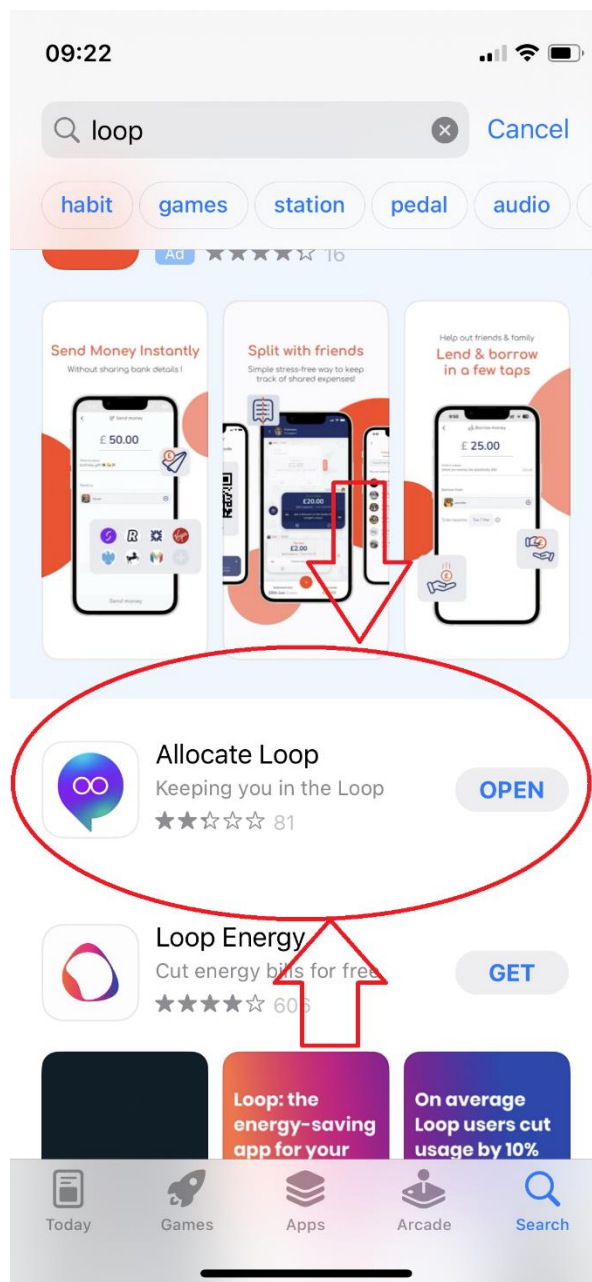
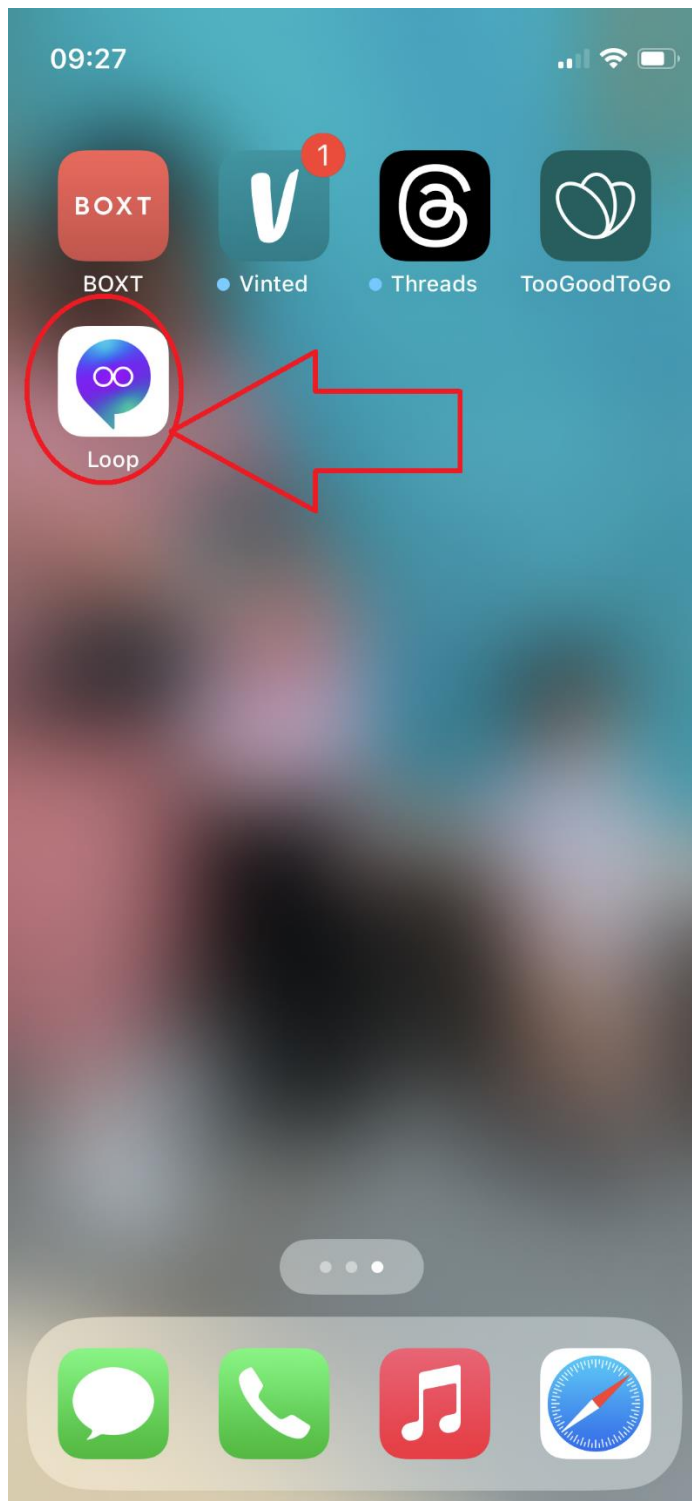


Allocate Loop Set Up & Sign Up Guide

1. Open the apps store and search for Loop, Allocate Loop should be presented for you to download to your smartphone or device.



2. Once installed open the app by clicking the Loop icon.



3. The app will open to the welcome page, please click sign in as you already have an Allocate account associated with the app.

08:57



Welcome to Loop

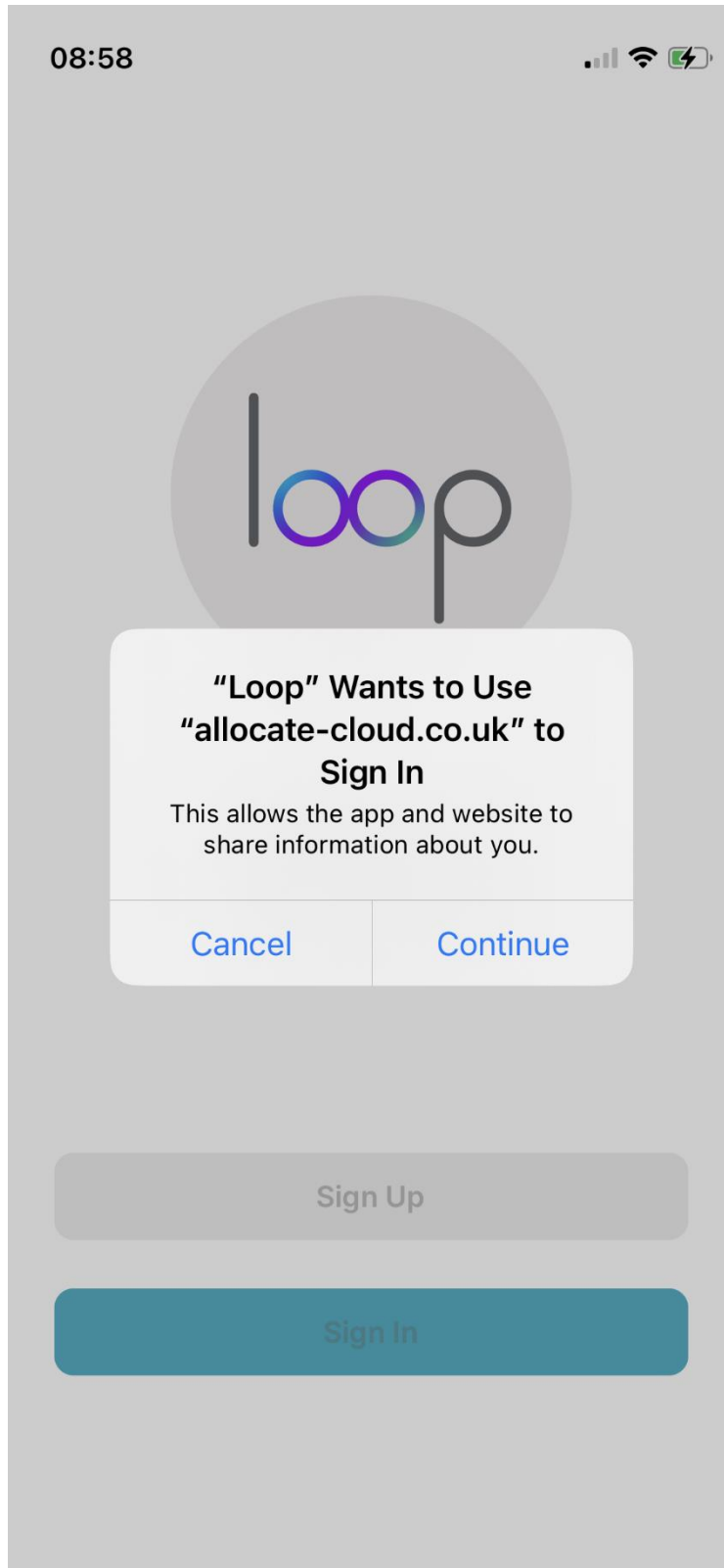
Please select from one of the options below

Sign Up

Sign In



4. You will be presented with a pop up asking you to open a sign in page, please click Continue.



5. You will then be presented with another log on screen, enter your full St Andrews email address (@stah.org) into the 1st box.

Cancel in.allocate-cloud.co.uk AA

ALLOCATE

[Log In](#) [Sign Up](#)

yours@example.com

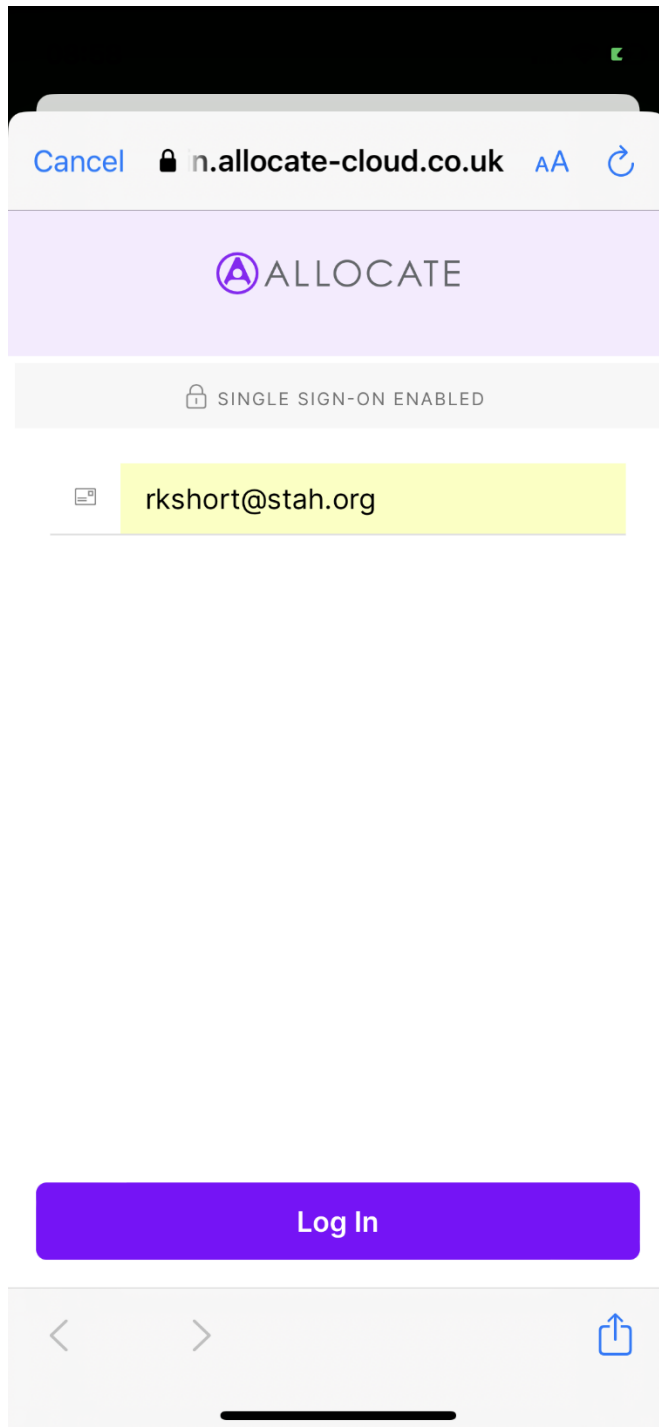
your password

[Don't remember your password?](#)

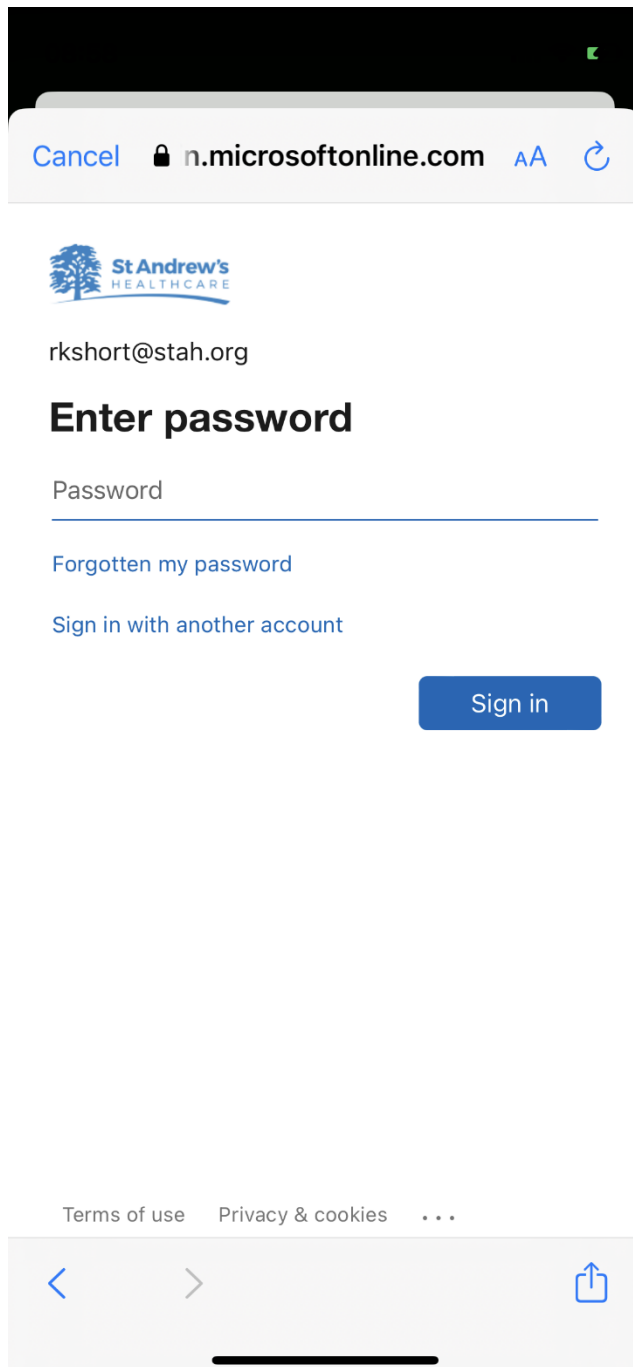
[Log In](#)

[Login with phone number](#)

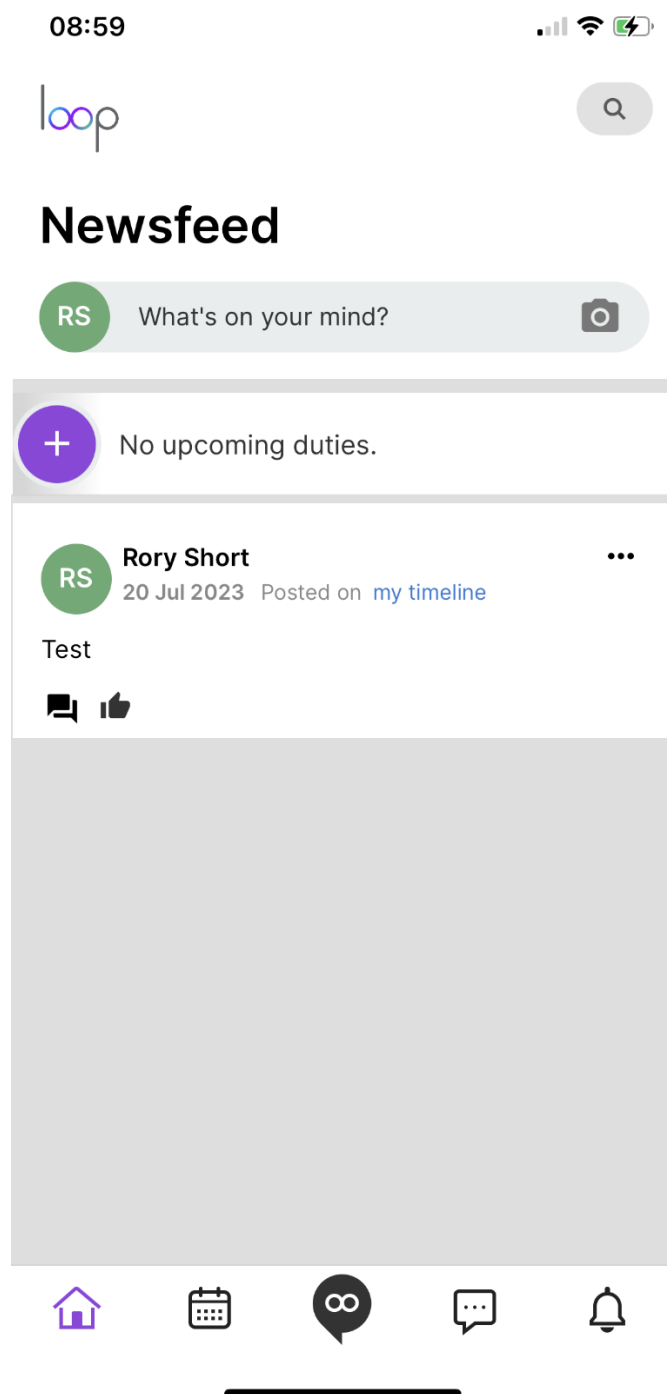
6. Once you have entered your St Andrews email address the password box should disappear and Single Sign On Enabled should appear at the top of the screen. Click Log In.



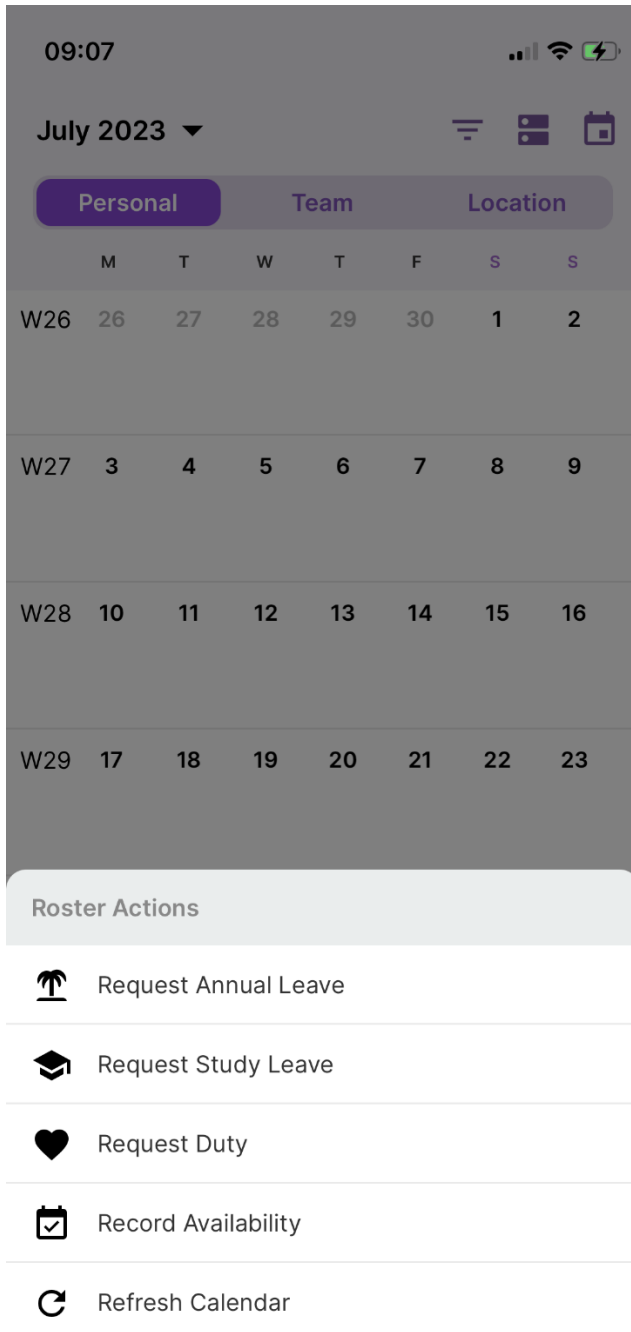
7. A new pop up box should appear with the St Andrews logo at the top right of the screen asking you to enter your password. **PLEASE ENTER YOUR PASSWORD YOU USE TO ACCESS ST ANDREWS NETWORK (EMAIL ETC).**



8. You will now be presented with the landing screen. Your upcoming duties should be displayed within the bar at the top of the screen, the calendar icon allows you to view your calendar of shifts.



9. The calendar will open and display your shifts by day. You can request annual leave and other options by clicking the plus icon in the bottom right corner.



10. If you click the central loop icon near the bottom of the screen this will open up many other options to request bank duties, view leave balances. Groups and pages will be set up by unit leaders and if added to them you can view them from here and updates will also appear in your newsfeed.

