

# Setup a Sign-in Station - Checklist

1. Go to **Advanced Options > Settings** to determine the rules for Sign-ins/Sign-outs
  1. **Available Statuses**
    1. From this screen you can add other status by clicking it. Modify the labels, the label colors, and the amount of credits they receive for the statuses.
  2. **Selection Rules**
    1. What **status** is given if the student **signs-in/signs-out correctly**.
    2. What **status** is given if the student **neither signs-in/signs-out**.
    3. What **status** is given if the student is late by **X** minutes.
    4. What **status** is given if the student is late by **X** minutes or never signs-in (but signs-out).
    5. What **status** is given if the student signs-out **X** minutes (or more) before the class ends.
    6. What **status** is given if the student **does not sign-out**.
2. Create a Sign-In Station
  1. Fill out the Sign-in Station information.

**Station Name:**  
This can be whatever you want to name the Sign-In Station. You could use the room name and the number of the Sign-in Station like Auditorium-Station01, Auditorium-Station02, Auditorium-Station03, or RM101-Station01, RM101-Station02, etc.

**Title:**  
This is the message that appears at the top of the screen below what class they are signing into. This can be as simple as "Sign-In Here"

**Instructions:**  
This can be more detailed instructions but remember to keep it simple and short because the more information you have will make the Sign-In box appear lower on the screen.

**Admin Passcode (optional):**  
Enter an Admin Passcode to manage this Sign-in Station. If you do not want to add an Admin Passcode then you do not have to.

**Classroom (optional):**  
Enter an Admin Passcode to manage this Sign-in Station. If you do not want to add an Admin Passcode then you do not have to.
  2. Click **Save & Install Here** or **Save without Installing**.  
If you want to make this PC a Sign-in Station then click **Save & Install Here** otherwise if this is not the PC you want to make a Sign-in Station click **Save without Installing**.
3. Delete a Sign-in Station
  1. Click **Delete** on the end of the Sign-In Station listing.

**Warning!** This is permanent if you want to just want to remove the PC from being a Sign-in Station then click the **Uninstall** button to uninstall the sign-in station.
4. Uninstall a Sign-In Station
  1. Click **Uninstall** button above the Sign-In Station listing.

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5. Assigning Cards to students
  1. From the Home screen click **Assign Cards**
  2. Swipe or type a card number in.
  3. Search for a student to assign the card.
  4. Click on the **Assign** button.
  5. Repeat steps 2 through 4 for additional students.
  6. Click the **Close** button when complete.
6. Having students use the Sign-in Station
  1. From the Home screen click the **Switch to Sign-In Station** button.  
Note: You will not see this option if you have not created this PC to be a Sign-In Station.
  2. From the Sign-in screen just have the students swipe-in or type-in their student id or card number. A message will appear at the bottom of the screen to let them know they have successfully signed in.  
Note: If you have classes scheduled or have made this PC a Sign-In Station for a particular class it will show up at the top of this screen.
  3. To enter the Admin side of AccuClass you just have to click the link at the bottom left corner of the screen. From there you can either enter your admin passcode you created or return to the main Admin login page.
7. Mention that they can use whatever technology they prefer to automate the process
  1. RFID
  2. MagStripe
  3. Barcode
8. Additional Sign-in Screen options:
  1. AccuClass App
  2. Wall-mounted Time-clocks