

CREATE ENROLLMENT



ENTRUST

SECURING A WORLD IN MOTION

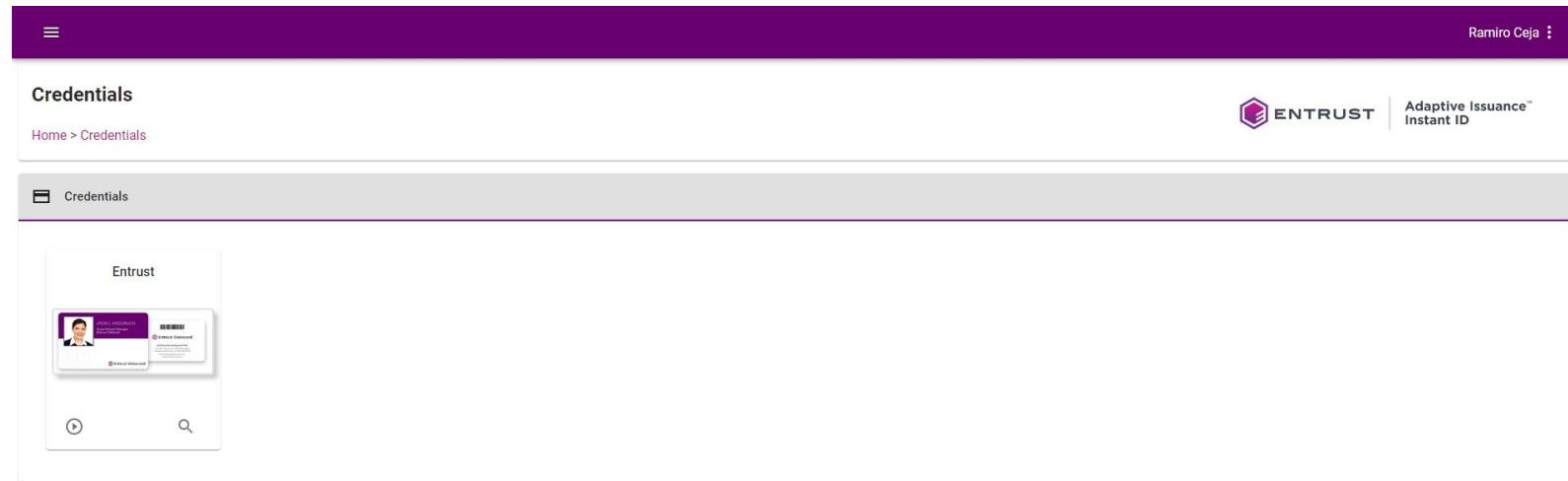
Enrollment Process

Follow the enrollment process to gather information from the applicant, enter the information in an enrollment form, then issue a credential. The steps included in the enrollment process are dependent on the fields on the credentials design.

- Enter Personal Information
- Capture a Photograph
- Capture a Signature
- Send Mobile Flash Pass
- Preview and Print

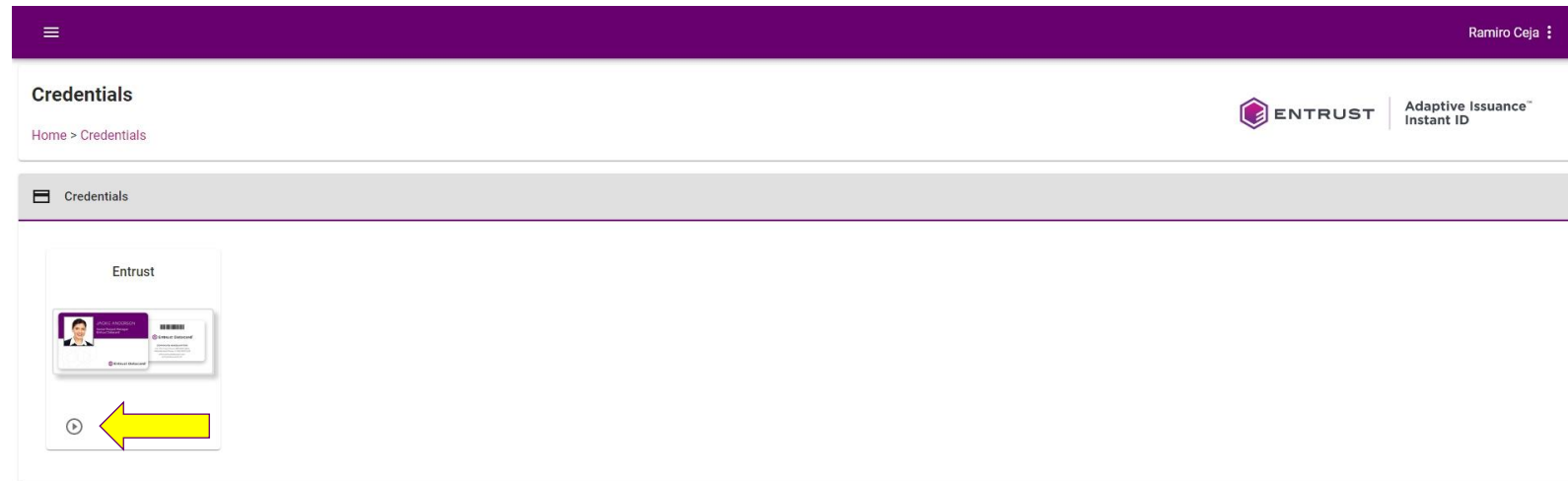
Create Enrollment

If you are an Issuance Operator, you see the **Credentials** page after you login to your account.



Create Enrollment

From the **Credentials** page, click on the **Enroll** icon.



Personal Information

Enter the Personal Information for the applicant and click on **NEXT**.

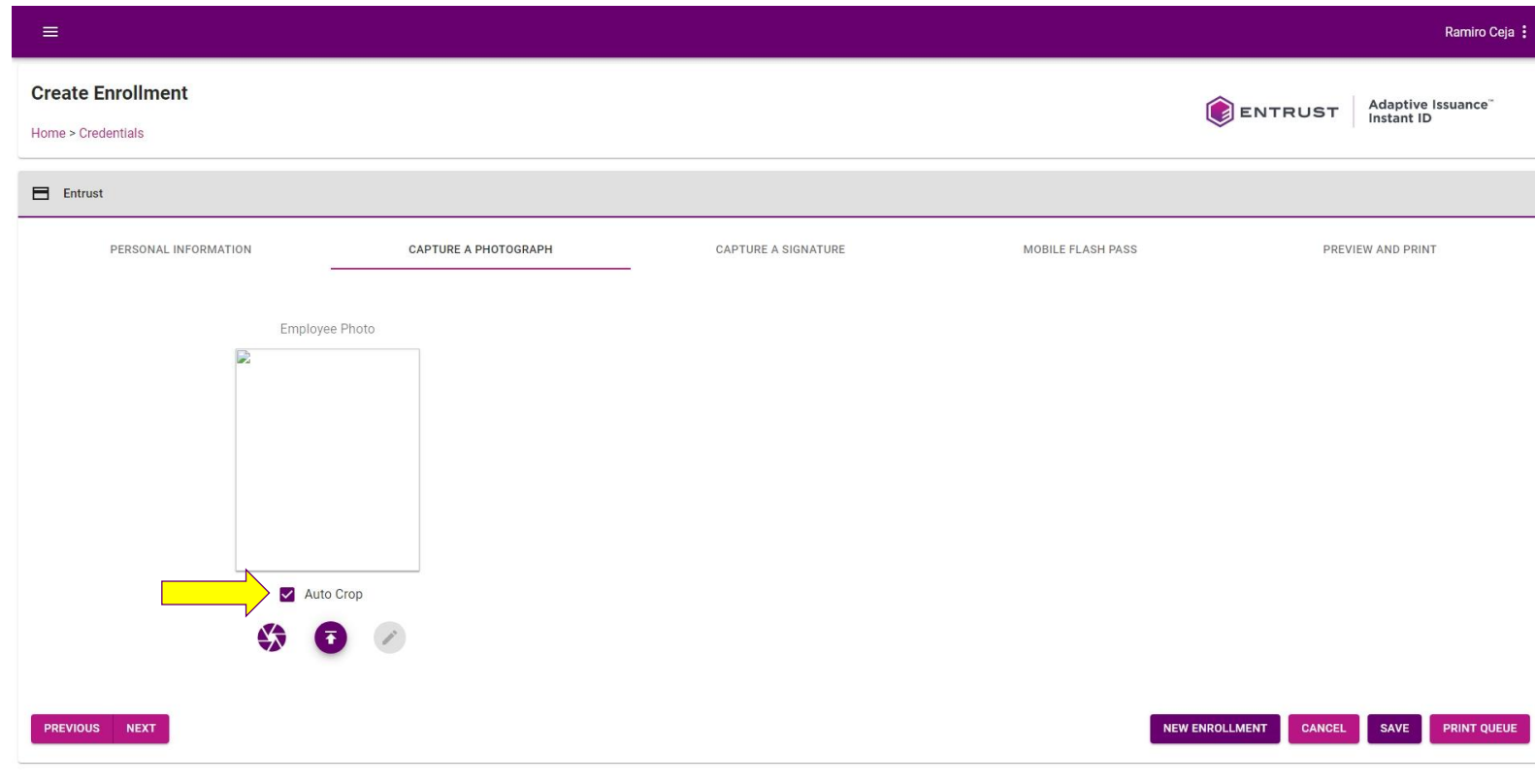
The screenshot shows the 'Create Enrollment' page in the Entrust system. The page has a purple header with a menu icon and the user name 'Ramiro Ceja'. Below the header, the title 'Create Enrollment' is displayed, along with the Entrust logo and 'Adaptive Issuance™ Instant ID'. A breadcrumb trail shows 'Home > Credentials'. The main content area is divided into five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The 'PERSONAL INFORMATION' tab is active and contains the following fields:

- Barcode: 12345
- Employee Number: 12345
- Employee Role: Training Supervisor
- Employee Since Date: 09/01/2020 (with a calendar icon)
- Full Name: Kate Wilkins

At the bottom of the form, there are two sets of buttons. On the left, there are 'PREVIOUS' and 'NEXT' buttons, with a yellow arrow pointing to the 'NEXT' button. On the right, there are 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE' buttons.

Capture a Photograph

To enable automatic cropping of the photograph, select **Auto Crop**.



The screenshot displays the 'Create Enrollment' interface for 'Entrust Adaptive Issuance Instant ID'. The user is logged in as 'Ramiro Ceja'. The interface is divided into five steps: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The 'CAPTURE A PHOTOGRAPH' step is active, showing a placeholder for an 'Employee Photo'. Below the placeholder, there is a checked checkbox for 'Auto Crop', a camera icon, a refresh icon, and a close icon. A yellow arrow points to the 'Auto Crop' checkbox. At the bottom, there are navigation buttons: 'PREVIOUS', 'NEXT', 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE'.

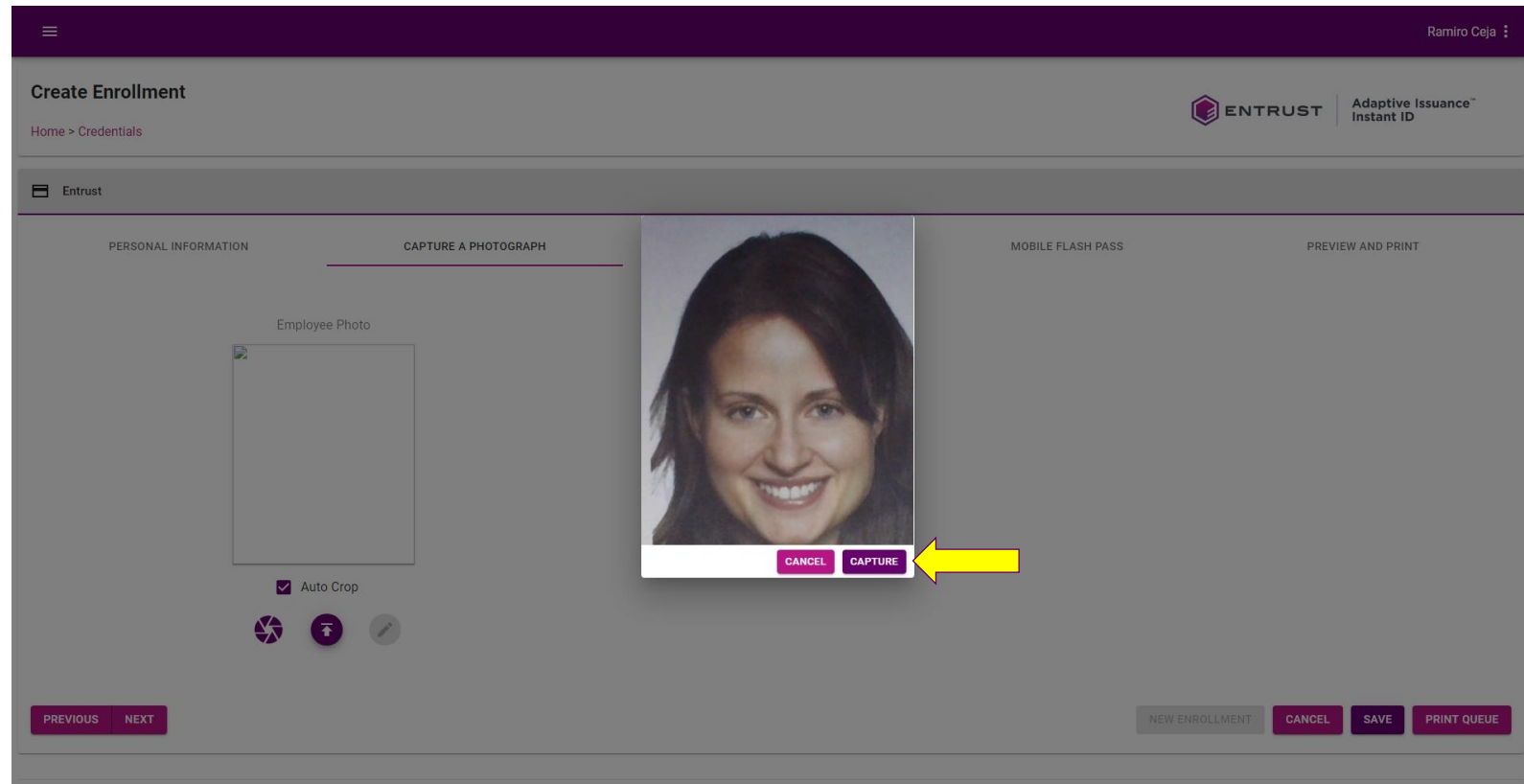
Capture a Photograph

To capture a photograph using a web camera or camera on a mobile device, click on the **Capture** icon.

The screenshot displays the 'Create Enrollment' process in the Entrust system. The interface is divided into several steps: PERSONAL INFORMATION, CAPTURE A PHOTOGRAPH (the current step), CAPTURE A SIGNATURE, MOBILE FLASH PASS, and PREVIEW AND PRINT. The 'CAPTURE A PHOTOGRAPH' section features a large empty box labeled 'Employee Photo'. Below this box, there is a checked checkbox for 'Auto Crop' and three icons: a camera icon (highlighted with a yellow arrow), a refresh icon, and a delete icon. At the bottom of the interface, there are navigation buttons: 'PREVIOUS' and 'NEXT' on the left, and 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE' on the right. The top navigation bar includes the Entrust logo and the text 'Adaptive Issuance™ Instant ID'.

Capture a Photograph

Adjust the camera to position the applicant in the frame and click on **CAPTURE**.



Capture a Photograph

A photograph of the applicant is captured.

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Entrust

PERSONAL INFORMATION CAPTURE A PHOTOGRAPH CAPTURE A SIGNATURE MOBILE FLASH PASS PREVIEW AND PRINT

Employee Photo

Auto Crop

PREVIOUS NEXT

NEW ENROLLMENT CANCEL SAVE PRINT QUEUE

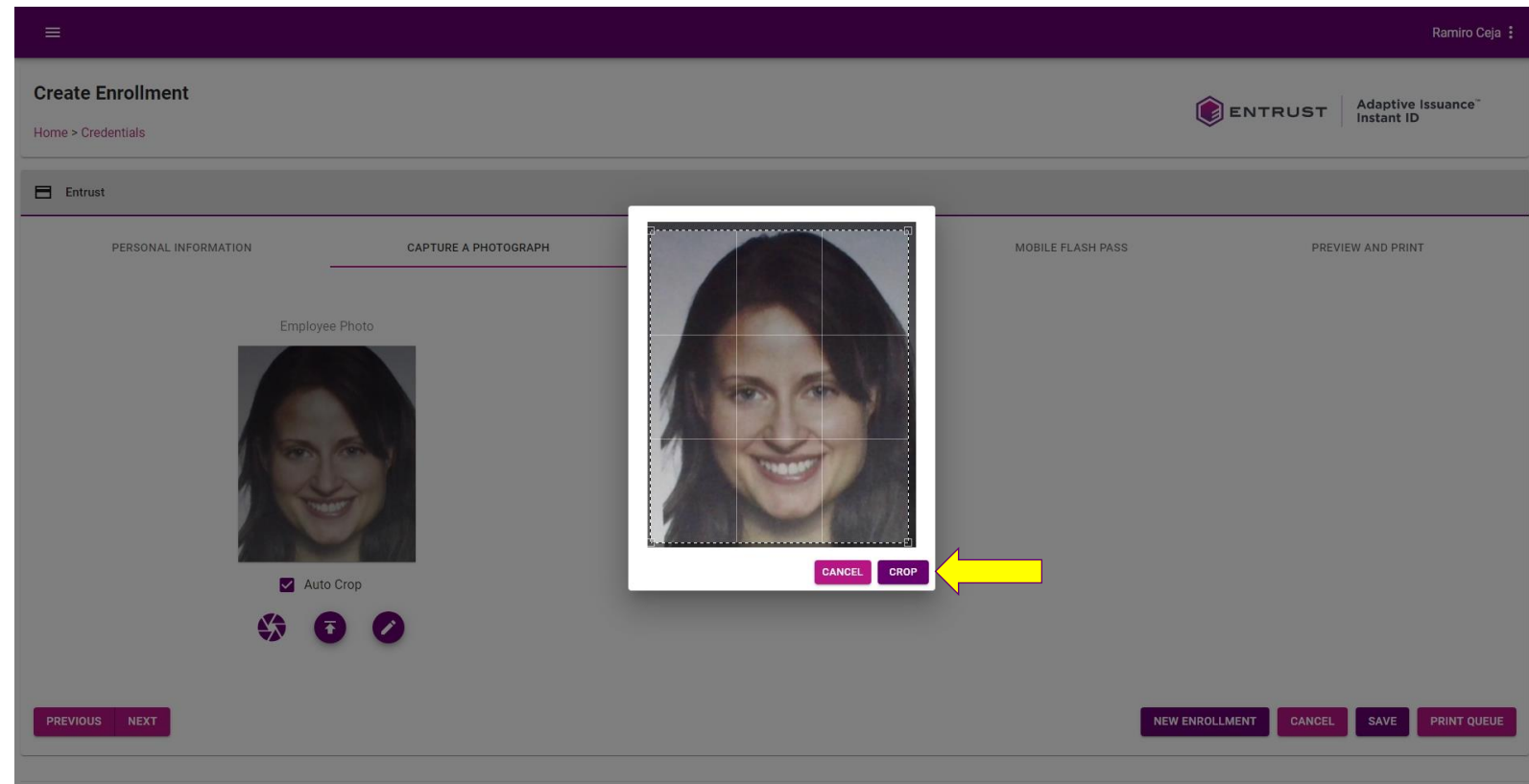
Edit a Photograph

To manually crop the photograph, click on the **Edit** icon.

The screenshot shows the 'Create Enrollment' page in the Entrust system. The user is currently in the 'CAPTURE A PHOTOGRAPH' step. An 'Employee Photo' is shown with a 'Auto Crop' checkbox checked. Below the photo are three icons: a camera, a refresh, and an edit icon. A yellow arrow points to the edit icon. The interface includes navigation tabs, a breadcrumb trail, and action buttons at the bottom.

Edit a Photograph

Position the cropping frame on the photograph and click on **CROP**.



Edit a Photograph

The photograph is cropped.

The screenshot shows the 'Create Enrollment' process in the Entrust system. The current step is 'CAPTURE A PHOTOGRAPH'. A photo of a woman is shown with a crop box. Below the photo, there is a checked checkbox for 'Auto Crop' and three icons: a crop icon, a zoom icon, and an edit icon. At the bottom, there are buttons for 'PREVIOUS', 'NEXT', 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE'. The Entrust logo and 'Adaptive Issuance Instant ID' are visible in the top right corner.

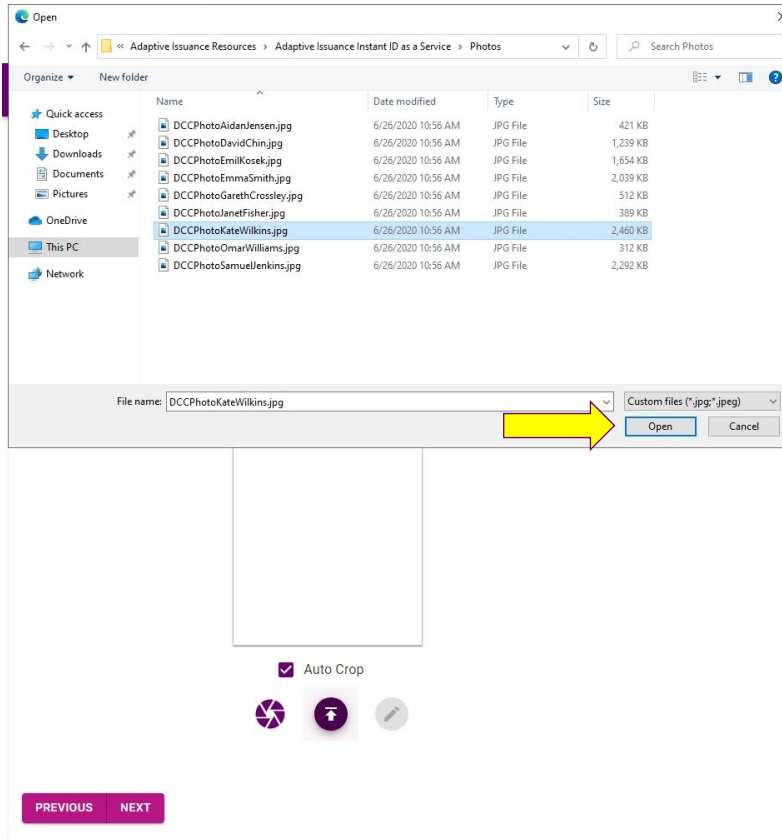
Upload a Photograph

To upload a photograph, click on the **Upload** icon.

The screenshot shows the 'Create Enrollment' form in the 'CAPTURE A PHOTOGRAPH' step. The form has a purple header with a menu icon and the user name 'Ramiro Ceja'. Below the header, the title 'Create Enrollment' is displayed, followed by a breadcrumb 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are in the top right. A navigation bar below the header contains five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH' (which is underlined), 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The main content area features a large empty box labeled 'Employee Photo'. Below this box is a checked checkbox for 'Auto Crop'. A yellow arrow points to the 'Upload' icon (a purple circle with a white upward arrow) among other icons. At the bottom, there are navigation buttons: 'PREVIOUS' and 'NEXT' on the left, and 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE' on the right.

Upload a Photograph

Select the image file and click on **Open**.



Upload a Photograph

A photograph of the applicant is uploaded.

The screenshot displays the 'Create Enrollment' interface in the Entrust system. The page title is 'Create Enrollment' with a breadcrumb trail 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are visible in the top right. The navigation bar shows 'Entrust' and five steps: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH' (active), 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The main content area is titled 'Employee Photo' and features a photo of a woman. Below the photo is a checked 'Auto Crop' checkbox and three icons: a camera, a crop tool, and an edit tool. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons on the left, and 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE' buttons on the right.

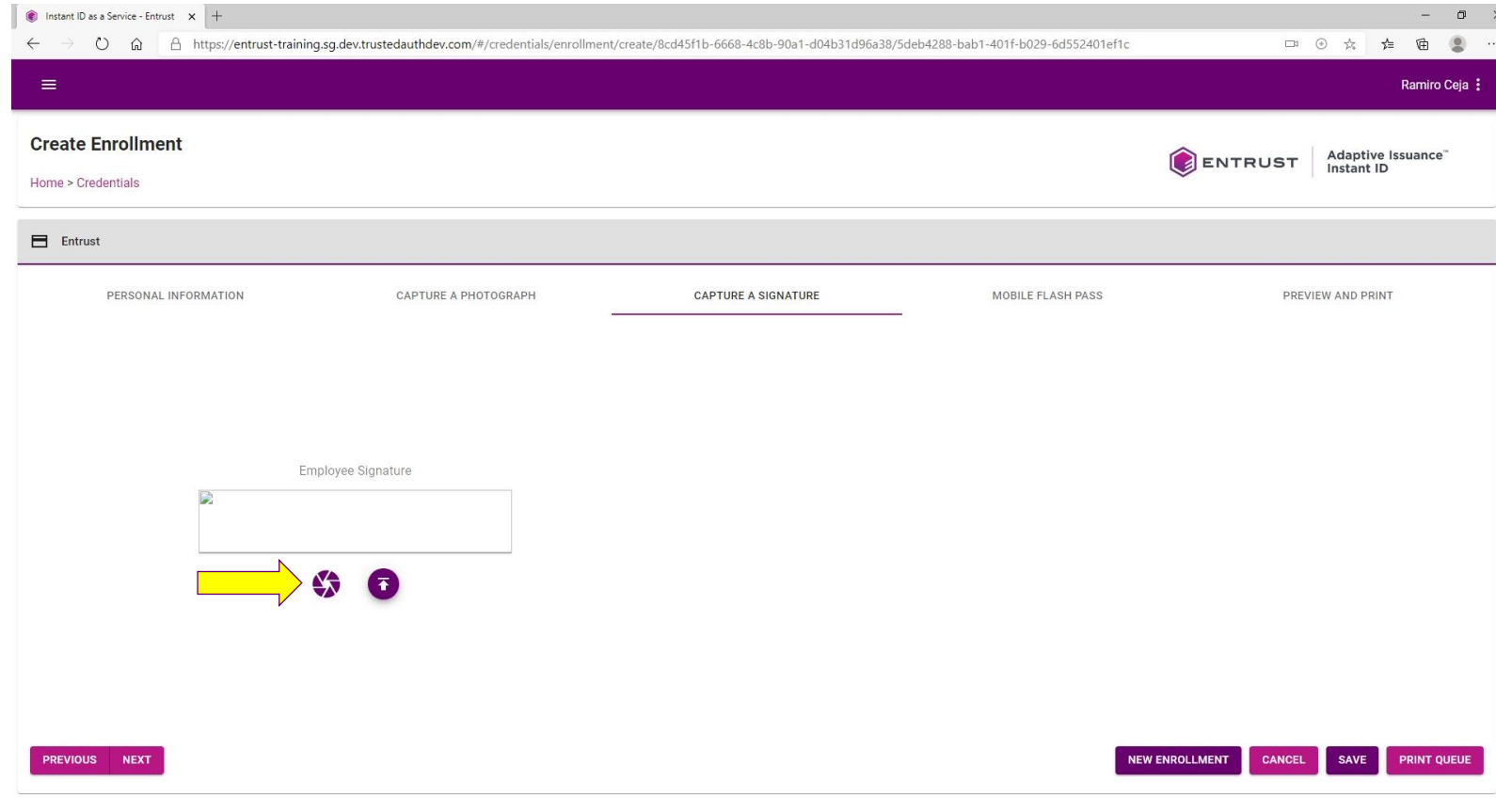
Capture a Photograph

Click on **NEXT**.

The screenshot shows the 'Create Enrollment' page in the Entrust system. The current step is 'CAPTURE A PHOTOGRAPH', which is highlighted with a purple underline. The page displays a photo of a woman with the caption 'Employee Photo'. Below the photo, there is a checked checkbox for 'Auto Crop' and three circular icons for photo editing: a camera shutter, a crop tool, and a pencil. At the bottom left, there are two buttons: 'PREVIOUS' and 'NEXT'. A yellow arrow points to the 'NEXT' button. At the bottom right, there are four buttons: 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE'. The top navigation bar includes a hamburger menu, the user name 'Ramiro Ceja', and the Entrust logo with the text 'Adaptive Issuance™ Instant ID'.

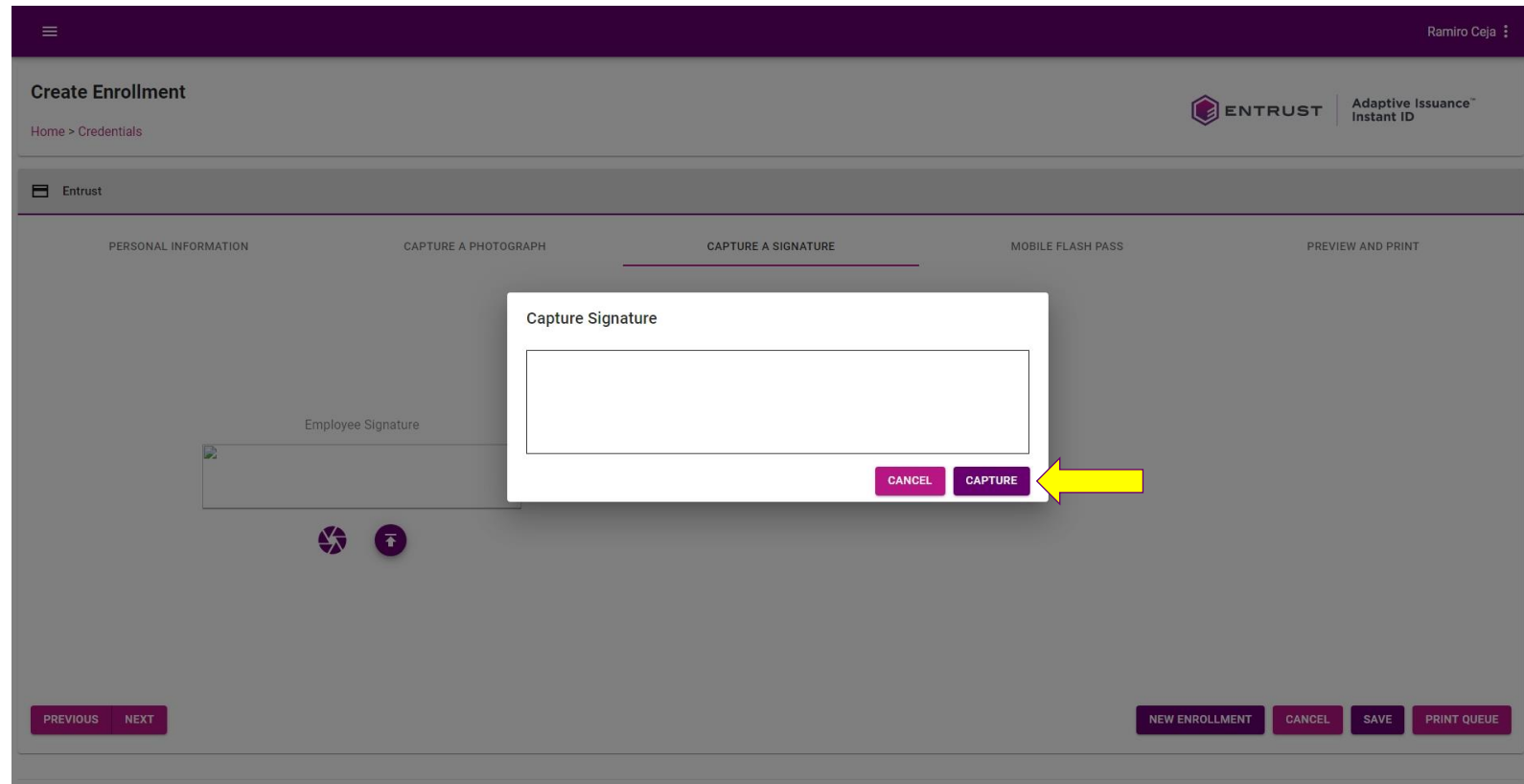
Capture a Signature

To capture a signature, click on the **Capture** icon.



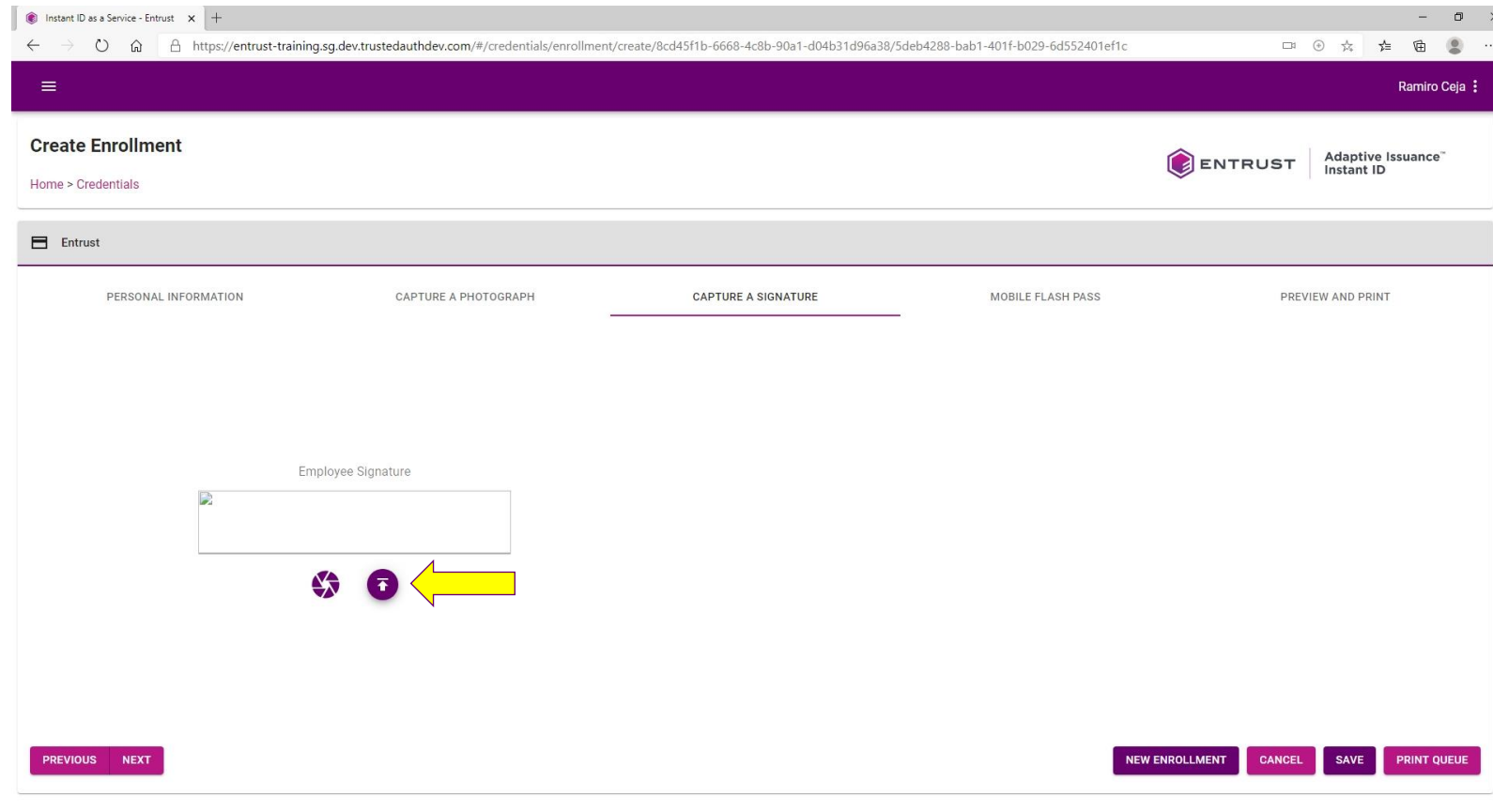
Capture a Signature

Have the applicant sign in the **Capture Signature** box using the mouse or the touch screen on a mobile device and click on **CAPTURE**.



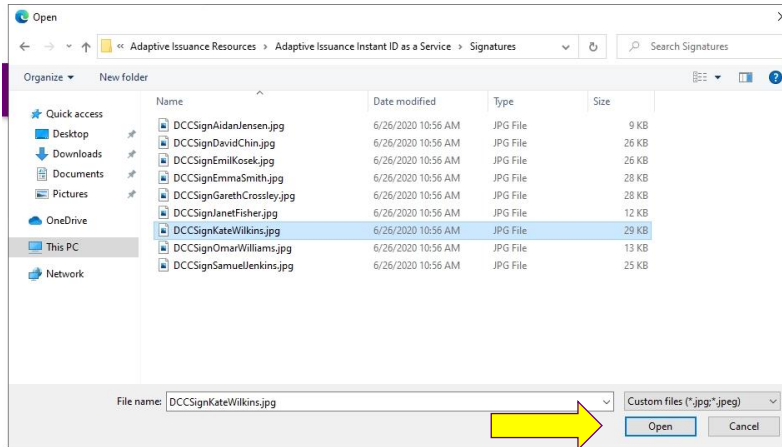
Upload a Signature

To upload a signature, click on the **Upload** icon.



Upload a Signature

Select the image file that contains the signature and click on **Open**.



Upload a Signature

Click on **NEXT**.

The screenshot shows the 'Create Enrollment' page in the Entrust system. The page is titled 'Create Enrollment' and has a breadcrumb trail 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are in the top right. The page is divided into five steps: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The 'CAPTURE A SIGNATURE' step is active. In the center, there is a box labeled 'Employee Signature' containing the handwritten signature 'Kate Wilkins'. Below the signature are two circular icons: a camera and a refresh icon. At the bottom left, there are 'PREVIOUS' and 'NEXT' buttons. A yellow arrow points to the 'NEXT' button. At the bottom right, there are 'NEW ENROLLMENT', 'CANCEL', 'SAVE', and 'PRINT QUEUE' buttons.

Mobile Flash Pass

Mobile Flash Passes are digital credentials that contain information for the applicant and a barcode for identifying the user or gaining access to an area. Mobile Flash Passes requires the issuer to have an Apple Developer account or a Google Developer account. Mobile Flash Passes do not require the end-user to have an Apple Developer account or a Google Developer account but do require the use of either Google Pay or Apple Wallet.

Mobile Flash Pass

To issue a Mobile Flash Pass:

1. In the **Email Address** field, enter the email address for the applicant.
2. Click on **SEND MOBILE FLASH PASS**.

The screenshot shows the 'Create Enrollment' page in the Entrust system. The page is titled 'Create Enrollment' and has a breadcrumb trail 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are in the top right. The page is divided into five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS' (which is the active tab), and 'PREVIEW AND PRINT'. The 'MOBILE FLASH PASS' tab contains four input fields: 'Email Address' (with a yellow '1' callout), 'claimTokenExpiry' (with a calendar icon), 'claimStatus', and 'claimDate' (with a calendar icon). At the bottom, there are navigation buttons: 'PREVIOUS', 'NEXT', 'NEW ENROLLMENT', 'CANCEL', 'SAVE', 'SEND MOBILE FLASH PASS' (with a yellow '2' callout), and 'PRINT QUEUE'.

Mobile Flash Pass

If you are sure that you want to send a Mobile Flash Pass for this credential, click on **SEND**.

The screenshot displays the 'Create Enrollment' process in the Entrust system. The current step is 'MOBILE FLASH PASS'. A modal dialog box is open, asking for confirmation to send a mobile flash pass email. The dialog contains the text: 'Send Mobile Flash Pass' and 'Are you sure you want to send a mobile flash pass email for this credential? This will allow the user to load a digital version into their mobile wallet.' Below the text are two buttons: 'CANCEL' and 'SEND'. A yellow arrow points to the 'SEND' button. The background interface shows a progress bar with steps: PERSONAL INFORMATION, CAPTURE A PHOTOGRAPH, CAPTURE A SIGNATURE, MOBILE FLASH PASS (active), and PREVIEW AND PRINT. The 'SEND MOBILE FLASH PASS' button is also visible in the bottom right navigation bar.

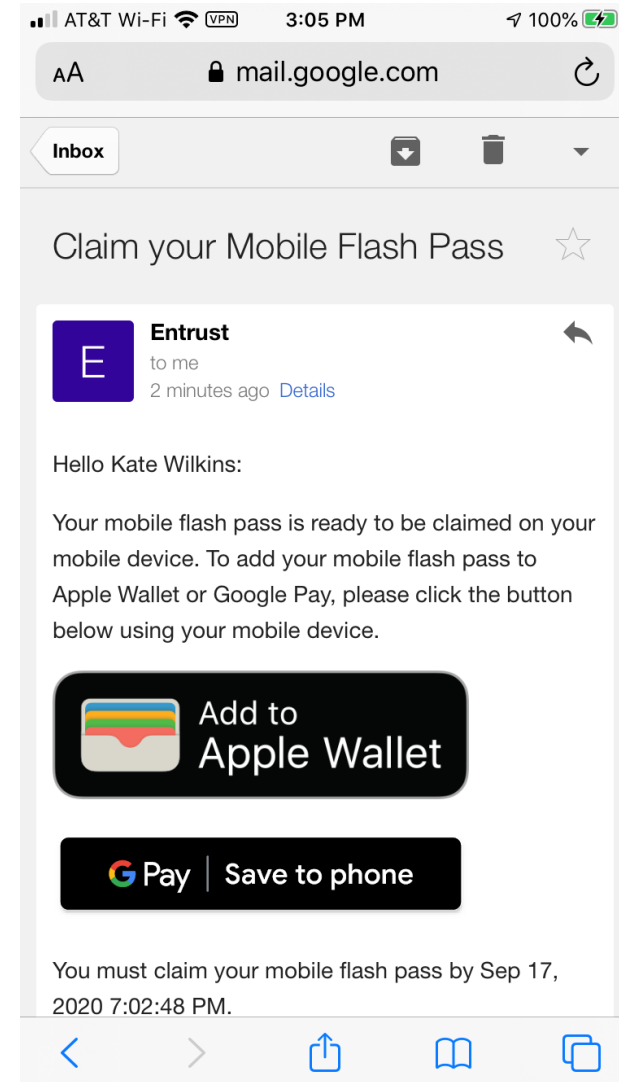
Mobile Flash Pass

A message indicates:
**Enrollment
successfully
created.**

The screenshot displays the 'Create Enrollment' screen in the Entrust mobile application. The interface features a purple header with a menu icon and the user's name 'Ramiro Ceja'. Below the header, the title 'Create Enrollment' is shown, along with a breadcrumb 'Home > Credentials' and the Entrust logo with the tagline 'Adaptive Issuance™ Instant ID'. The main content area is divided into five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS' (which is currently selected and underlined), and 'PREVIEW AND PRINT'. Under the 'PERSONAL INFORMATION' tab, there are four input fields: 'Email Address' (with a blurred value), 'claimTokenExpiry' (with a calendar icon), 'claimStatus', and 'claimDate' (with a calendar icon). At the bottom of the screen, there are several buttons: 'PREVIOUS' and 'NEXT' on the left; a central area with a yellow arrow pointing to a dark grey notification box that says 'Enrollment successfully created' with a green checkmark; and 'NEW ENROLLMENT', 'CANCEL', 'SAVE', 'SEND MOBILE FLASH PASS', and 'PRINT QUEUE' on the right.

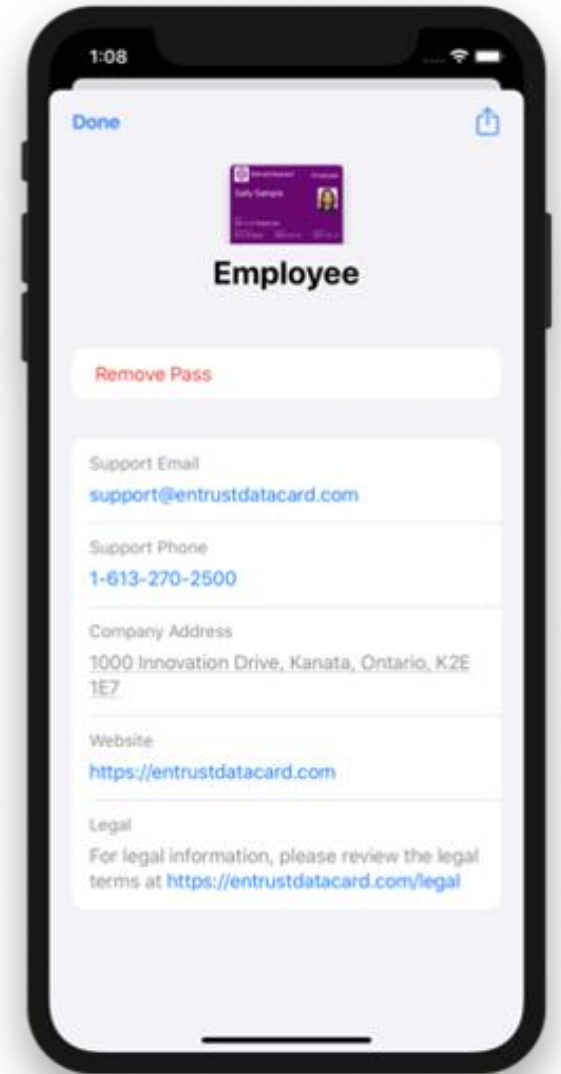
Mobile Flash Pass

An email is sent to the applicant indicating that their Mobile Flash Pass is ready to be claimed and added to Apple Wallet or Google Pay.



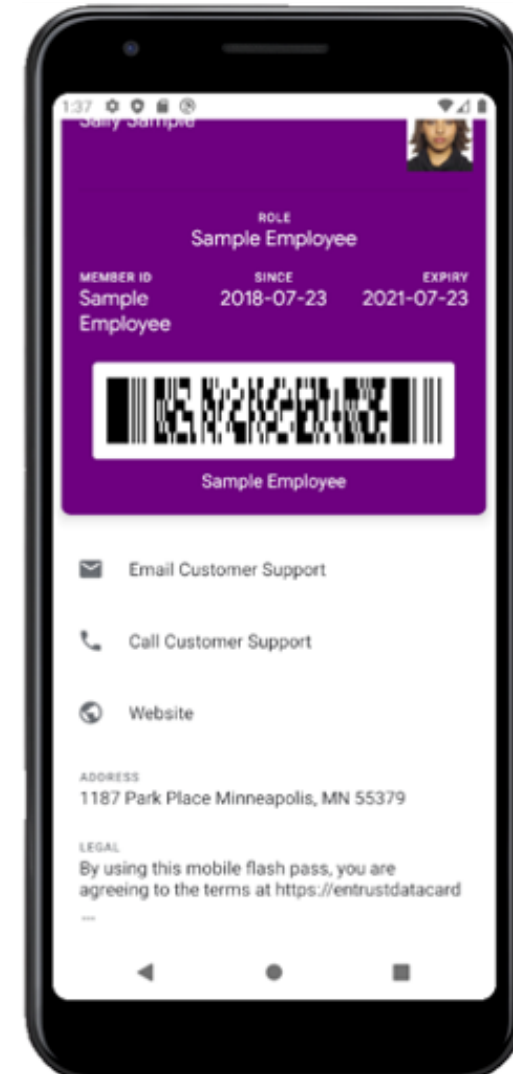
Mobile Flash Pass in Apple Wallet

Here is an example of what a Mobile Flash Pass looks like in Apple Wallet.



Mobile Flash Pass in Google Pay

Here is an example of what a Mobile Flash Pass looks like in Google Pay.



Mobile Flash Pass

Once the Mobile Flash Pass has been claimed, the **claimStatus** field indicated CLAIMED and the **claimDate** field indicate when it was claimed.

The screenshot displays the 'Edit Enrollment' page in the Entrust system. The page is titled 'Edit Enrollment' and includes a breadcrumb 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are visible in the top right. The page is divided into five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The 'MOBILE FLASH PASS' tab is active. The form contains the following fields:

- Email Address: [Redacted]
- claimTokenExpiry: 09/17/2020
- claimStatus: CLAIMED (highlighted with a yellow arrow)
- claimDate: 09/10/2020

At the bottom of the page, there are buttons for 'PREVIOUS', 'NEXT', 'NEW ENROLLMENT', 'CANCEL', 'SAVE', 'SEND MOBILE FLASH PASS', and 'PRINT QUEUE'.

Mobile Flash Pass

The Search Enrollment page, also displays the **claimStatus** field and the **claimDate** field.

Search Enrollment

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Q Entrust

<input type="checkbox"/>	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		<i>Kate Wilkins</i>	[REDACTED]	09/10/2020	CLAIMED	09/17/2020

CANCEL

Rows per page: 50 1-1 of 1

Mobile Flash Pass

Click on **NEXT**.

The screenshot shows the 'Create Enrollment' form in the 'MOBILE FLASH PASS' step. The form is divided into five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS' (which is the active step), and 'PREVIEW AND PRINT'. The 'MOBILE FLASH PASS' tab contains four input fields: 'Email Address' (with a placeholder 'ramiro.ceja@gmail.com'), 'claimTokenExpiry' (with a calendar icon), 'claimStatus', and 'claimDate' (with a calendar icon). At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT'. A yellow arrow points to the 'NEXT' button. To the right of these buttons are five more buttons: 'NEW ENROLLMENT', 'CANCEL', 'SAVE', 'SEND MOBILE FLASH PASS', and 'PRINT QUEUE'. The top of the page features a purple header with a menu icon, the user name 'Ramiro Ceja', and the Entrust logo with the text 'Adaptive Issuance™ Instant ID'. The breadcrumb 'Home > Credentials' is visible below the header.

Preview and Print

A preview of the credential is displayed. Ensure that the applicants information appears correctly on the credential.

- To cancel the enrollment, click on **CANCEL**.
- To save the enrollment to the database, click on **SAVE**.
- To save the enrollment to the database and print the credential, click on **SAVE AND PRINT**.

The screenshot shows the 'Create Enrollment' interface in the Entrust system. The page title is 'Create Enrollment' and the breadcrumb is 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are in the top right. The navigation bar includes 'Entrust' and five tabs: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. The 'PREVIEW AND PRINT' tab is active. The main content area displays a preview of an Employee ID credential for Kate Wilkins, a Training Supervisor, with ID 12345 and expiration date 09/01/2020. The credential includes a photo, a signature, and a barcode. At the bottom, there are buttons for 'PREVIOUS', 'NEXT', 'NEW ENROLLMENT', 'CANCEL', 'SAVE', 'SAVE AND PRINT', and 'PRINT QUEUE'. The 'CANCEL', 'SAVE', and 'SAVE AND PRINT' buttons are highlighted with a yellow border.

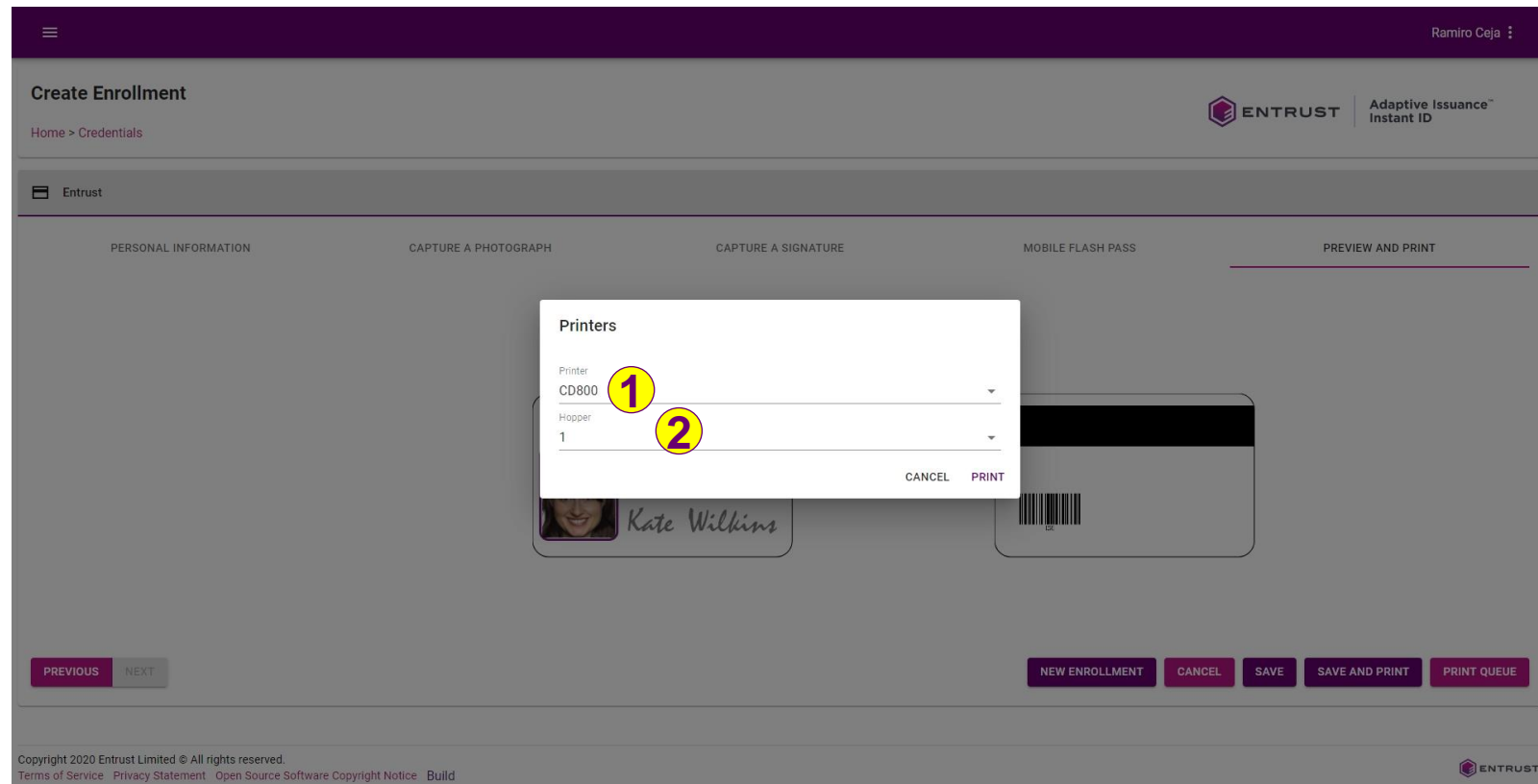
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Preview and Print

After clicking on **SAVE AND PRINT**, the **Printers** dialog page appears.

1. Select the Printer from the drop-down list.
2. Select the Hopper from the drop-down list.



Preview and Print

Click on **PRINT**.

The screenshot displays the 'Create Enrollment' process in the Entrust system, specifically the 'Preview and Print' stage. The interface includes a top navigation bar with the user's name 'Ramiro Ceja' and the Entrust logo. The main content area shows a progress bar with five steps: 'PERSONAL INFORMATION', 'CAPTURE A PHOTOGRAPH', 'CAPTURE A SIGNATURE', 'MOBILE FLASH PASS', and 'PREVIEW AND PRINT'. A 'Printers' modal is open, allowing the user to select a printer and hopper. The selected printer is 'CD800' and the hopper is '1'. A yellow arrow points to the 'PRINT' button in the modal. The background shows a preview of a credential for 'Kate Wilkins' with a photo and a barcode. At the bottom, there are buttons for 'PREVIOUS', 'NEXT', 'NEW ENROLLMENT', 'CANCEL', 'SAVE', 'SAVE AND PRINT', and 'PRINT QUEUE'. The footer contains copyright information and links to 'Terms of Service', 'Privacy Statement', 'Open Source Software Copyright Notice', and 'Build'.

Preview and Print

A message indicates:
A print is successfully submitted. Go to print queue to check the job status.

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Entrust

PERSONAL INFORMATION CAPTURE A PHOTOGRAPH CAPTURE A SIGNATURE MOBILE FLASH PASS PREVIEW AND PRINT

ENTRUST Employee ID
Kate Wilkins
Training Supervisor
12345
09/01/2020
Kate Wilkins

NEW ENROLLMENT CANCEL SAVE SAVE AND PRINT PRINT QUEUE

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✓ A print is successfully submitted. Go to print queue to check the job status. [PRINT QUEUE](#)

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Print Queue

The Print Queue displays the print job and its status.

The screenshot shows the 'Print Queue' page in a web application. The page has a purple header with a menu icon and the user name 'Ramiro Ceja'. Below the header, there is a breadcrumb 'Home > Print Queue' and the 'ENTRUST Adaptive Issuance Instant ID' logo. The main content area is titled 'Print Queue' and contains a table with the following columns: Printer, Name, Created On, Status, Status Details, and Actions. A single row is visible with the following data: Printer: CD800, Name: Entrust 2020/09/10 19:13:01, Created On: 10 Sep 2020 15:13:01, Status: In Progress, Status Details: Perform Print. A yellow arrow points to the 'In Progress' status. At the bottom of the table, there is a pagination control showing 'Rows per page: 10 Total: 1' and 'Page 1 of 1'.

<input type="checkbox"/>	Printer	Name ↑	Created On	Status	Status Details	Actions
<input type="checkbox"/>	CD800	Entrust 2020/09/10 19:13:01	10 Sep 2020 15:13:01	In Progress	Perform Print	

Note: Only print jobs with a status Waiting or Stopped can be deleted. To delete a print job click on the Delete icon.

Print Queue

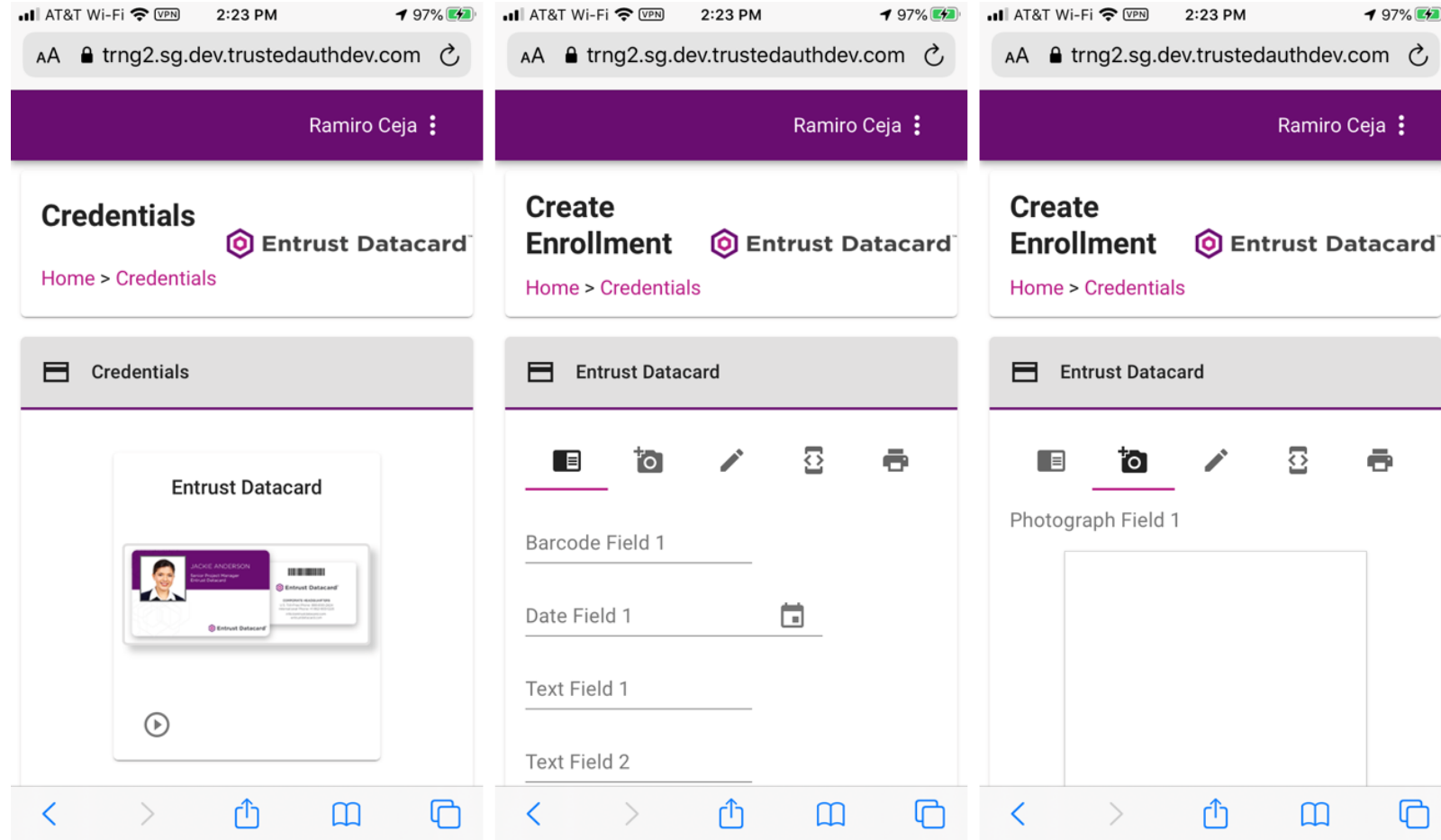
Once the credential is printed, it disappears from the print queue.

The screenshot shows the 'Print Queue' page in the Entrust system. The page has a purple header with a menu icon and the user name 'Ramiro Ceja'. Below the header, the page title 'Print Queue' is displayed, along with the Entrust logo and 'Adaptive Issuance™ Instant ID'. A breadcrumb trail shows 'Home > Print Queue'. A search bar labeled 'Quick filter...' is present. The main content area contains a table with the following columns: 'Printer', 'Name ↑', 'Created On', 'Status', 'Status Details', and 'Actions'. The table is currently empty, with a message 'No Rows To Show' centered below the header. At the bottom of the table, it shows 'Rows per page: 10' and 'Total: 0'. Navigation arrows and 'Page 1 of 1' are visible at the bottom right of the table area.

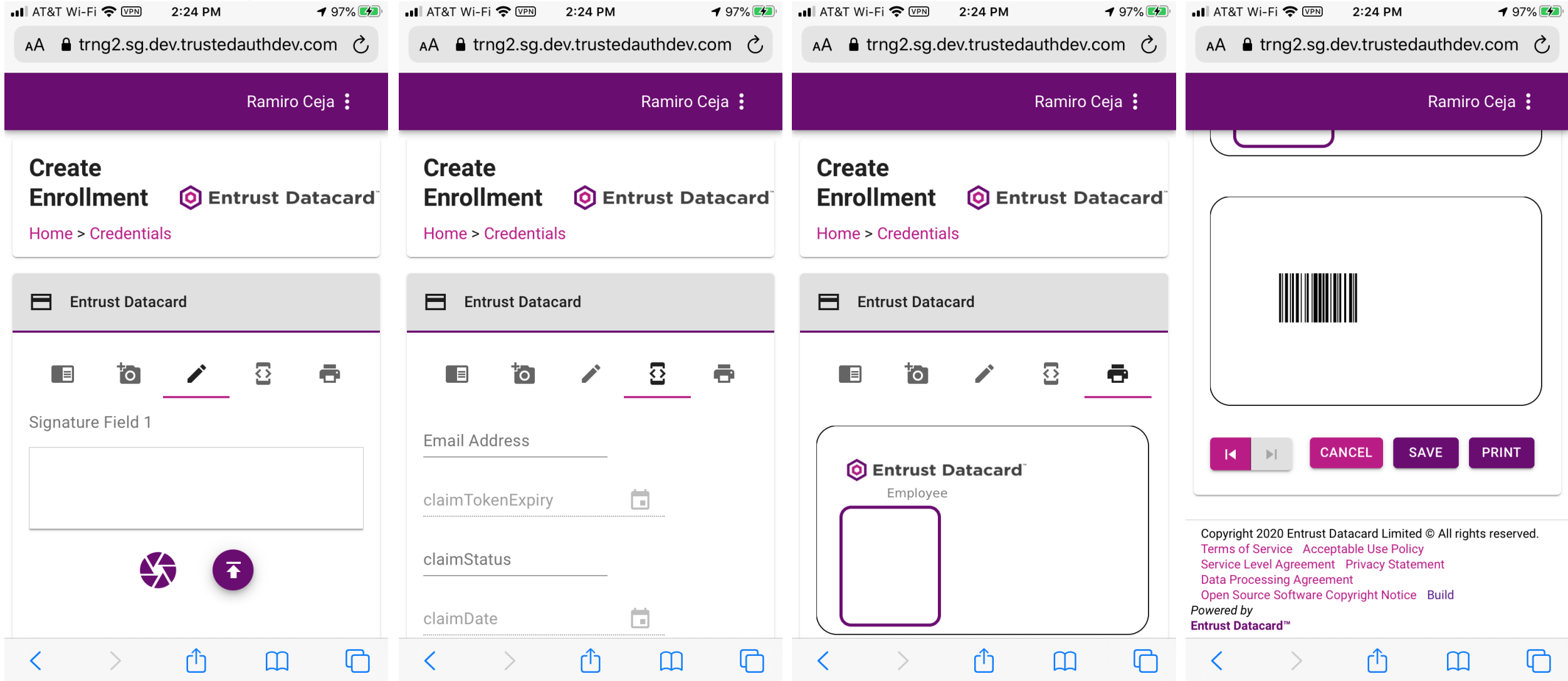
Mobile Enrollment

Enrollments can be created from a mobile device. When you login as an Issuance Operator, the software takes you directly to the Credentials page.

Here are a few screens of what Mobile Enrollment looks like.



Mobile Enrollment



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