

# Hall Pass Sign In/Out Station: Staff

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Should your site desire to set up a kiosk for visiting staff members to check in/out, a self-service Hall Pass station (kiosk) can be set up. Instructions for setting up such station are below.

**Note:** This type of kiosk is meant for employee use only. Visitors must always check in at a reception/front desk at a building's main entrance.

## Kiosk Account Setup

While nearly any Hall Pass account can be placed into a kiosk mode, each EUSD location has been allotted its own staff kiosk account. A staff account for kiosk only needs access to Faculty Check In/Out function and to the account's own profile. The "Is Kiosk?" checkbox should be checked on the user setup screen by a Hall Pass administrator.

## Sign In As Kiosk

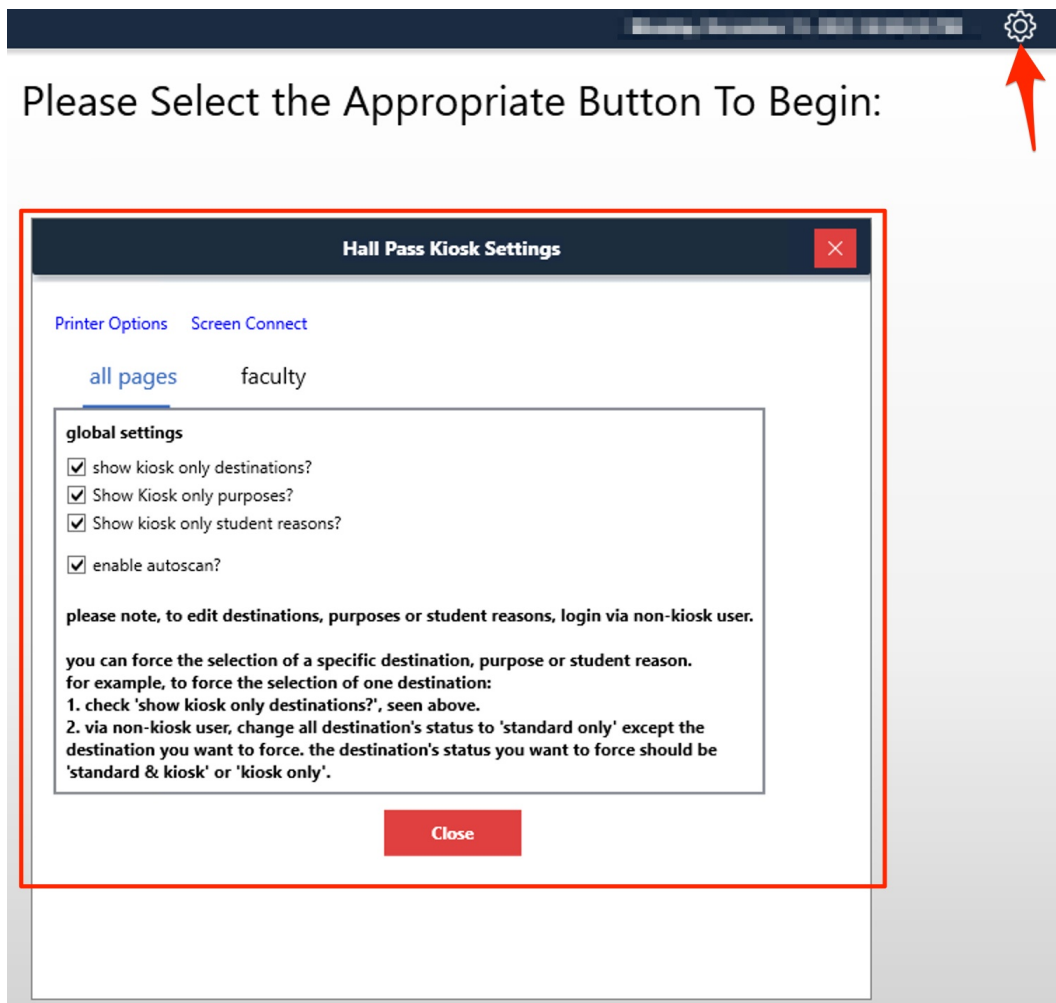
Ensure that the RFID reader, if provided, is connected to the kiosk station. Start the Hall Pass application and sign in as a kiosk user. Each site's Office Manager and/or Front Office Clerk should have the credentials on hand. The naming convention for usernames is a 2-letter site code + "kiosk".

When logged into a kiosk account, only the "Faculty" button should be visible. Once logged in, you will not be able to change settings, log out, or minimize the window unless you enter the username and password again.

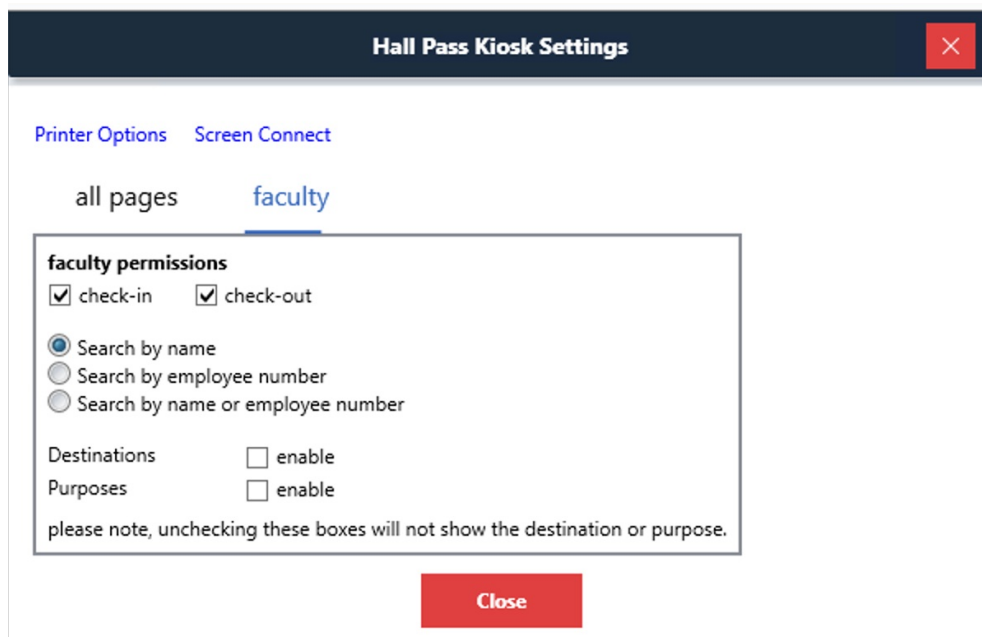
This is as intended to ensure that unauthorized individuals do not alter the kiosk mode. Those with an RFID tag (fob or sticker) can check in or out by scanning in. Those without an RFID tag will need to click the "Faculty" button and pull up their own profile by typing in their name.

When setting up a kiosk, you can customize action types and visitor options. You can only choose from visitor types that your kiosk user has permissions to (set up by the administrator). To access settings, click on the cog wheel at the top and enter the kiosk user username and password when prompted.

Settings for "all pages" should be as demonstrated below:



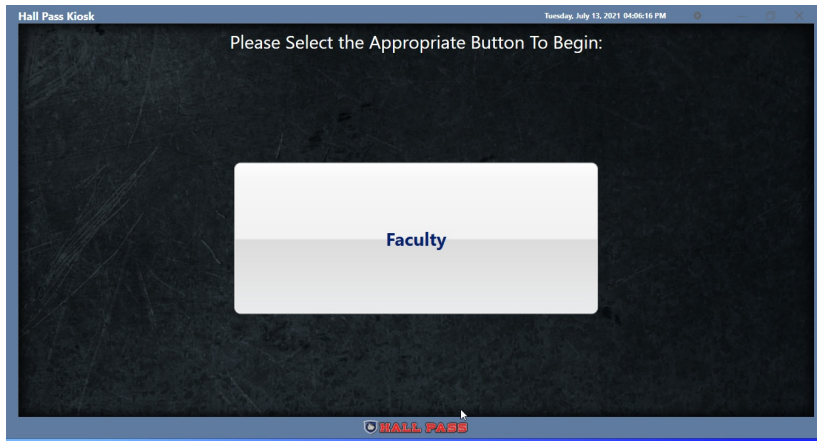
Switching to the "faculty" tab will present you options specific to that type of a visitor.



You can allow both check in and out actions or limit it to one. In case of staff visits, it's best to retain both options. You may also want to pick the third option for "search by" so as to include an employee ID. It may be simpler for some people to type in their Employee ID rather than the first name and last name. Destinations and Purposes are not required for staff but you can enable it for your site's kiosk if desired.

# Self Check In/Out – Visitor POV

1. Check in at the kiosk when arriving at the site and out when leaving as instructed by site's office.
2. Start by scanning your key fob. **You do not need to click the Faculty button if you have a fob.** If you need a fob, please request one at the school site or from the IS&T Help Desk (x10150).



3. When your fob is scanned you will see this screen below. Select Check-In and Hall Pass will return to the main screen. Your check-in is complete.

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4. When checking out, scan your fob again and choose Check-Out.

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5. If you do not have a fob with you, click the large Faculty button and then enter your name.

A screenshot of a kiosk screen titled 'Hall Pass Kiosk' with a timestamp of 'Tuesday, July 13, 2021 03:59:48 PM'. The screen displays the text 'Faculty Search:' above two text input fields. The first field is labeled 'Enter your full Last Name ...' and the second is labeled 'Enter your full First Name ...'. Below the fields are two buttons: 'Search' and 'Cancel'. At the bottom of the screen, there is a red 'HALL PASS' logo.

6. Click Search.

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7. Choose Check-In or Check-Out as appropriate.

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