Check-in Application (Gym/Blue Screen)

This application is used by office staff to check if the students have met their requirements for fall and Spring orientation.

This is a web application available online via browser. The link to the web page is available to check-in computers at the gym on orientation days. Staff can access the application via URL. Please contact IT for the URL.
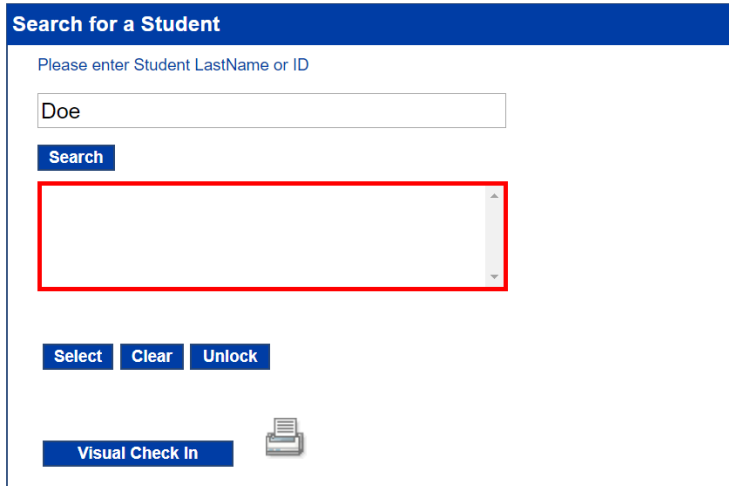
> (i) **Note**
>
> Check-in is Mandatory for New and Returning Undergraduate Day Students.
>
> ****This process will be done during orientation from August 13th this year for all Undergraduate Day students New and Returning****

VISUAL CHECK IN PROCESS Step-by-step guide

1. Enter the students ID number or last name, and then click "Search"

2. Once their name appears, highlight it and click on "Select."

   The student's record will populate.

Search for a Student

Please enter Student LastName or ID

Doe

Search

Joe Jane - 123456 - 1/1/2000

Select   Clear   Unlock

Visual Check In

⊘ Note: If you see the message "This profile is in use. Please Unlock and try again" in the Student Information area, please click the "Unlock" button above to unlock the student's record. Re-enter the student's ID number in the search window and click search.

Student Information

Name	This profile is in use.Please Unlock and try again
Student ID	
Commuter Status	
Student Type	

3. Notify the student of any requirements they have not met, and advise them to visit the corresponding offices to them resolved.

4. Verify student information in the screen. Any changes must be completed by the registrar office.

Student Information

Name	Doe, Jane
Student ID	123456
Cohort	
Division	Undergraduate Division
Tuition Code	UG Day Students
Commuter Status	Commuter
International F1 Student	N

5. Verify the student is not missing any documents or account payments. If they do, they must clear their account with Student Financial Services

Student Financial Services		
Statement of Financial Responsibility	✔	Met
1098T Consent Form	✔	Met
ACH Refund Set Up	✔	Met
Health Insurance Enrollment	✔	Met
Financial Aid Documents -eSAS	✔	Met
Balance Due	✔	Met

6. International students need to check with the International Student Office for the new student orientation and other documentation.

International Student Services	
Canvas Course - ISO 101	N/A
Immigration Document Verification	N/A
Arrival Confirmation	N/A

7. Students also need to make sure they have all required documents for the Health Center, Housing and Resident (Resident students) and their picture ID. Students missing these requirements must check with those departments/stations.

Health Center Services

Health History and Authorization	✔	Met
Physical Examination Form	✔	Met
MMR #1 Vaccination	✔	Met
MMR #2 Vaccination	✔	Met
Meningitis Vaccination	✔	Met

Housing

On/Off Campus Application	✔	Met
Activate ID Card for Room	✔	Met

ID Card Services

Photo Submitted & Approved	✖	Not Met

Last Canvas Log-in date:	UNAVAILABLE
Last Meal Swipe:	UNAVAILABLE
Last Attendance Report:	UNAVAILABLE

IBC Building

FNIS	N/A	
Cleared for iPad Pick-up	✖	Not Met

8. To complete the visual check-in process, print a requirements summary report out for the student by clicking on the printer icon or just visually check them in by clicking on the "Visual Check In" button in the top left section.

Visual Check In

9. When you are finished click on the clear button to enter a new student's ID.

Select   **Clear**   **Unlock**

ⓘ

Related articles

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