App Download and User Manual

Info Hub

Info Hub

Say “hello!” to the ***UPDATED*** RTA Info Hub app and website

Valuable information instantly at your fingertips!

Your employee app, **RTA Info Hub** is ready to download!

The **RTA Info Hub** app provides you with a mobile way for you to keep in touch with what is happening at the RTA, and communicate with fellow employees and supervisors.



NEW & IMPROVED!

- You can access the **RTA Info Hub** app using an Android or Apple cell phone or tablet, or via an internet browser on your computer.
- This version of the Info hub will REPLACE the previous Info Hub. To continue to have access to Info Hub you will need to download the new app and register as a new user.
- There are just two steps to follow to access the RTA Info Hub before you can start using the mobile app and website.

1 Step 1

Register as an Info Hub user. *Page 3*

2 Step 2

Download the app to your device or navigate to the website and log into Info Hub. *Page 4*

Step 1- Register as an Info Hub user

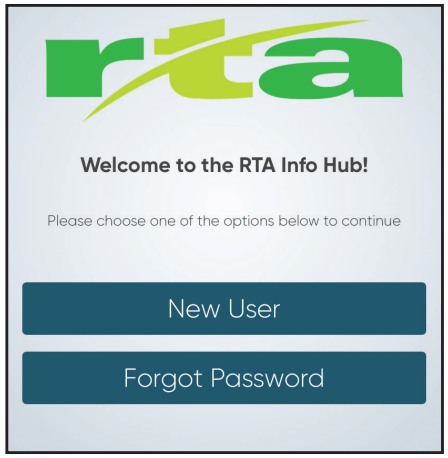
How to register for the new RTA Info Hub

Whether you wish to use the app on an Android or Apple device, or via the internet, you will first need to register for the Info Hub.

This will allow you to set a username (your employee ID) and password.

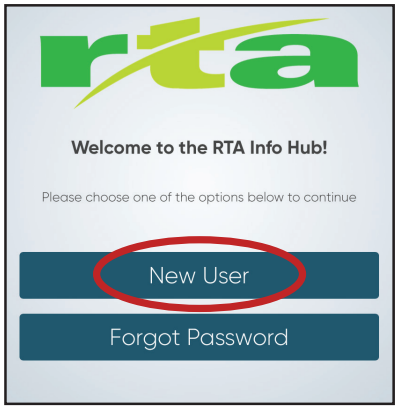
1 ***Copy and paste*** the link below into the address bar in your browser, whether that's on your computer, cell phone, or tablet. If you're wanting to use Info Hub via mobile app, make sure you begin this process on your cell phone or tablet.

The screen will look like this

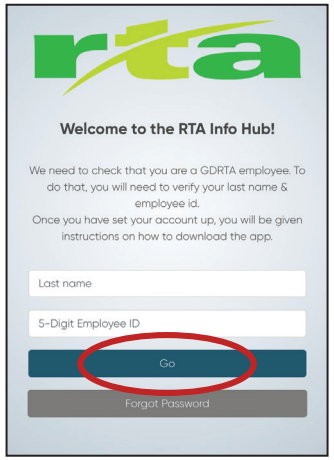


https://bit.ly/3DX01wK

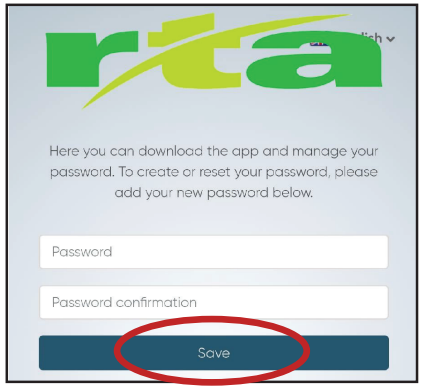
2 This will take you to the registration website where you will select ***New User*** to register as a user. Even if you used the old version of Info Hub, you will be considered a "new user" in the latest version.

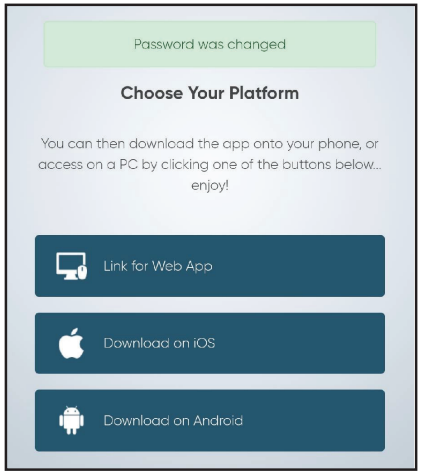


3 Enter your last name and the Employee ID number on your badge. The ID you enter must be 5 digits, so add zeros to the beginning of the number in order to make it 5 digits if needed. ***(Ex: "123" -> "00123")*** Tap ***Go***.



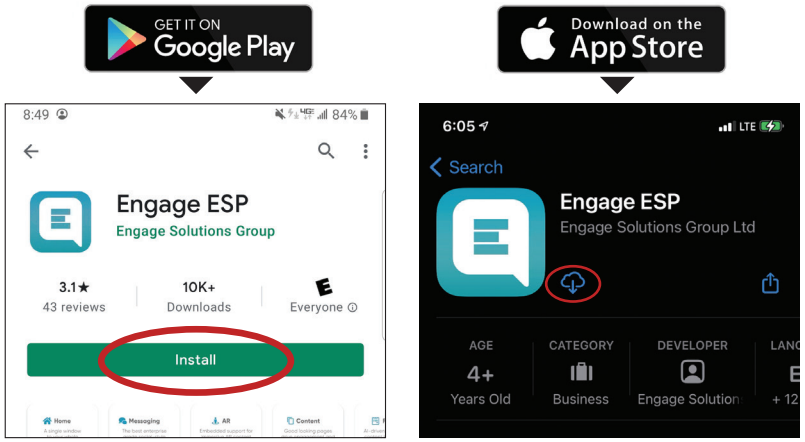
4 The next screen will ask you to create a password. Follow the directions on the screen and create a password. Tap ***save***. Then select the desired platform.



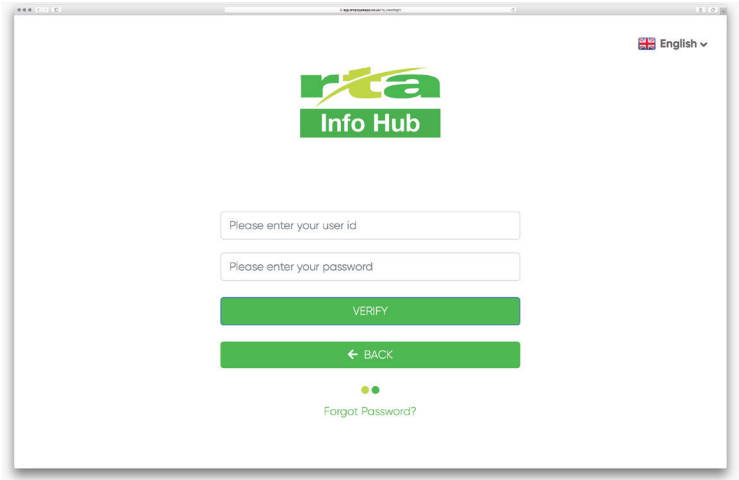


Step 2- Log into Info Hub

1 Depending on your device, tap either ***Download for iOS*** or ***Download for Android*** to get to either the Apple Store or the Google Play Store. You will be led to download the ***Engage ESP*** app. This is the main app that contains the RTA Info Hub. Download and then open the app. The icon will look like this:



If you're on a computer, tap the ***Link for Web App*** button and you'll be taken to the login page within your internet browser.



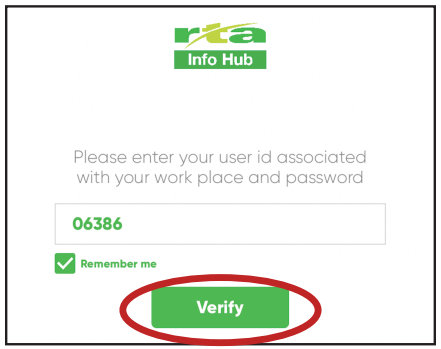
You'll use this link to access Info Hub via web browser from now on:

https://bit.ly/3hg5u8a

2 If you're on a computer, you'll automatically be taken to the login page, but if you're on the ***Engage ESP*** app, you will need to type in a ***Company Reference*** before logging in. This is because the ***Engage ESP*** app contains apps for other companies as well so you'll have to specify what company you're with in order to log in. Type in ***rta*** and hit the ***Verify*** button.



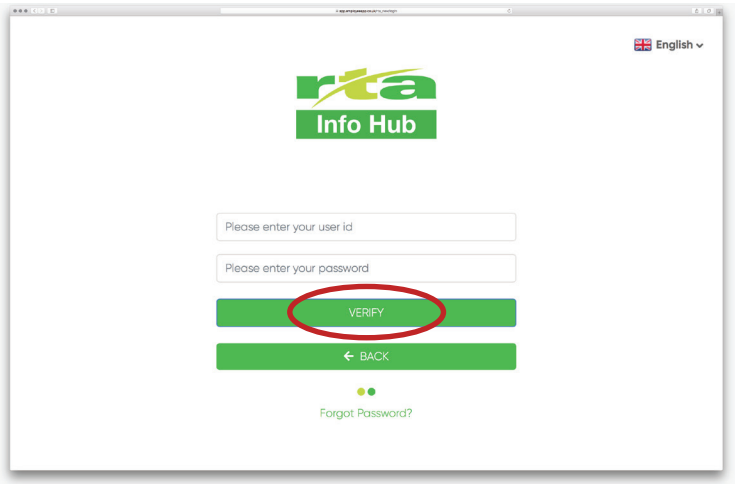
3 The next screen, or the first fillable section on the website version's login screen, will ask for the same 5-digit Employee ID that you entered before. If you're on the app, tap ***Verify.*** If you're on the website via computer, stay on this page.



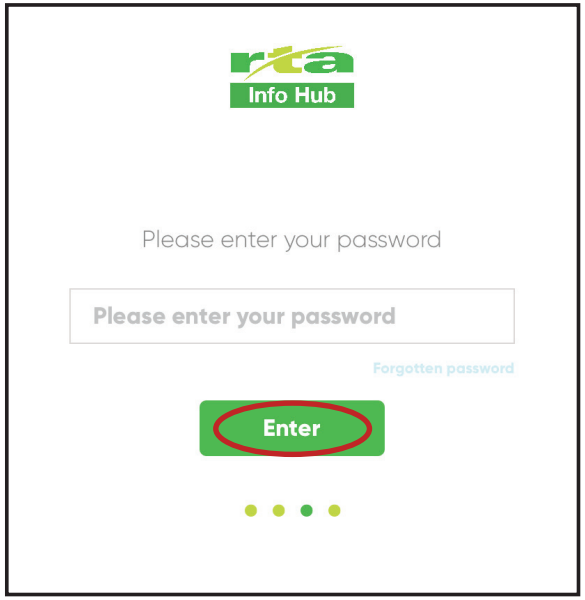
Step 2- Log into Info Hub

4 Now enter your password that you set during registration. If you're on a computer, tap ***Verify*** when you're done. If you're on the Engage ESP app, tap ***Enter*** when you're done.

Website

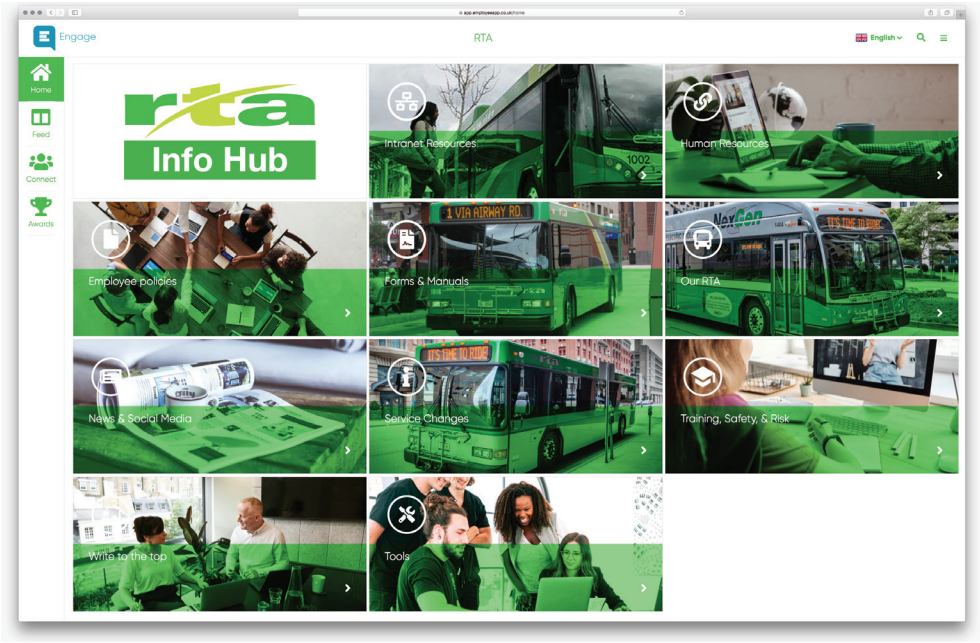


App



You're in!

Enjoy!



If you have questions, you can either contact Barbara Chamberlain at **937-425-8352** for help at the Longworth campus or contact Kristi Newton at **937-425-8379** for help at Wright Stop Plaza.