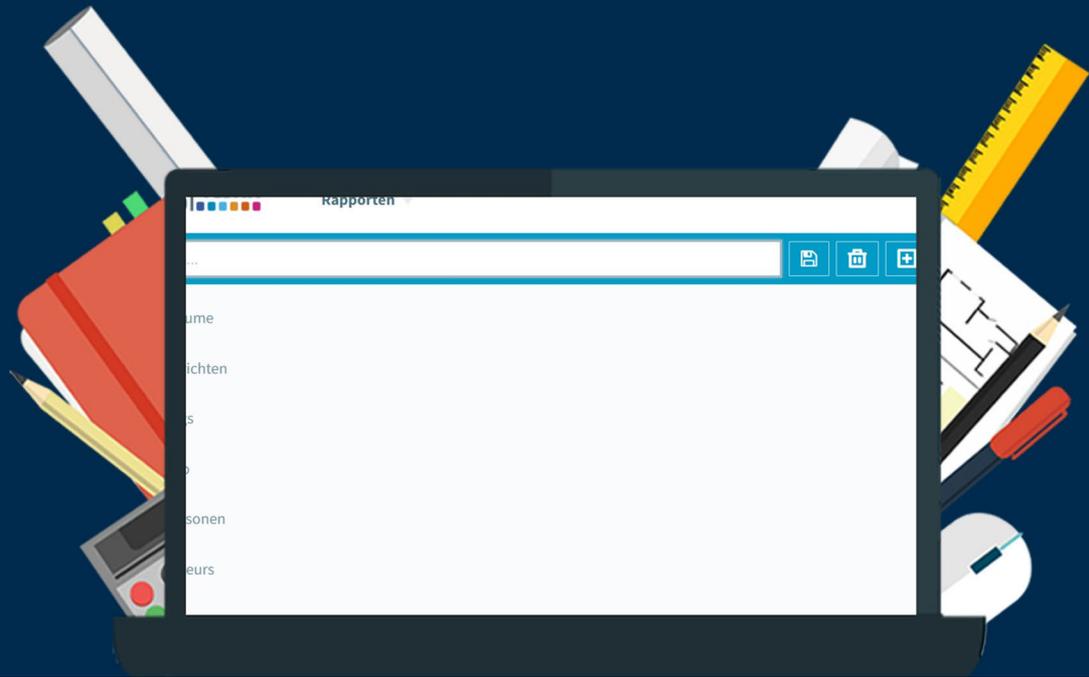


Installation Manual



Spotler Engage

For Windows and Mac

Step 1: Order Spotler Engage on SURFspot. You can find your order in your account under “Orders”, this is also where you can find your code. Click on “Download”, you will now be redirected to the Spotler Engage registration page.

Order ID		Verzonden
OBI4wan - educatieve licentie	Downloaden	Verzonden
	Toon licentie code	

Step 2: In the field “Token”, fill in the code you received with your order. You can find this in your account under “Orders” and “Show serial code”. Fill in the rest of the fields and click on “Submit”.



Token

First name

Last name

Institution

Education

Function

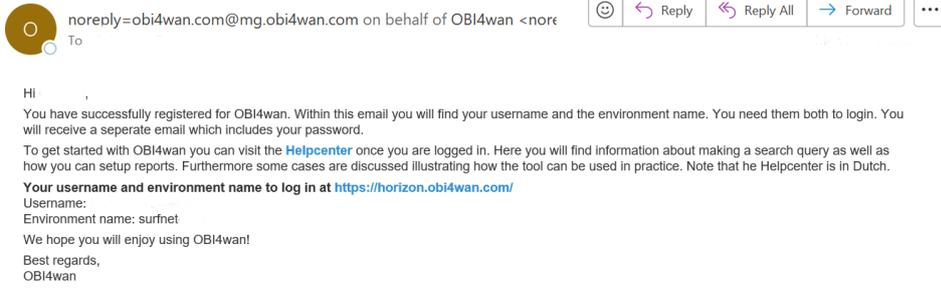
Email

Step 3: You will now get a notification saying your registration was successful.

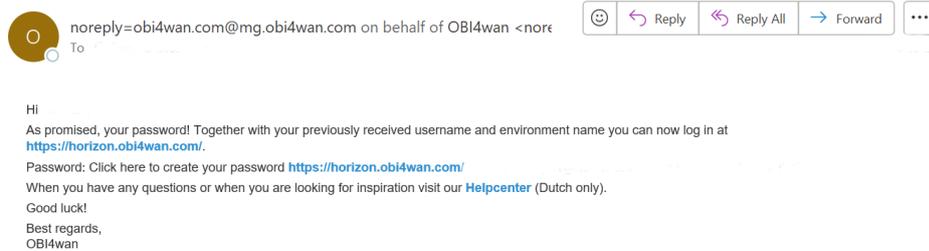
Registration successful!

Step 4: You will now receive two emails from Spotler Engage at the email address you provided: in the first email you will receive your username and the “environment” you need to use to log in, in the second email you will receive a link which you can use to create a password.

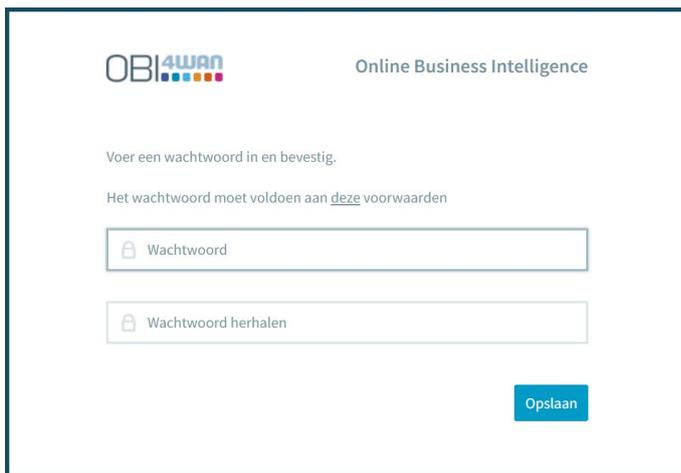
OBI4wan education license - account information (1/2)



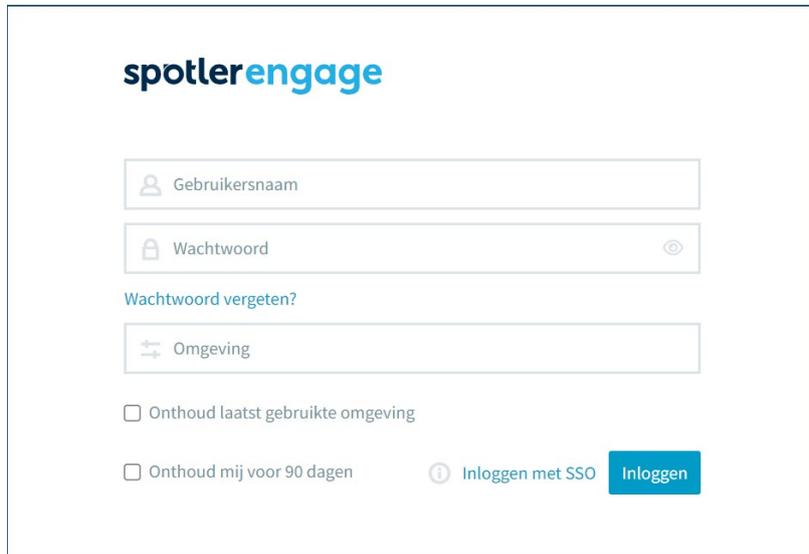
OBI4wan education license - account information (2/2)



Step 5: Click on the link in the second email after “Click here to create your password”. Create a password and click on “Opslaan”.



Step 6: You will immediately be redirected to the log in page, <https://horizon.obi4wan.com/>. Log in with your password and the username and environment provided in your first email. Click on “Inloggen”.



The screenshot shows the Spotler Engage login interface. At the top left is the logo "spotlerengage". Below it are three input fields: "Gebruikersnaam" (Username) with a person icon, "Wachtwoord" (Password) with a lock icon and a toggle eye icon, and "Omgeving" (Environment) with a plus-minus icon. Below the password field is a link "Wachtwoord vergeten?". At the bottom, there are two checkboxes: "Onthoud laatst gebruikte omgeving" and "Onthoud mij voor 90 dagen". To the right of these is a link "Inloggen met SSO" with an information icon, and a blue "Inloggen" button.

Step 7: You can now use your Spotler Engage license!

