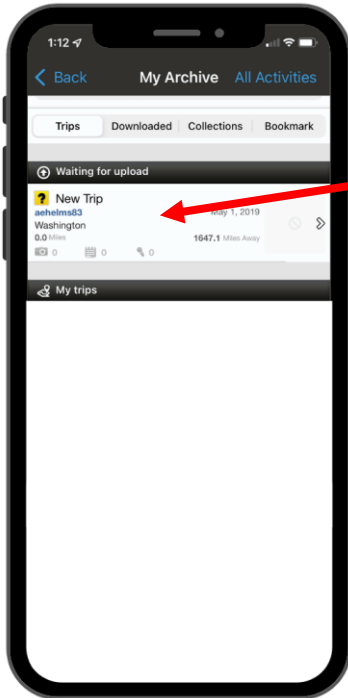You will receive a notification once the upload is complete.

9.

Time to send us your trip!

Tap on the **Me menu** at the bottom of the screen.

10.

Tap on **View My Archive**.
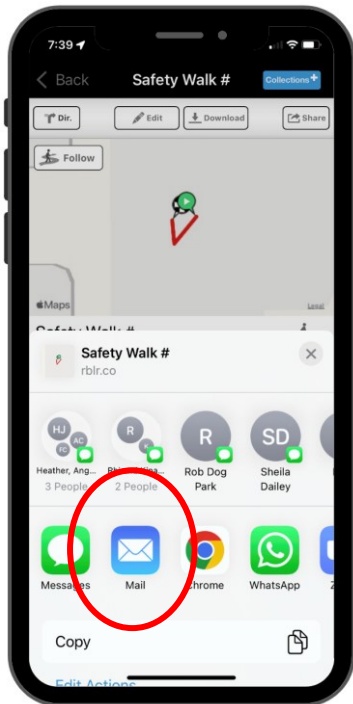
11.

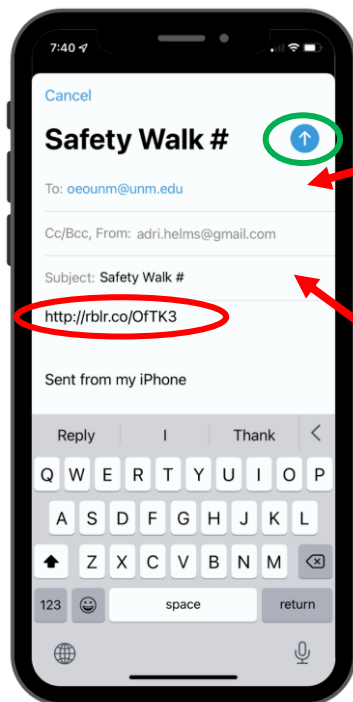**Tap on your trip** at the top.

12.

Click on the **Share** button.

13.

Out of the options provided, click on the **Mail icon** (or your preferred email app) to share the link via email.

14.

In the To: field, enter **ahelms6@unm.edu**.

(This is the email address for Adrienne Helms at CEEO.)

In the Subject field, enter **Safety Walk [your group number]**.

You will see a link to your trip data in the body of the message.

Tap the **blue (up-arrow) Send button** in the upper right.

You're all finished! Learn about more events and safety initiatives at **campussafety.unm.edu**.

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