



University at Buffalo

Student Engagement

Student Life

UBLINKED MOBILE CHECK-IN

Attendance tracking in the 21st Century



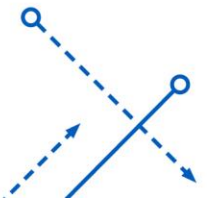
UBLinked Mobile Check-In

ALL STUDENTS

- Download user specific UBLinked Events Pass
- Save it to Wallet (Apple & Google Pay) or screenshot and save it to photos
- Use it to check-in to campus events instead of swiping UBID

EVENT HOSTS

- Anyone that takes attendance at events are Event Hosts
- Download the free Event Check-in App to turn your smartphone's camera into a UBLinked Events Pass scanner
- Take attendance from multiple points of entry, securely and in real-time





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HOW TO ACCESS AND SAVE YOUR UBLINKED EVENT PASS

For All Students

UBLinked EVENT PASS

Mobile Event Check-In

- 1 go to ublinked.buffalo.edu
- 2 sign-in to UBLinked
- 3 tap your profile icon in the top right corner
- 4 tap Event Pass and save to wallet or screenshot
- 5 use UBLinked Event Pass to check-in to events



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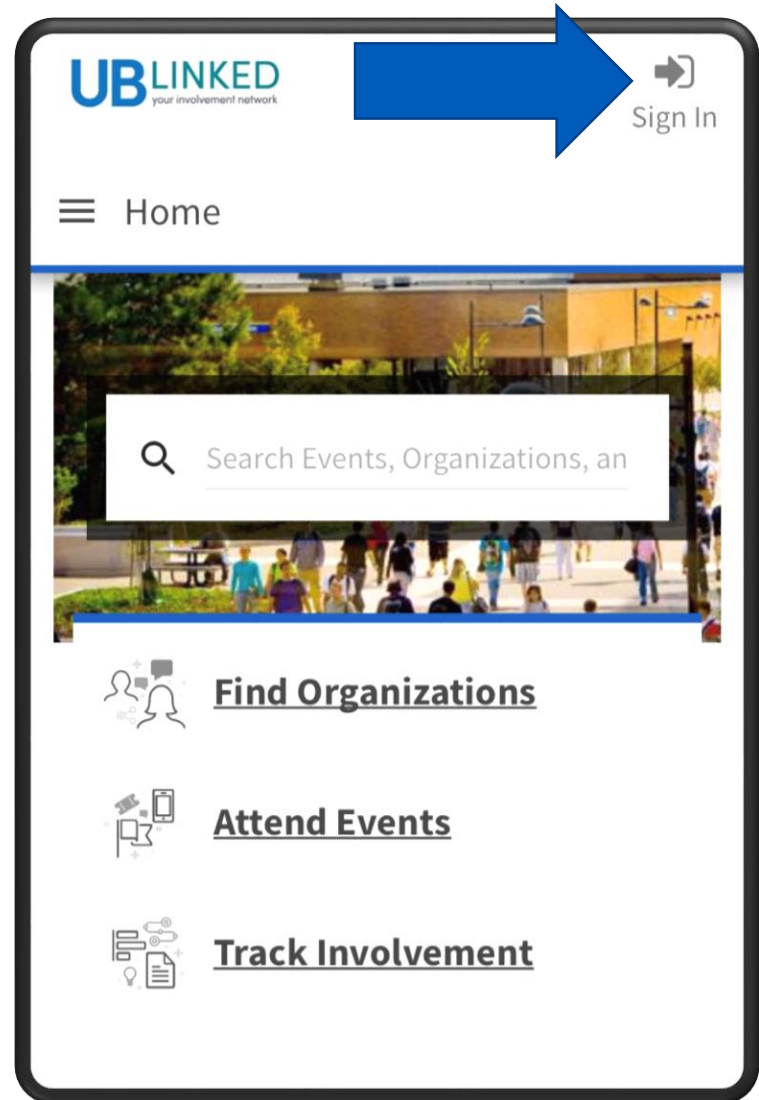
Step 1

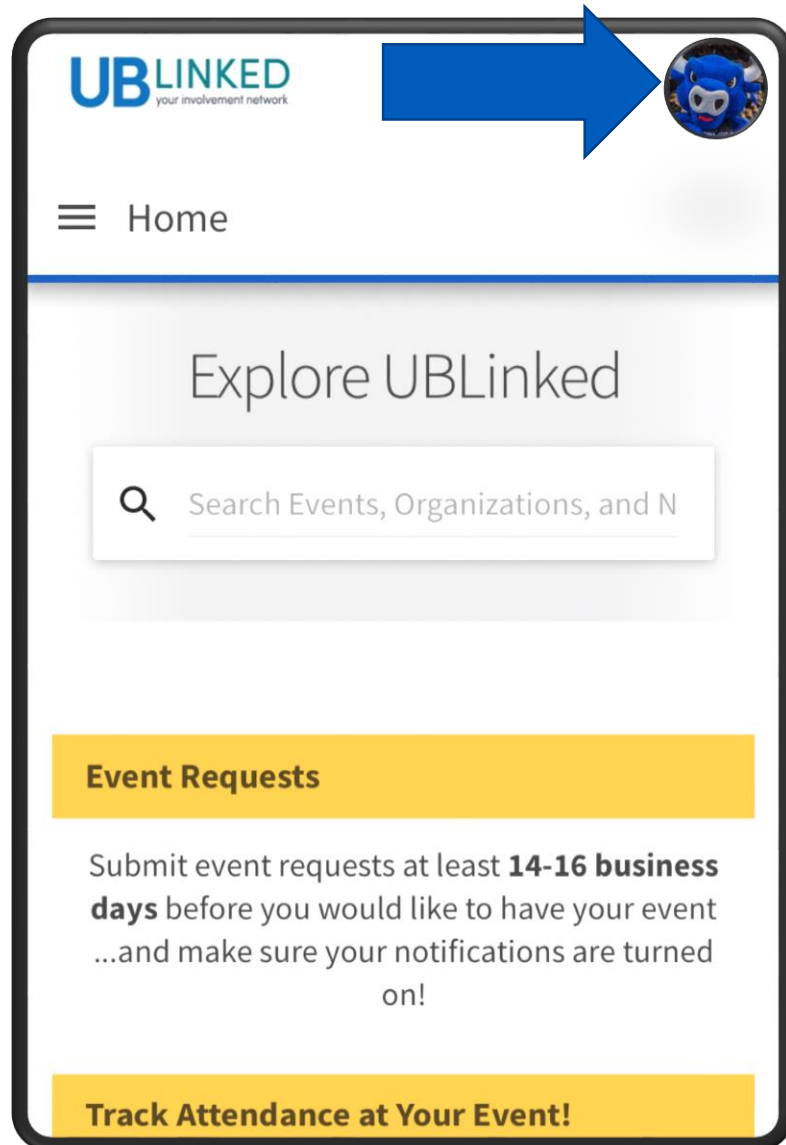
Open a web browser on your mobile device and visit:

ublinked.buffalo.edu

Step 2

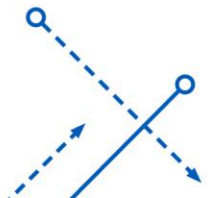
Sign-in to UBLinked using your UBIT and password





Step 3

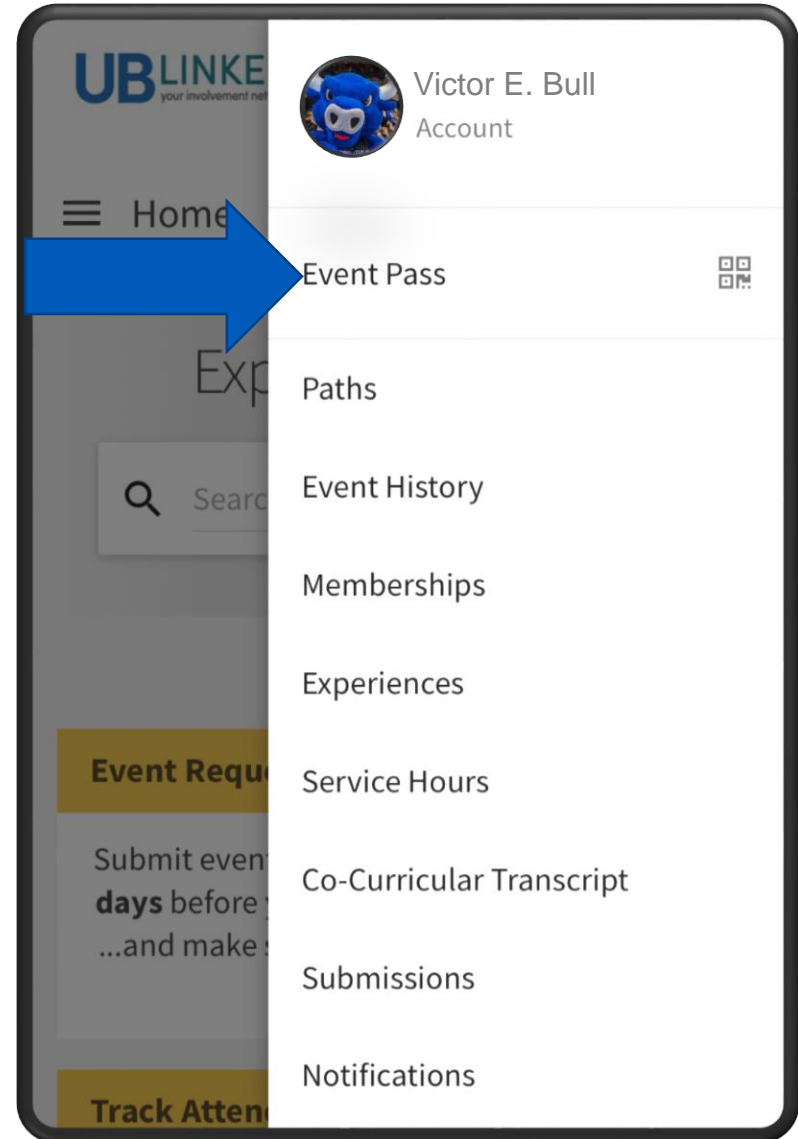
Access your account information by tapping the circle with your picture or initials in the upper right corner of the screen

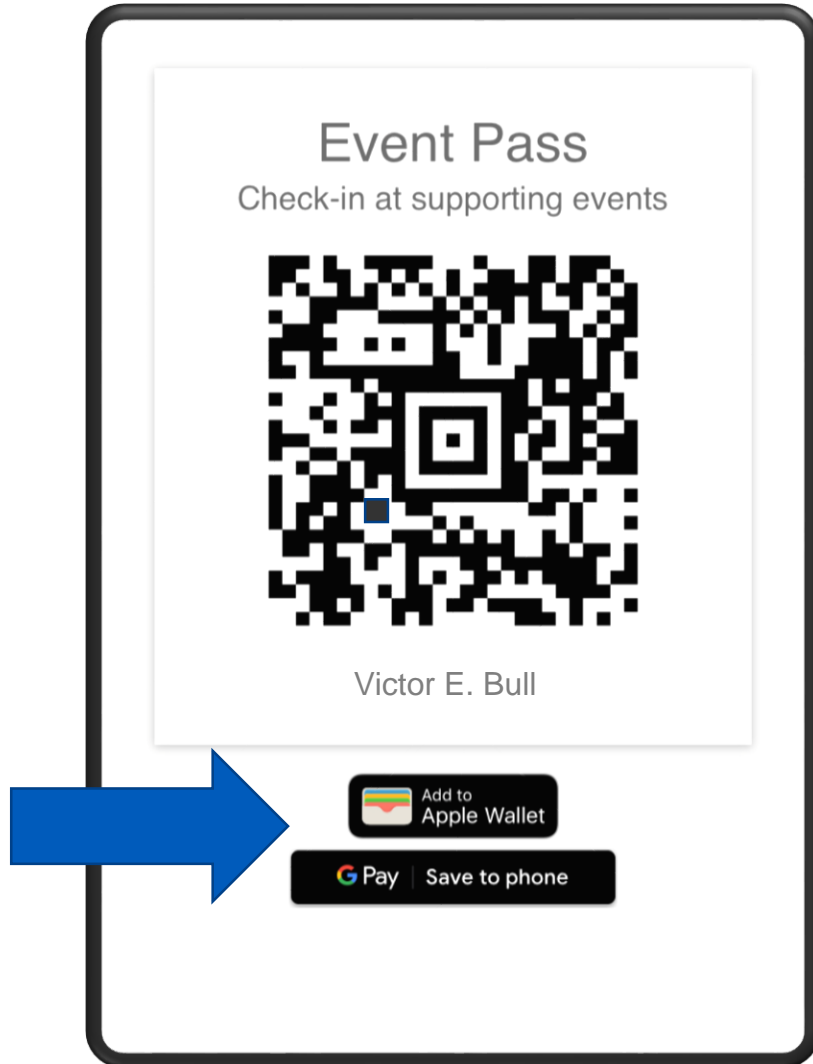




Step 4

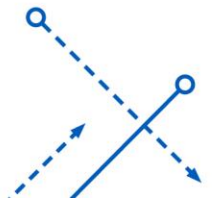
When the drop-down menu appears, tap “Event Pass”





Step 5

From this screen, you can add your UBLinked Event Pass to your wallet (Apple or GPay) or screenshot it (and save to an album for quick and easy access) – this is your specific UBLinked Events Pass for your time at UB

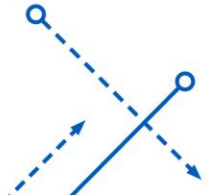




Step 6

It is recommend to add to your Apple Wallet or GPay for easy access when checking into events!

Once you add your UBLinked Event Pass to your wallet, you never have to do this again!





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HOW TO DOWNLOAD AND USE THE EVENT CHECK-IN APP

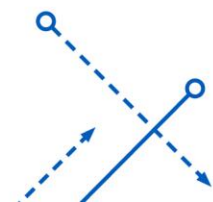
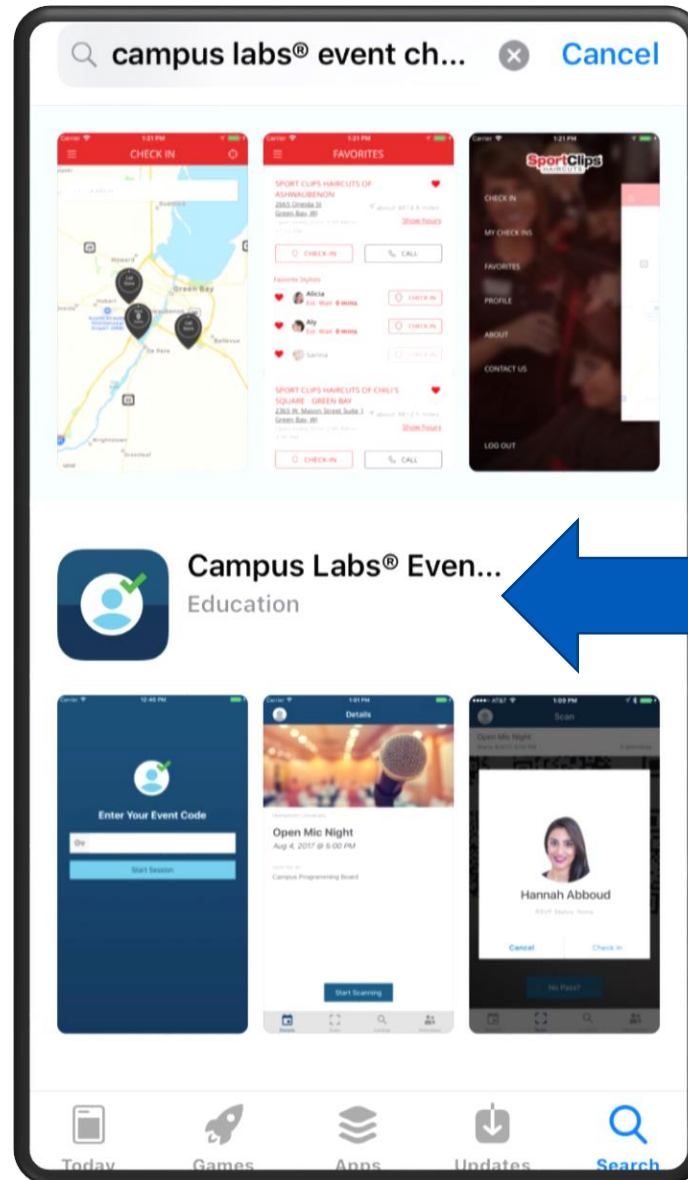
For Event Hosts Only

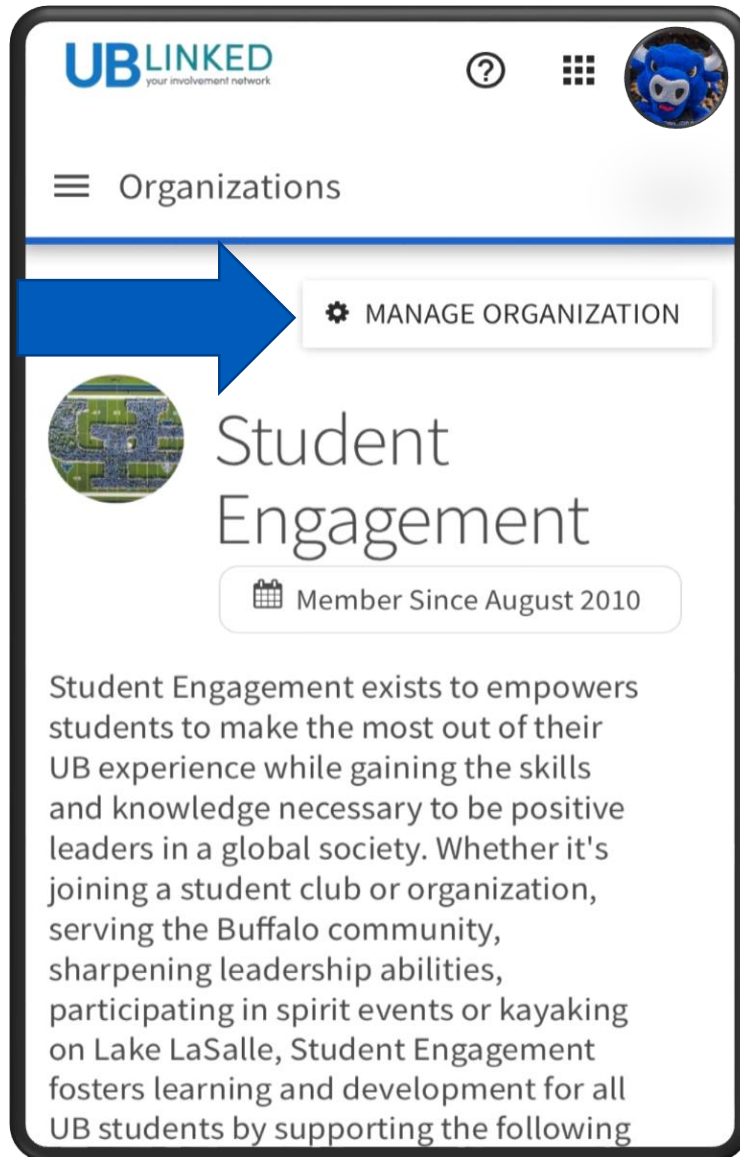


Step 1

Download the Event Check-in Reader App

- Go to the App Store or Google Play Store on your Smart Phone
- Search for “Campus Labs Event Check-In”
- Download the free app to your Smart Phone

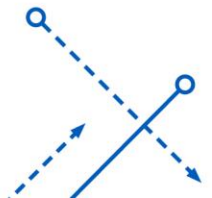




Step 2

Retrieve your event access code:

- Go to the organization hosting the event for which you are taking attendance (you can only access this if you have administrative access to the page)

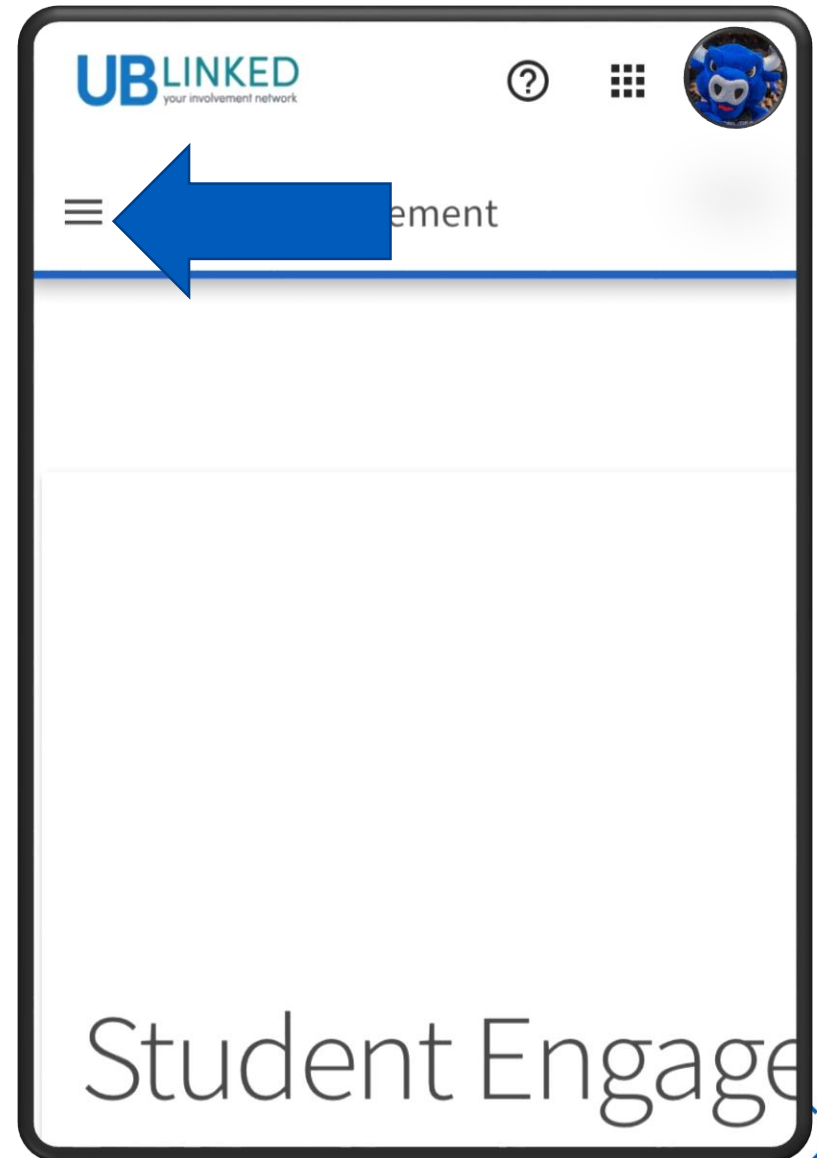


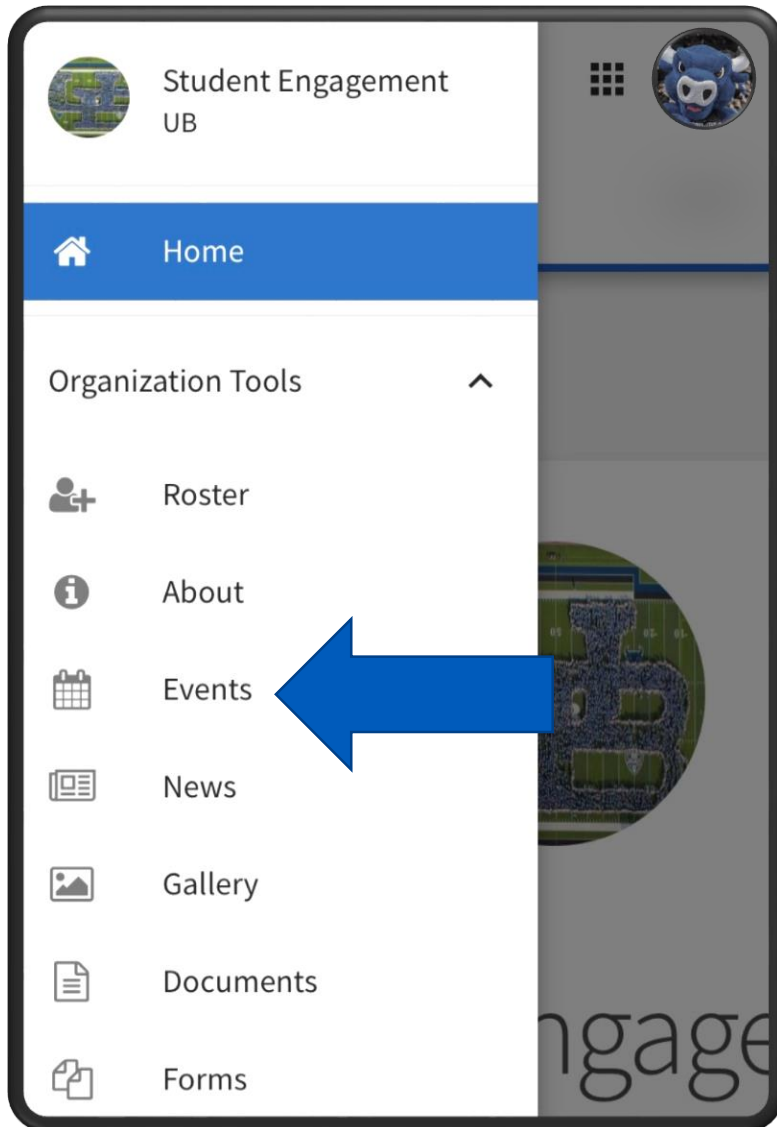


Step 2 (continued)

Retrieve your event access code:

- Click on the 3 horizontal lines to access the organization's administrative menu

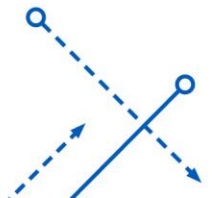




Step 2 (continued)

Retrieve your event access code:

- Tap on events

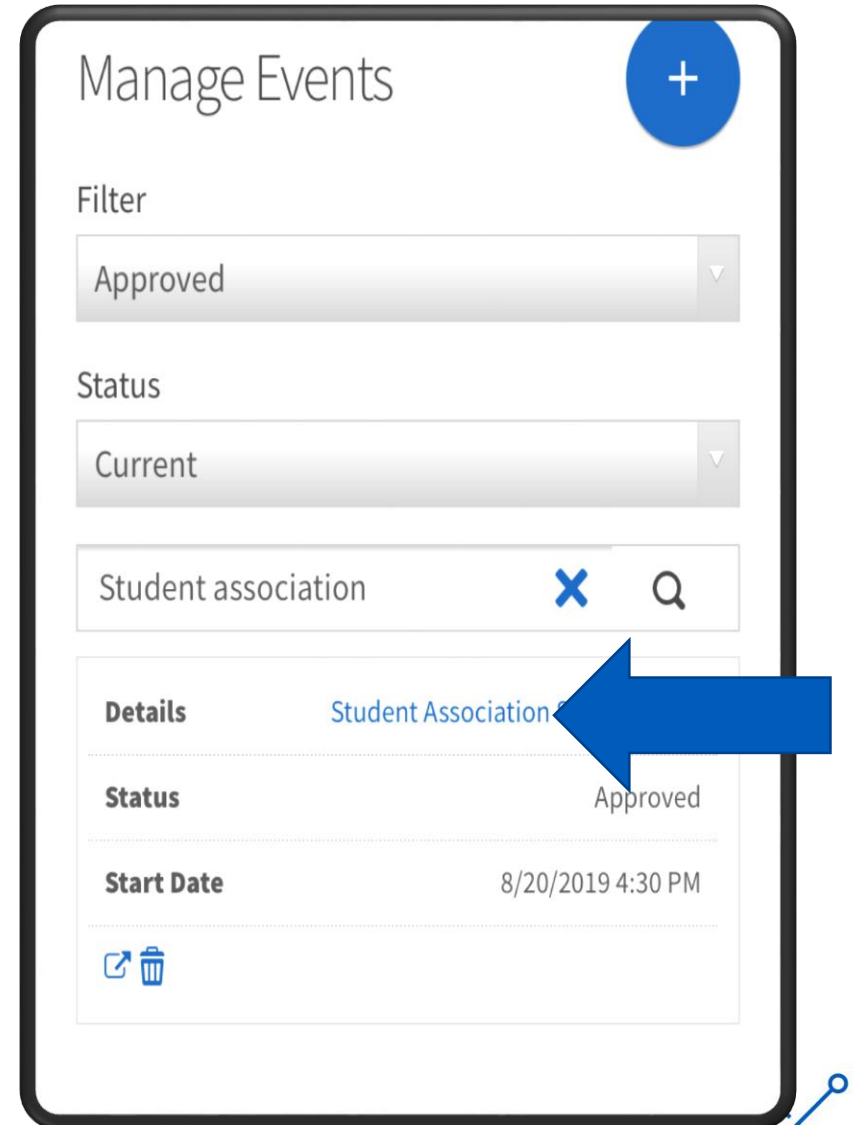


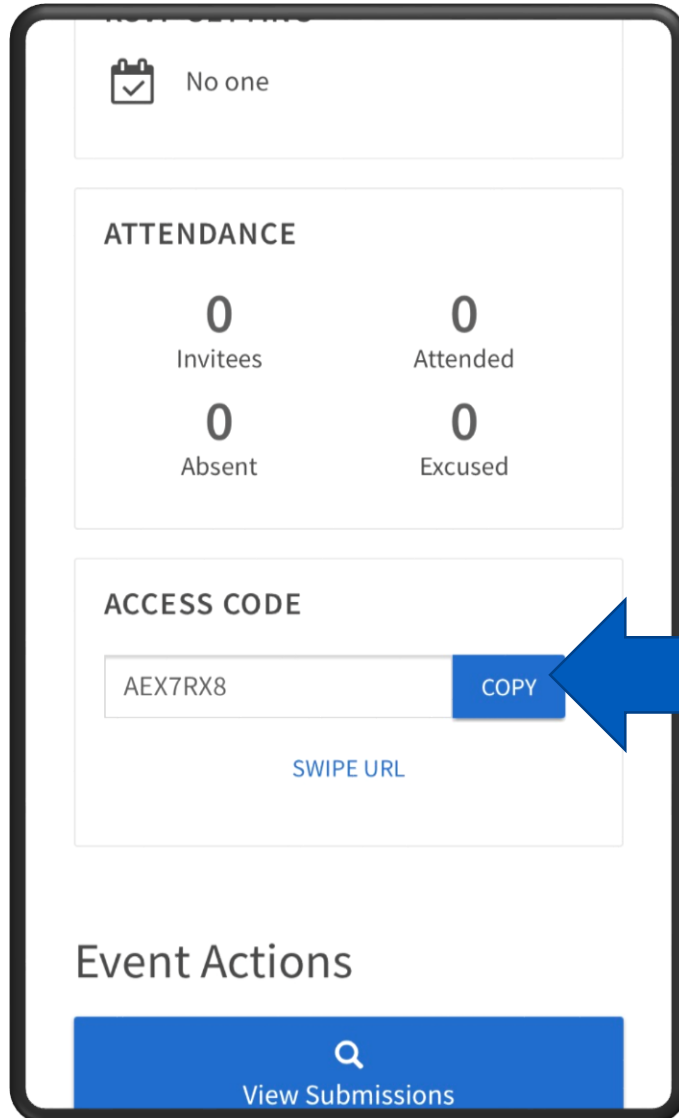


Step 2 (continued)

Retrieve your event access code:

- Navigate to the event for which you want to take attendance and tap on the details link

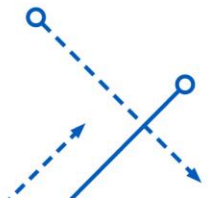




Step 2 (continued)

Retrieve your event access code:

- Scroll until you see the access code
- Tap "COPY" to copy the code to your phone's clipboard

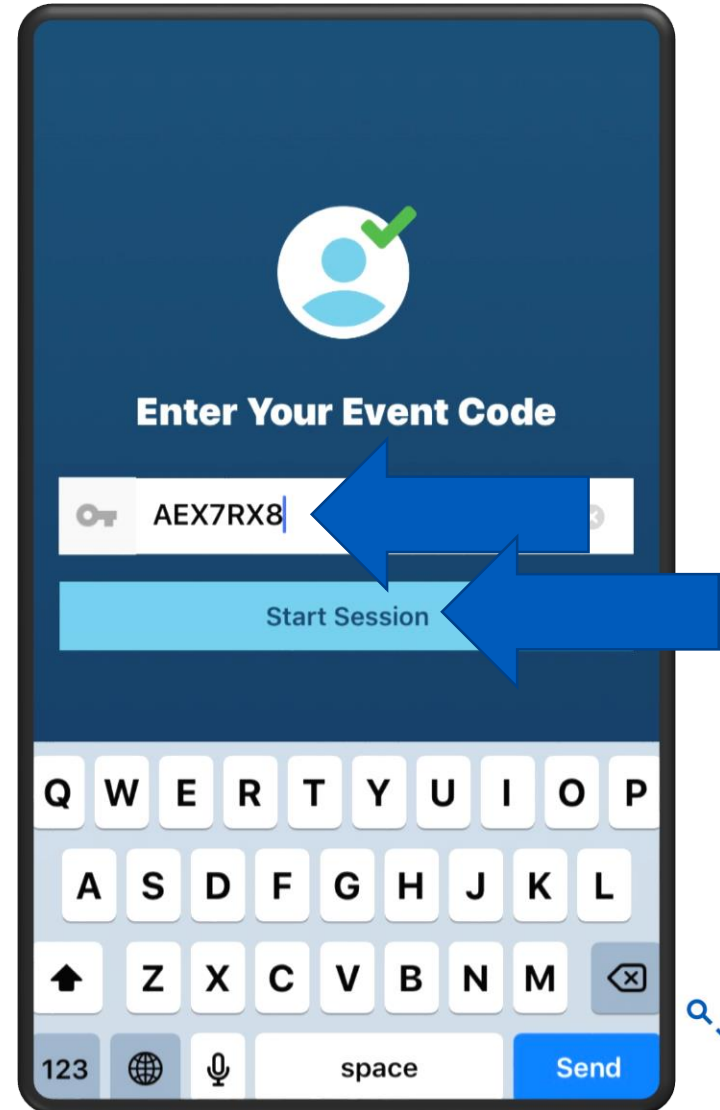


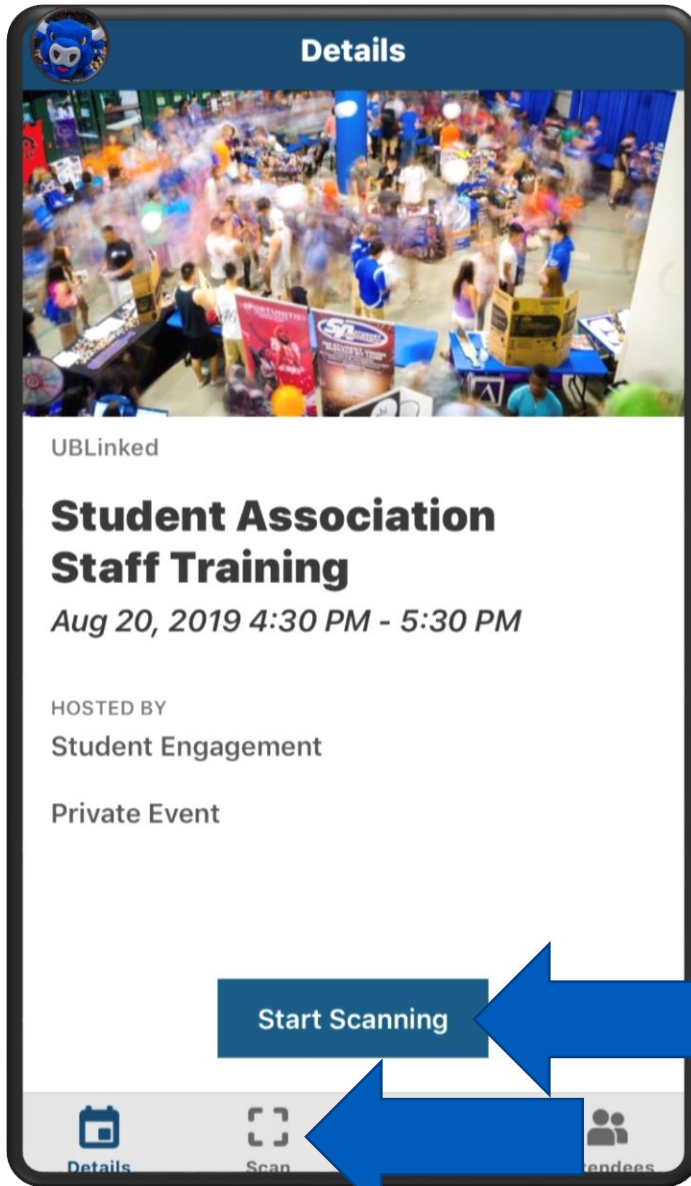


Step 3

Taking attendance:

- Open the Event Check-In App
- Enter the Event Code (paste from clipboard)
- Tap “Start Session”
- You will need to log back into UBLinked with your UBIT and password

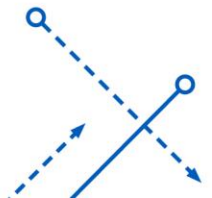




Step 3 (continued)

Taking attendance:

- Tap “Start Scanning” (you may have to allow access to your camera)
- You can also tap “Scan”
- Scan UBLinked Event Passes with your camera

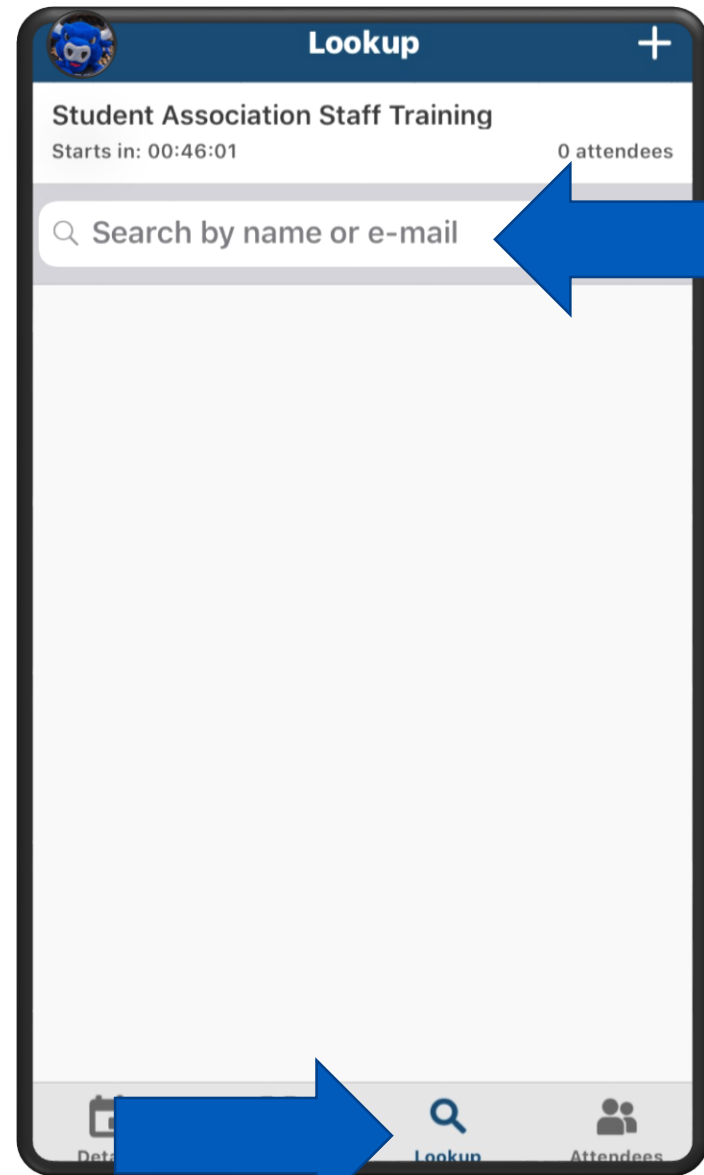


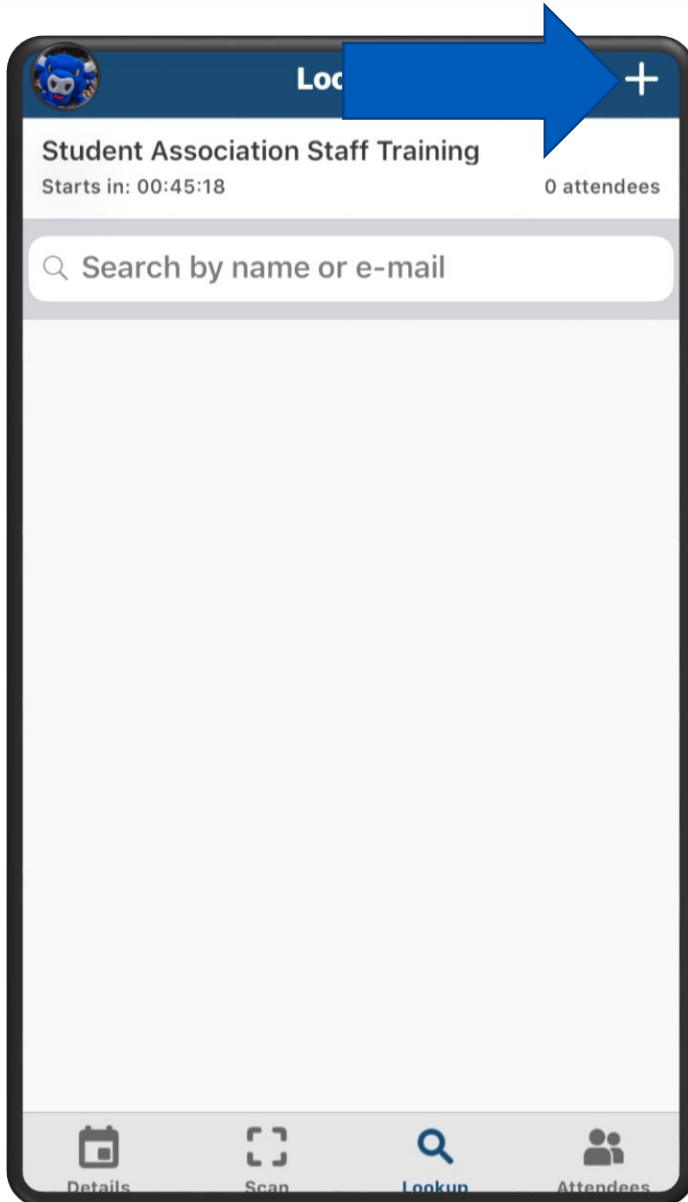


Step 3 (continued)

Taking attendance:

- No UBLinked Events Pass? No problem!
- Check-in students by their name or email by tapping “lookup”

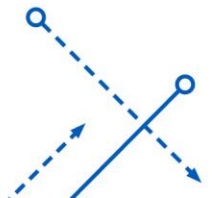




Step 3 (continued)

Taking attendance:

- You can even check-in non-UB students by tapping the “+” in the top right corner and entering the guest’s email

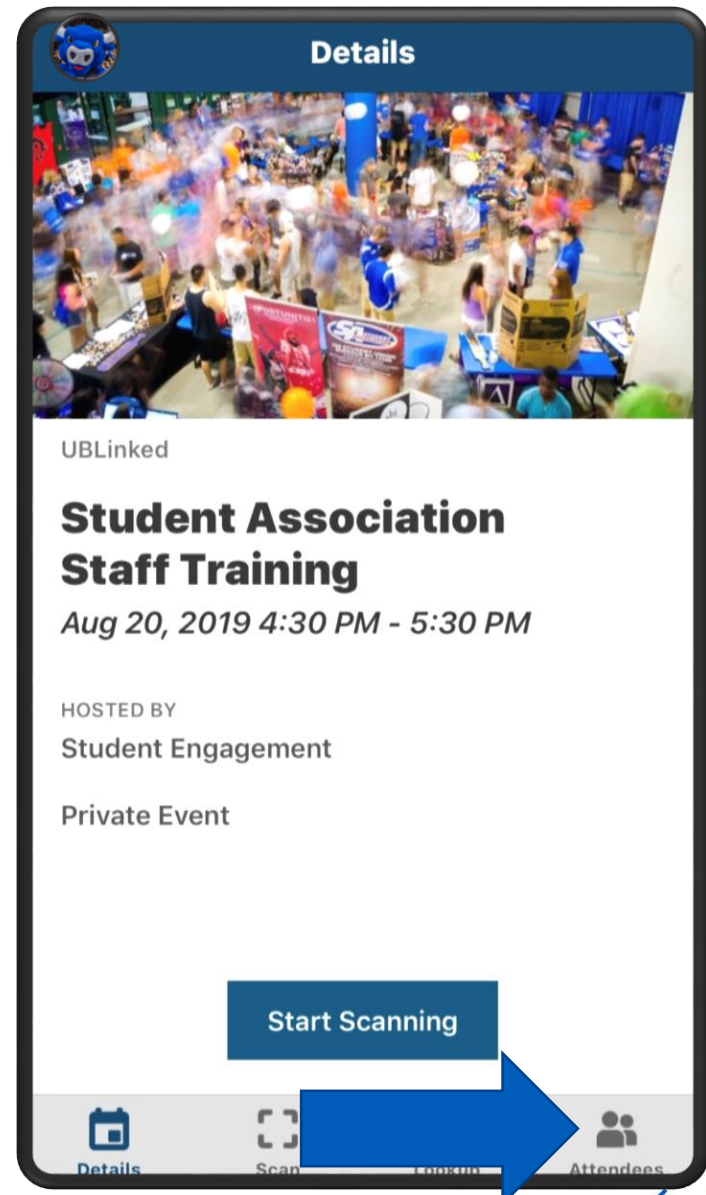


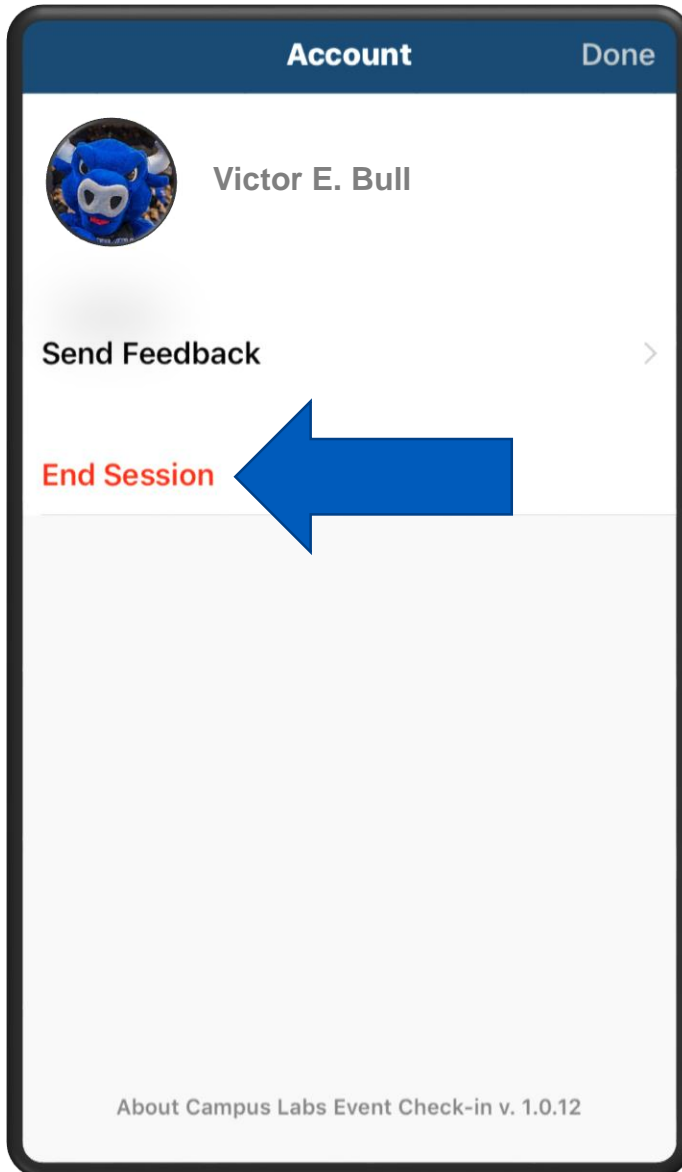


Step 4

Check Real Time Attendance

- Tap “Attendees” to see a live list of who is in attendance
- Can also edit the attendance list from this screen if needed

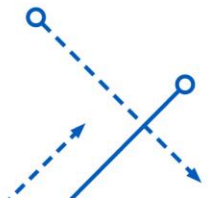




Step 4

End Session

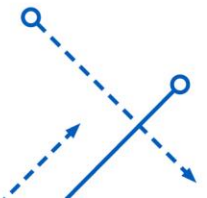
- Tap your photo or initial in the top left corner to end session before you attempt to check in another event
- The session automatically times out after 10 minutes of inactivity





Benefits of Mobile Check-In

- 100% accurate
- No special equipment needed
- Fast, easy and efficient
- Allows for multiple points of entry into an event
- Attendance stays inside UBLinked for accurate record keeping and can be easily exported into excel
- Live, real-time attendance tracking
- Can record attendance without UBLinked Event Pass with student's name or UB email
- Tracks non-UB students (guests)





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QUESTIONS? CONCERNS?

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