**How To: Check-In Students at Events**

1. On your phone, download the “Corq” and “Campus Labs Event Check-in” apps from the app store

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1. Go to FalconsConnect on your computer and click “Sign-In”
2. Sign in with your W number
3. Click your Department on the lefthand side and click “Events”
4. Choose the event, make sure it is the correct date/time
5. Find the event access code

 

1. Go back to your phone, select the event check-in app, and sign in with your W-number
2. Enter FalconsConnect access code into the event check-in app
3. Select “Scan” tab at bottom of check-in app to scan the student’s QR Code OR select “Search” tab to search for student’s name/email/W# (if no Corq)
4. When the student pops up, select “Check In.” Successful check-ins should have a little green arrow 😊