



Info Hub



App Download and User Manual



Info Hub

Say “hello!” to the 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.



You can access the **RTA Info Hub** app using an Android or Apple smartphone or tablet, or via an internet browser on your computer or mobile device.

There are just **two steps** to follow to access the RTA Info Hub before you can start using the mobile app and website.

- **Step 1**
Register as an Info Hub user. [Page 3](#)
- **Step 2**
Log into Info Hub. [Page 5](#)

Step 1- Register as an Info Hub user

How to register for the RTA Info Hub

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

This will allow you to set a username (5-digit employee ID) and password.

- 1** You can begin registration one of two ways:
Option 1 - Depending on your device, either **download for iOS** or **download for Android** to get to either the App 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:



First, open the app and type in a company reference. The company reference is **rtA**. Once you've typed in **rtA**, hit the **"Next"** button.

Next, click **New User** to begin registration.

✚ If on Android, collapse the keyboard to see **"New User"** button

Option 2 - To register via the web instead of downloading the app, copy and paste the link below into the address bar in your browser, (or click below), whether that's on your computer, cell phone, or tablet.

<https://bit.ly/3DX01wK>

- 2** This link or registration button will take you to the registration website where you will 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.

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: if your ID is "123" type "00123") Tap **Go**.

- 3** The next screen will ask you to designate a security question and corresponding answer. This will be used as a secondary security measure in case of a forgotten password.

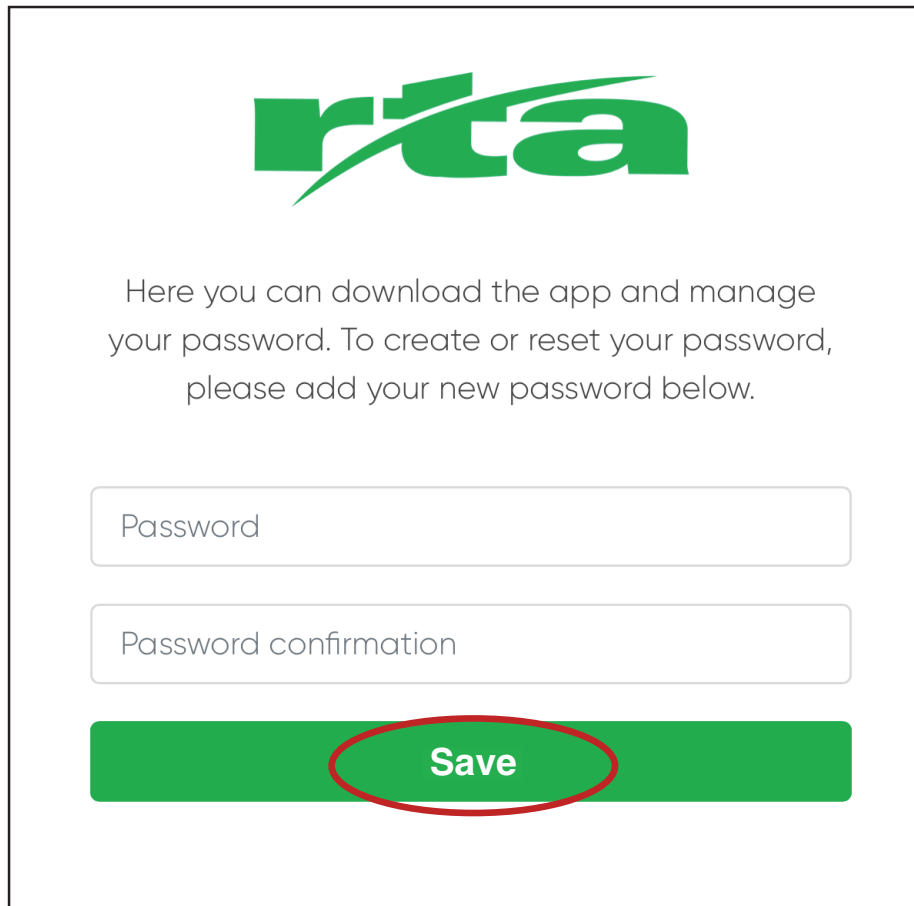
Press **"Please Select"** and select a question from the dropdown menu. Once selected, type in your answer to the question in the **"Answer"** box and press the **"Go"** button.

Step 1- Register as an Info Hub user

- 4 The next screen will ask you to create a password. Passwords must contain at least one capital letter, one number, and one special character; such as an exclamation point.

Write your password down somewhere for easy reference.

Tap **Save**. If the password is rejected, a red message will appear. Once the password is set, scroll down.

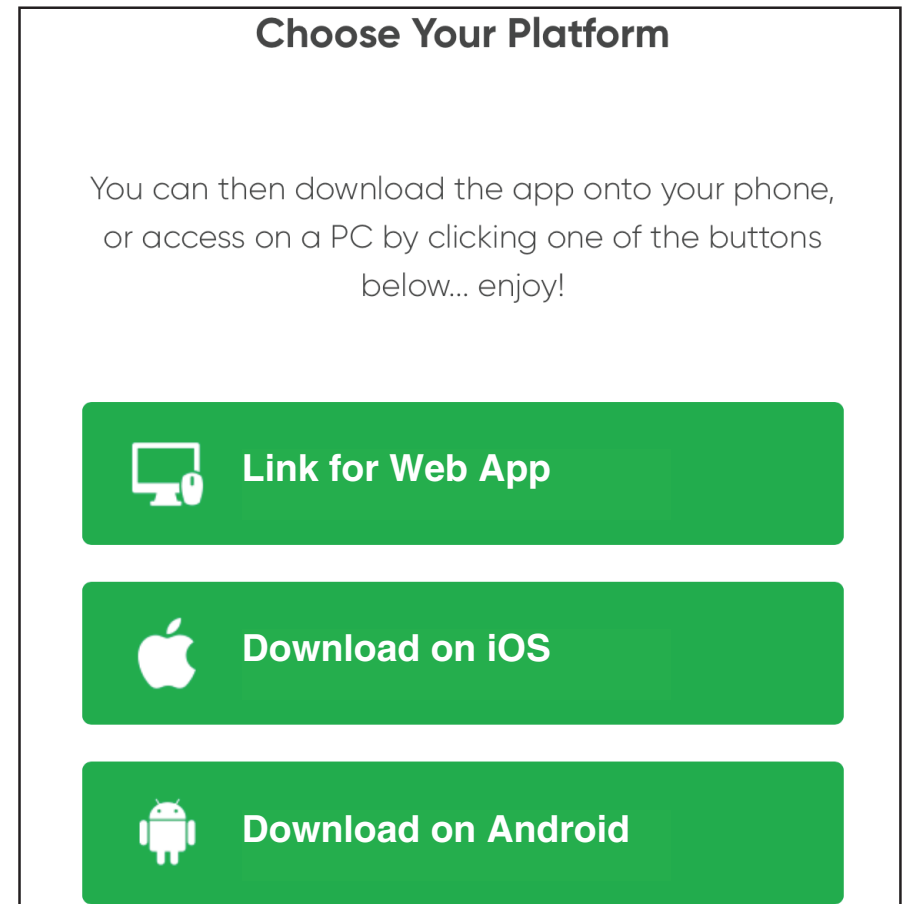


The screenshot shows the RTA logo at the top. Below it, text reads: "Here you can download the app and manage your password. To create or reset your password, please add your new password below." There are two input fields: "Password" and "Password confirmation". At the bottom, a green button labeled "Save" is circled in red.

- 5 Now that you're all signed up for the Info Hub, it's time to decide what platform you'll be using. You'll see a list of options. Select which one is most relevant to you.

If you'd like to use the mobile app, you'll select either "**Download on Android**" or "**Download on iOS**" depending on your device. If you click one of these buttons and nothing happens, close out of the app and re-open it.

If you would like to use the website, select the "**Link for Web App**" button.

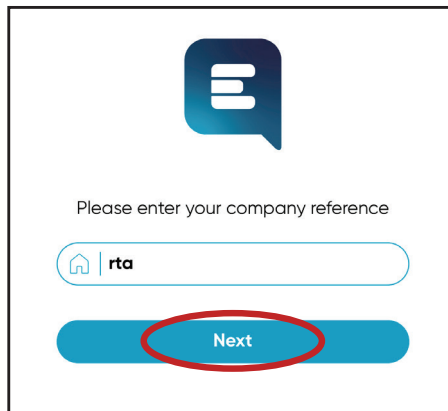


The screenshot shows the title "Choose Your Platform". Below it, text reads: "You can then download the app onto your phone, or access on a PC by clicking one of the buttons below... enjoy!". There are three green buttons: "Link for Web App" with a computer icon, "Download on iOS" with an Apple logo, and "Download on Android" with an Android robot icon.

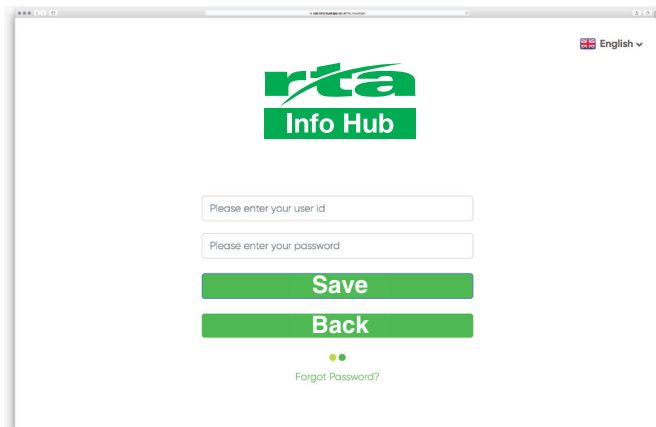
Step 2- Log into Info Hub

- 1** **Option 1-** Once you've downloaded the **Engage ESP** app on your mobile device, you're ready to login. First, open the app and type in a **Company Reference**.

Type in **rtā** and hit the **"Next"** button.



Option 2- If you are accessing the Info Hub via web browser, go to the link below and you will be taken to the login page within the web browser.

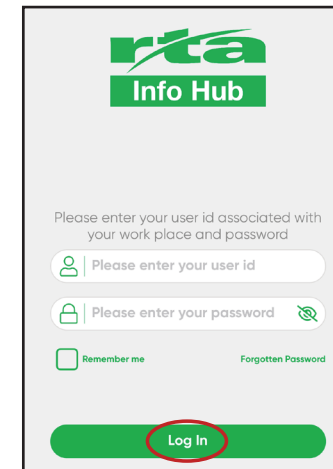


You'll use this link to access Info Hub via web browser from now on:

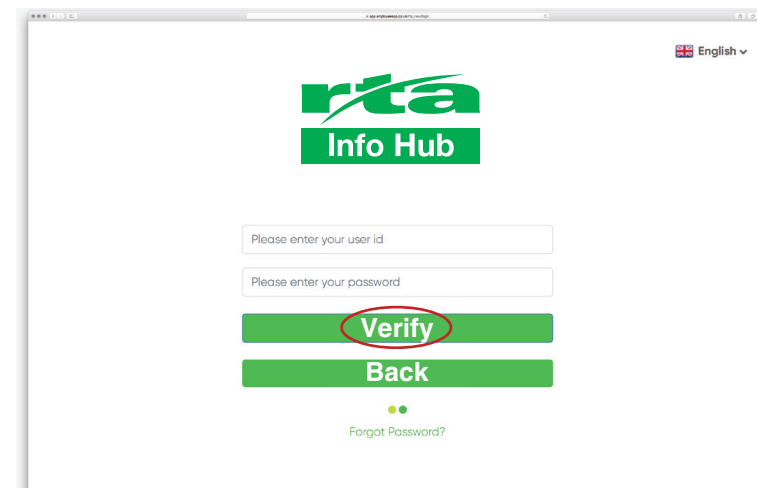
<https://bit.ly/3hg5u8a>

- 2** The next screen on the app, or the first fillable section on the website's login screen, will ask for the same 5-digit Employee ID and password that you entered in step 1. Fill in the required fields. If you're on the app via mobile device, tap **"Log In."** If you're on the website via computer, click **"Verify."**

App



Website



You're in! *Enjoy!*



If you have questions, you can contact **Katie Wedell** at 937-425-8376
or **Michael Everman** at 937-425-8374.