HOW TO: Use Check I’m Here - Android

Get the Check In App
1. Go to the Google Play store
2. Search for Check Point by Presence
3. Click install

Use the App to Check Students into Events
1. Open the CheckPoint/Check I’m Here app
2. Click through the Getting Started tutorial
3. Swipe UP on the word SCAN
4. Enter the 4 character PIN for the event
5. Click GO
6. Click Barcode at the bottom of the screen
   - If you do not have a barcode scanner installed, you will be prompted to install, Select YES
   - Click Install
   - Upon completion go back to Check I’m Here
7. Click Barcode
   - **Student has ID Card:** Hold the Student ID in front of your smartphone until it scans the barcode
   - **Student Doesn’t have ID Card:** Select Manual Entry and key in the students email address

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