Download Your TryMosaic Workplace Passport

Create a file copy for your own records or for an approved offline process.

Before you start

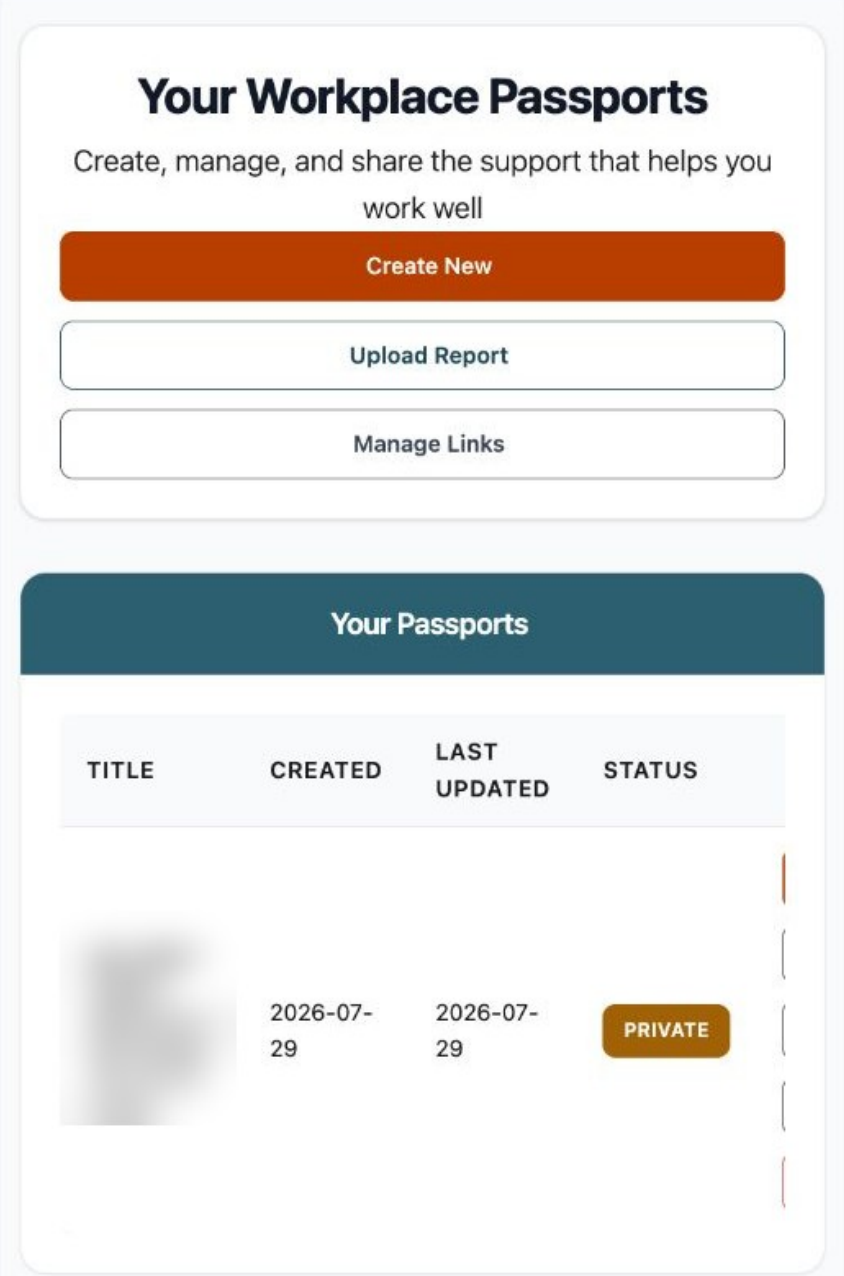
- Use a trusted device.
- Choose a secure storage location before downloading.

Important

Downloaded Passports are outside TryMosaic’s access controls. Protect the file as sensitive personal information.

Open your organisation’s TryMosaic deployment using the link supplied by your employer. The screens may use your organisation’s colours or logo.

1 Open the Passport you want to download.



2 Select ‘Download’ from the Passport actions.

3 Wait for the file to be created and saved by your browser.

4 Open the downloaded file and check the title and content.

5 Move it to an approved secure location and remove unnecessary duplicate copies.

¡ **Check your result**

The file opens correctly and contains the expected Passport—not an older Passport or another person’s information.

! **If something looks wrong**

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

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