A close up of a logo

Description automatically generated

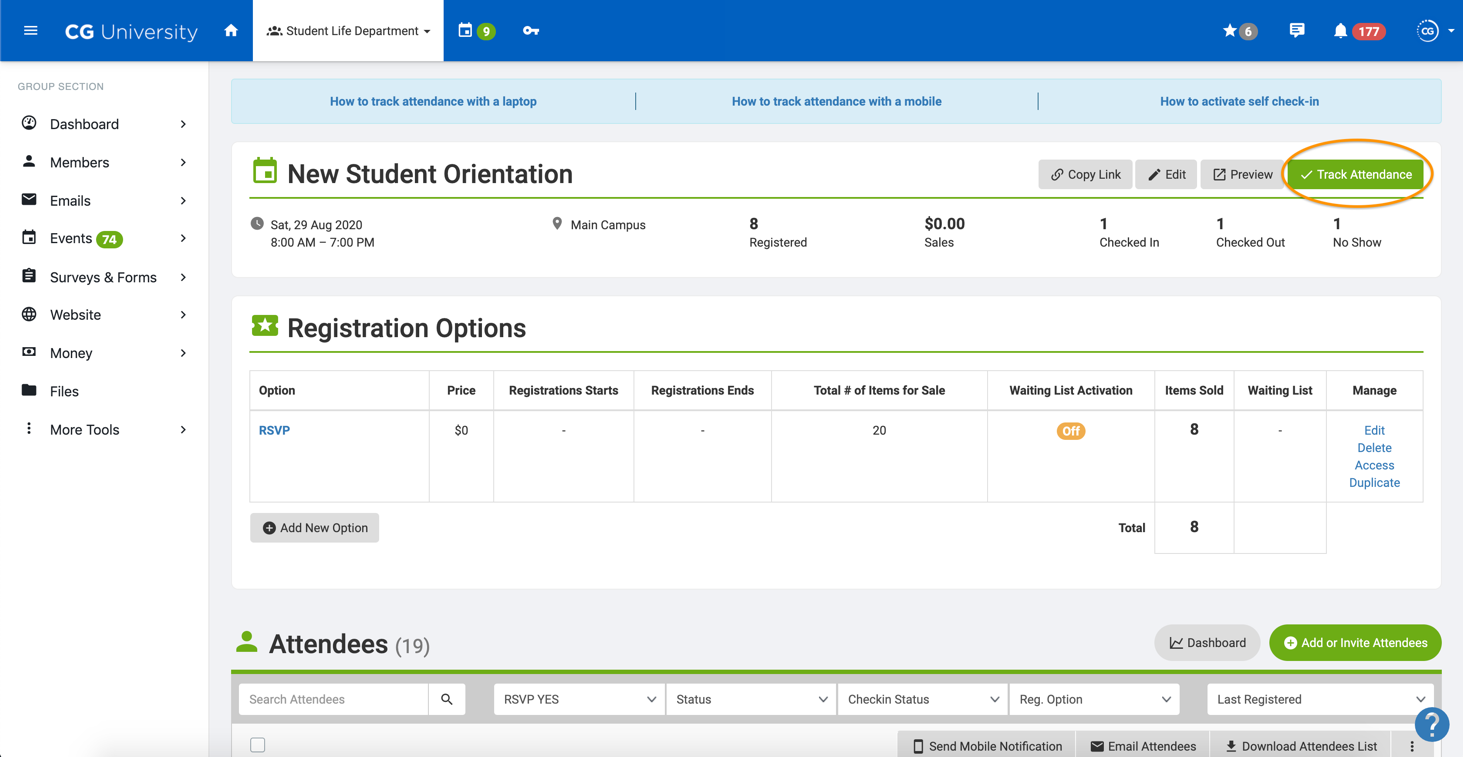
# KIOSK

SET UP

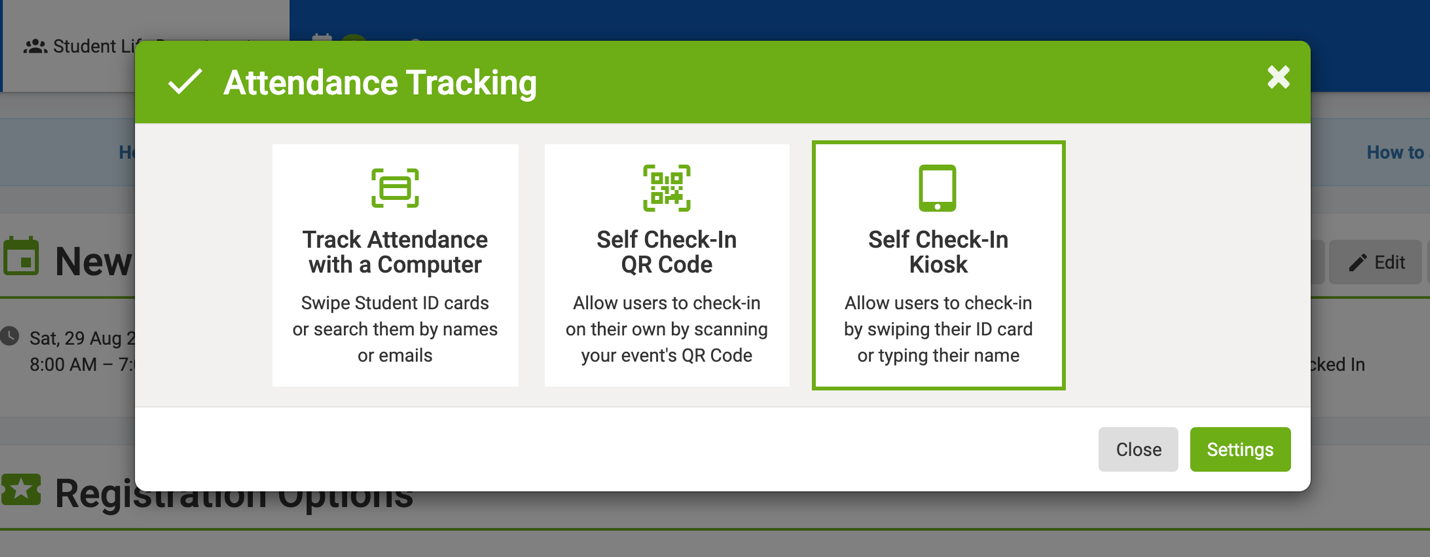
Guide Created by Binghamton University

#### KIOSK SET UP

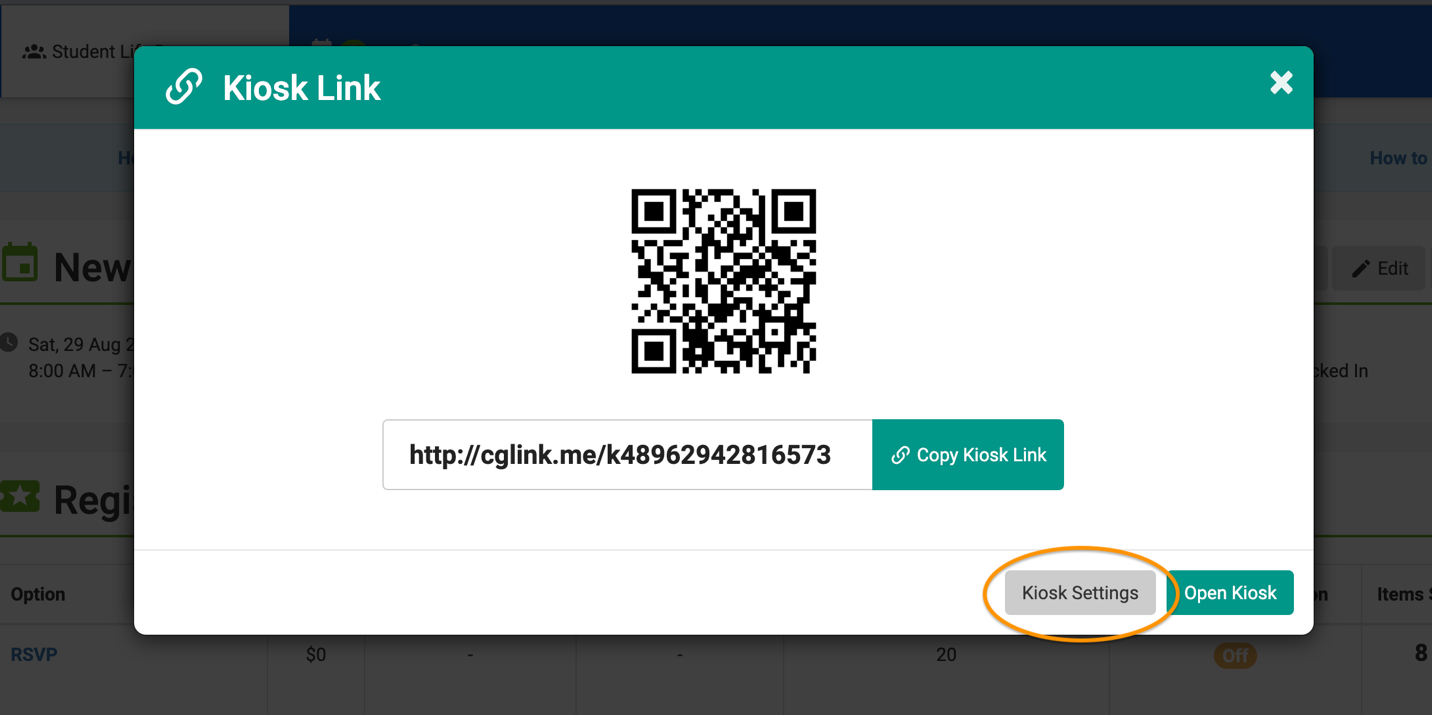
* Screenshots Below
  1. Create Event
  2. Click The Event, Then Click “Track Attendance.”



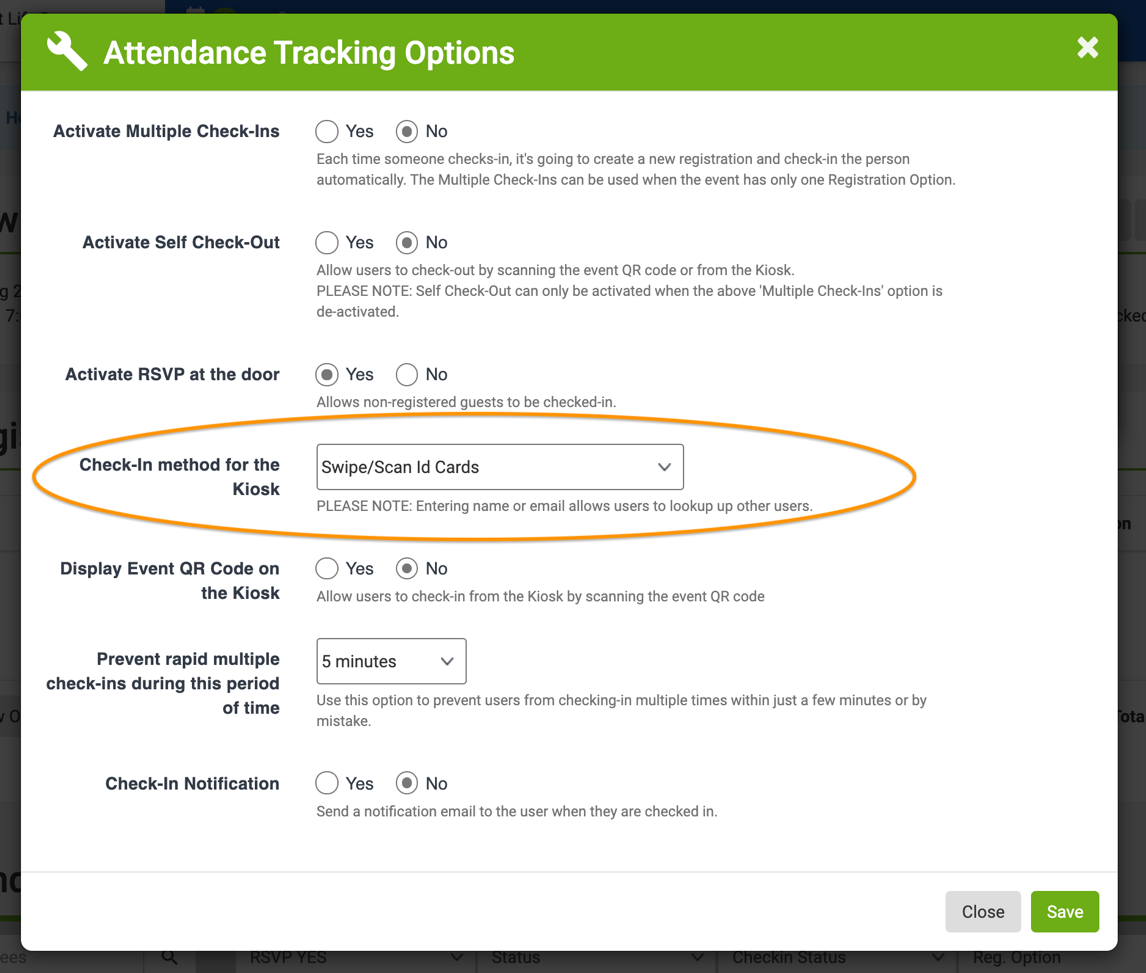
* 1. Select “Self Check-In Kiosk”



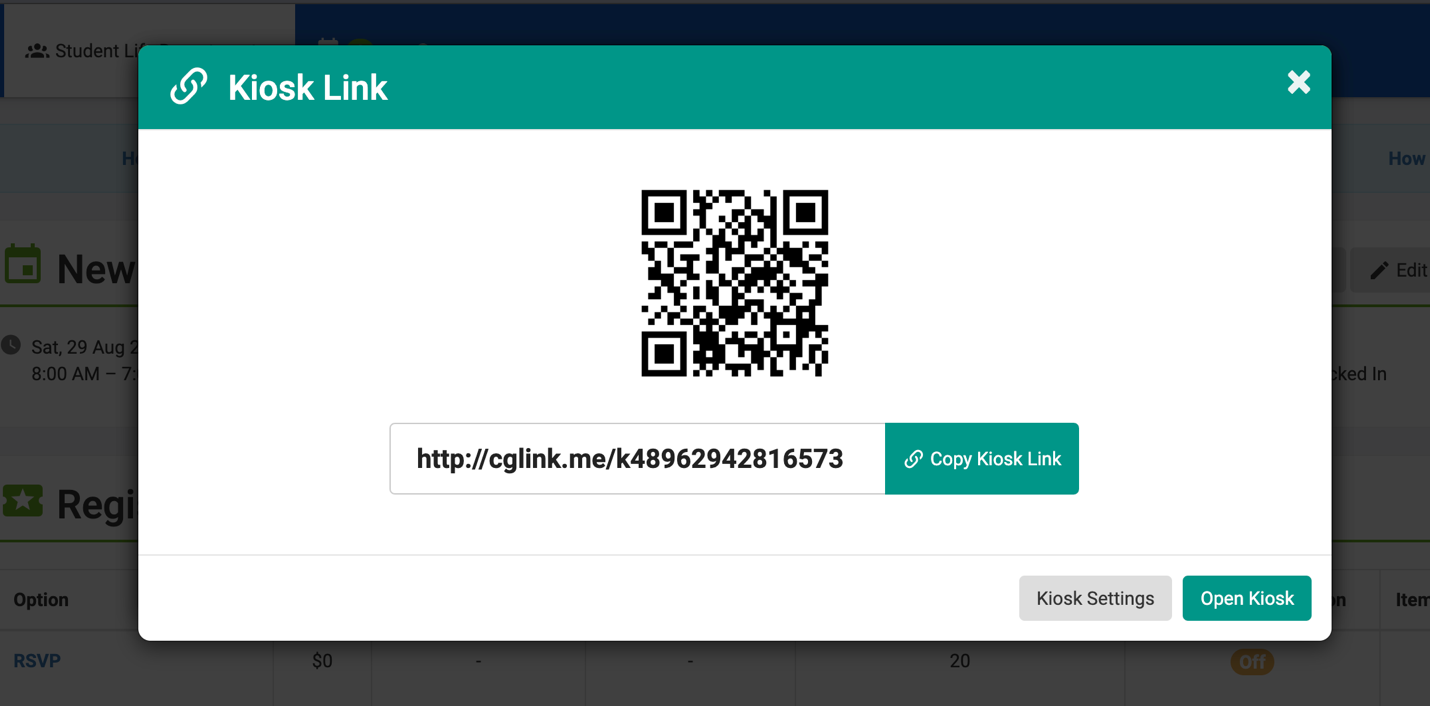
* 1. Click Kiosk Settings



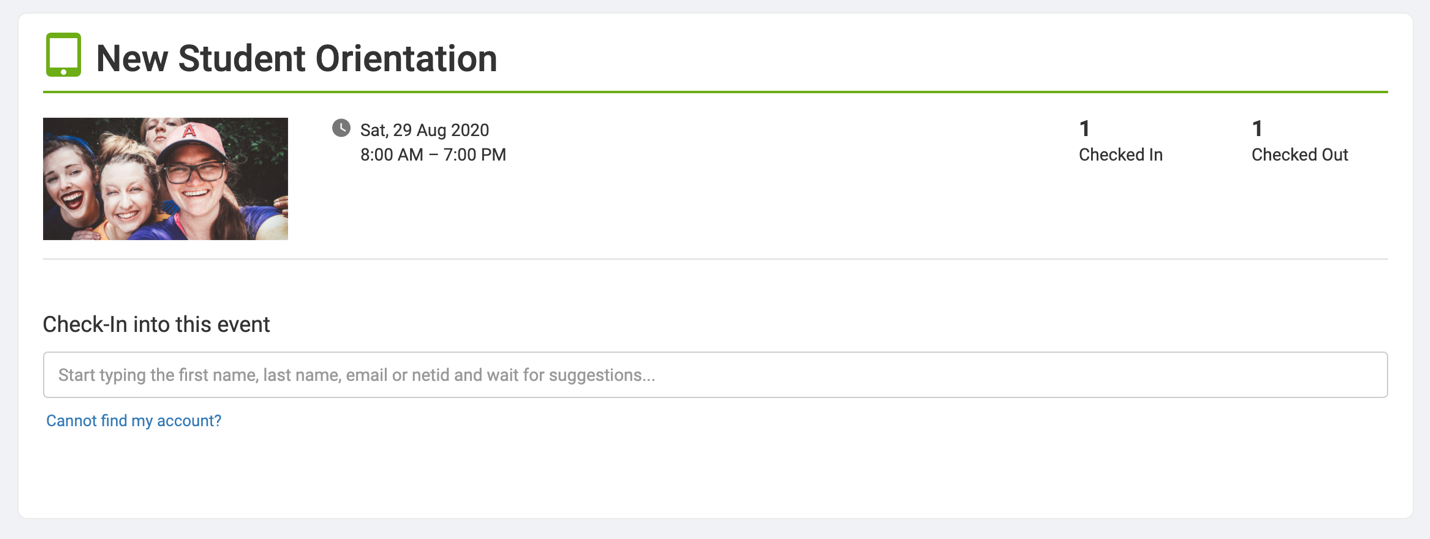
* 1. Under “Check-In Method…” Select “Enter name or email” & Click Save (Note - All Other Options Should Match The Screen Shot).



* 1. Select “Self Check-In Kiosk” (Yes, Again).
  2. Copy Kiosk Link.



* 1. Paste Link in Internet Browser



* 1. Begin Typing Student’s Name or Email
  2. Select the User (The Kiosk Page will automatically reset after 5 seconds)

A screenshot of a cell phone

Description automatically generated

#### NEED ADDITIONAL HELP?

1. CampusGroups Support Article:
   1. [How To Use The Kiosk To Track Attendance](https://help.campusgroups.com/en/articles/2855924-how-to-use-the-kiosk-to-track-attendance)
2. CampusGroups Support Video:
   1. [Self Check-In Methods](https://youtu.be/CUobzOM8h_k)
   2. Begin at [time] 4:05
3. Explore CampusGroups Resource Articles [http://help.campusgroups.com.](http://help.campusgroups.com/)
4. Click “?” on bottom right to access CampusGroups Support.
5. Email campus contacts (insert campus contact emails).