## Positive Attendance – Student Check-in

1. Click the arrow next to the “Home” button.

2. Select “Educator Access Plus”.

3. Click the “Teacher Access” button.
   
   The Teacher Access menu will open.

4. Select “Positive Attendance” from the Teacher Access menu.

   The first time you enter the Positive Attendance kiosk, you need to setup the defaults. After this is setup up, you can skip to Step 10.

5. In the Building field, enter your campus number or click on the “Building” link to select your campus.

6. In the Room field, enter your room number or click on the “Room” link to select your room number.

7. Select the option to “Remove Absence Type and Reason from Period”.

8. Change the Scan Mode to “Student Only”.

9. Change the Student Lookup to “Other ID”.

10. Click the “Enter Scanning Mode” button.

11. On the Attendance Entry screen, students enter their student ID and click “Enter”.

    When all students have checked in, click the “Exit System” button.