THE PRESENCE CHECKPOINT APP

How to use the app:

1. Download the app (Apple or Google)

2. Open the app and select “PIN LOGIN” (Apple products) or “SCAN” (Android products), ignore Admin Login

3. Enter the four-digit PIN associated with the event that you are sent from the Office of Student Development

4. Manually enter students by ID number or their @marquette.edu email address by clicking the “Manual Entry” icon. If you enter a student’s ID number, skip the first 00s.

5. This screen will appear showing students who have successfully been checked in

6. If you would like the ability to swipe student ID cards, stop by AMU 121 and ask for a card swipe reader. Below are the instructions for how to use the reader.
   a. Plug in the card swipe reader to your headphone jack or iPhone jack adapter
   b. Make sure the side with the yellow sticker is facing up.
   c. With the card’s magnetic stripe facing the yellow sticker part of the reader, swipe the card through in a level, fluid motion (this may take a couple swipes on your first few times).

7. Once you’ve checked an individual in, if there is a waiver tied to you event, the waiver that informs them what they are agreeing to by being considered an interested member will show up. They will need to hit the Okay button. After that, the screen will bring up the signature page. They can use their finger or a stylist (if you have one) to sign their name electronically on your device. Once they sign, hit Accept.

8. If at any time, you’re having issues with the app or someone is not being recognized when you’re trying to check them in, please contact engaged@marquette.edu immediately so that we may help troubleshoot as quick as possible.