1. Debe descargar la aplicación de su tienda correspondiente, App Store o Play Store:

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Get your personal activity insight Easily add to you personal print Image: Construction of the personal print within the	Preview		Install
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2. En la siguiente pantalla debe presionar [Next]:



3. Luego debe seleccionar [Manual Login]:



4. Al ver el recuadro Enter your tenant URL debe ingresar ucb.us.uniflowonline.com:



5. En la siguiente pantalla deberá seleccionar [UCB Employee and Student Portal]:



6. Esto abrirá la pantalla para iniciar sesión con su correo electrónico institucional:



7. Luego debera ingresar su contraseña del correo institucional:

Microsoft	
\leftarrow jvalle@ucb.edu.pr	
Enter password	
Password	
Forgot my password	
	Sign in
Terms of use Privacy & cookies	
AA 🔒 login.microsofto	online.com 🖒

8. Luego del paso anterior **le pedirá verificar su cuenta mediante el autenticador de Microsoft**:

Microsoft
jvalle@ucb.edu.pr
Approve sign in request
Open your Authenticator app, and enter the number shown to sign in.
14
No numbers in your app? Make sure to upgrade to the latest version.
I can't use my Microsoft Authenticator app right now
More information
Terms of use Privacy & cookies
AA 🔒 login.microsoftonline.com 🖒

9. En la siguiente ventana deberá seleccionar el botón [YES]:



10. Al aparecer la siguiente ventana **podrá abrir nuevamente la aplicación de UniflowOnline** para culminar el proceso de autenticación:



11. Al abrir nuevamente la app le aparecerá esta pantalla donde **deberá esperar aproximadamente 5 a 10 segundos**:



- 12. Al culminar este proceso le proveerá las siguientes opciones de impresión:
 - a. File Documento
 - b. Photo Imágenes
 - c. Take Picture Tomar una foto

≡						
Print						
6	Select file Select a file on your phone.					
Select photo Select a photo on your phone.						
	Take picture Create a new print job by taking a photo.					
Dashboa	rd Print My queue					

13. Al seleccionar el documento o foto deberá seleccionar [Add to queue]:



14. Al presionar el botón anterior **deberá esperar aproximadamente 5 a 10 segundos en la** siguiente pantalla:



15. Luego de la pantalla anterior **su documento aparecerá en la lista de documentos pendientes a imprimir**:

Select	all ≣† Date ▼	
0	Web Print (UniFlowOnline).docx	
Dasht	Dooard Print My queue	

16. Luego de esto podrás recoger el documento en la impresora:

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