

Quick Reference Guide


Downloading and Logging in to Success Factors mobile app



How to Download and Activate Success Factors Mobile app

1. Open the App Store and search **Success Factors**.

 For Apple devices

 For Android devices

2. Find **Success Factors business** in the search results and *select Get (iPhone) or Install (Android)*

3. Open the app and *select Scan QR Code*

4. Open **Success Factors** on your desktop. Click on the **Performance and Development** tile. Click the drop-down menu next to your name and *select Options*

5. Click on **Activate via Camera** to generate QR code

Tip: Set up instructions, activation by camera and managing devices are also available in this area

6. The QR Code will appear on the desktop screen, take a picture of the code using the app on your mobile device

7. Once activated the terms and conditions will be displayed, once agreed the app will launch learning profile

