

# Guide for Faculty

## Step-by-step guide to installing SIMPL

### Step 1: Register your account

If you haven't received it already, you will be emailed an invitation to register by the local SIMPL coordinator. Follow the direction in that email to create a username and password.



If you aren't sure if you got the registration email, an easy way to look is to search for "[simpl.org](https://www.simpl.org)" in your email.

If you didn't receive the invitation email but you think you should have, you can ask for another invitation by emailing the administrative person at your site who is responsible for SIMPL. If you don't know who that is you can also [email us directly](#).

### Step 2: Download SIMPL from the App Store

During the registration process, you should have received instructions about how to download the app. Just in case you didn't do it then:

For iPhones: <https://appsto.re/us/dnr15.i>

For Android phones: <https://play.google.com/store/apps/details?id=org.simpl.android>

When it asks you for permission to send you notifications, let it!

### Step 2: Sign in

Sign in using the same username / password you created when you registered. TIP: click "keep me signed in" to avoid typing your password every time.



If you have forgotten your password, click the "Forgot my password" link on the login screen.

Note that, should you wish, you can change your password after you login in Settings --> Profile.

### Step 3: SIMPL Settings

Once inside SIMPL, select "Settings" at the bottom right, then "Preferences"

Make sure there is a check mark beside "Push"

### Step 4: Phone Settings

For iPhones: Verify phone is set to receive instant evaluation alerts.

Close SIMPL app and open "Settings" on phone

Scroll down to "Notifications", go to "SIMPL Lite", and toggle "Allow Notifications"

## Related articles

- [Guide for Residents and Fellows](#)
- [Guide for Program Administrators](#)
- [How to sustain adoption of SIMPL](#)
- [Guide for Faculty](#)