



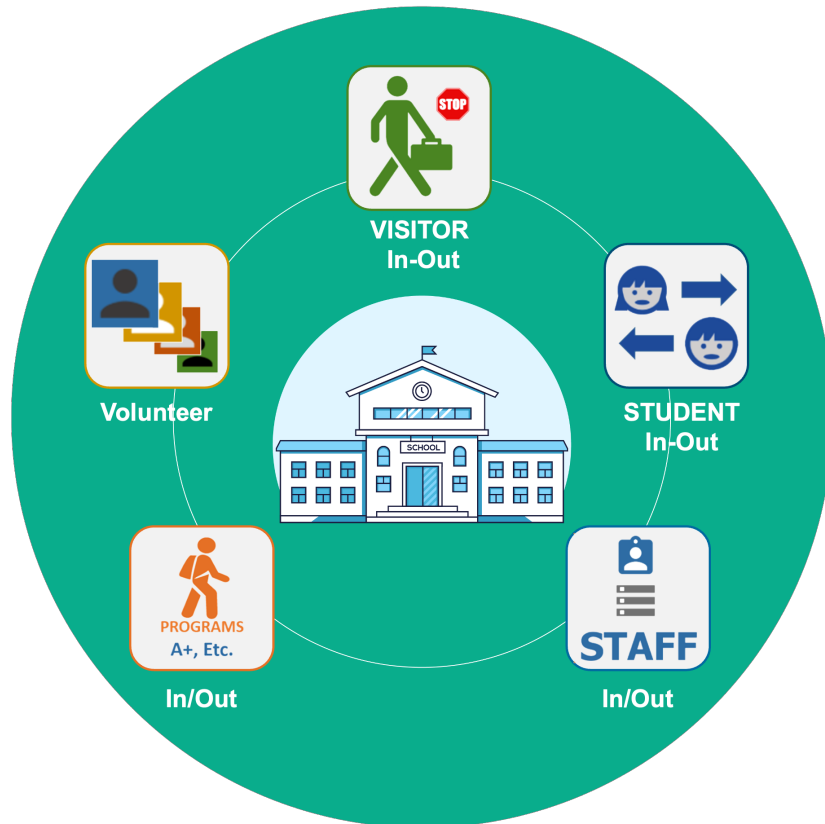
Visitor Management System Training

Staff Sign-In/Out

Visitor Management Instructions

Visitor management is critical to the safety and security of your school, students, and staff. KIDaccount provides a simple interface that allows you to securely manage visitors entering the school and provide badges for immediate identification of each visitor. KIDaccount's comprehensive system also includes the ability to sign-in and sign-out for staff and students to ensure accountabilities for all souls on campus.

The visitor management system offers two points of access – one is the kiosk mode which will be used on the computer/tablet for the visitor, staff, or students to sign in and sign out while the other is the administrator display where the secretary will approve or deny a visitor and print badges.



These instructions include:

1. Kiosk Mode Set-Up
2. Staff Sign-In/Out - With Kiosk
3. Staff Sign-In/Out - Administration View

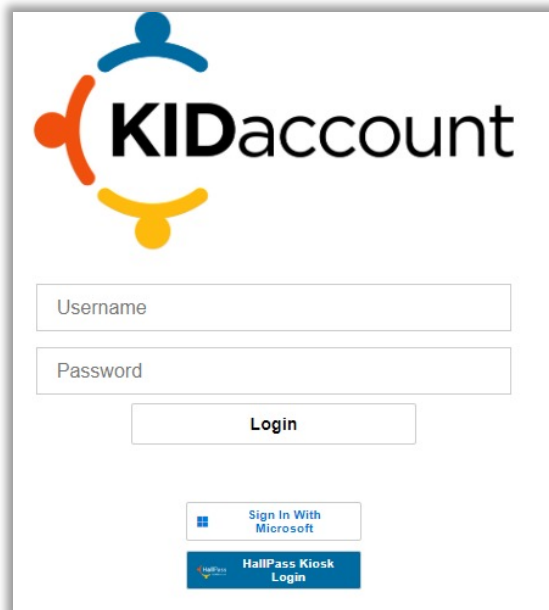
Kiosk Mode Set-Up

General Kiosk Set-Up – The Sign-In and Sign-Out process may be completed by two different methods

- a. Kiosk Entry – The school may utilize an iPad or external tablet/Chromebook and allow the visitor to input their information.
- b. Manual Entry – The office staff may manually enter the data for the visitor.

Kiosk Entry Method

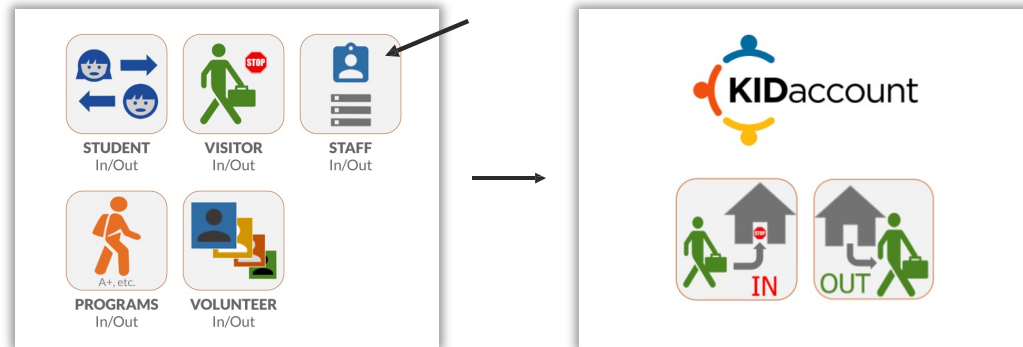
To set up the Kiosk - Go to your KIDaccount website (<https://kidaccount.net/districtname>) and enter the Sigpad username and password that was provided by KIDaccount. (Please reach out to us if you are unsure of these credentials). The system will automatically open the appropriate display for all VMS modules.



Staff Sign-In/Out – Kiosk

Staff Sign-In/Out Process – with Kiosk

Staff will click on the Sign In-Out button and click IN or OUT on the next page.



Next, staff members will type their last name and click Next, or scan their Staff ID. The ID must match the ID in KIDaccount. On the next page, click the staff name from the directory.

The screenshot shows the 'Staff Sign In' kiosk interface. At the top, the text 'Staff Sign In' is displayed in red. Below it is a text input field with the placeholder text 'Scan Card or Enter Staff Last Name'. A 'Next' button is positioned below the input field. To the right, a separate box shows the 'Staff Sign In Select Name' screen, which displays the name 'Tammy Bopp (Staff)' as a selectable option.

Staff Sign-In/Out – Kiosk

After clicking on their name, they will be taken to a Reason Page. Here they will type in the reason they are signing In or Out of the system.

Sign In: Tammy Bopp

Reason

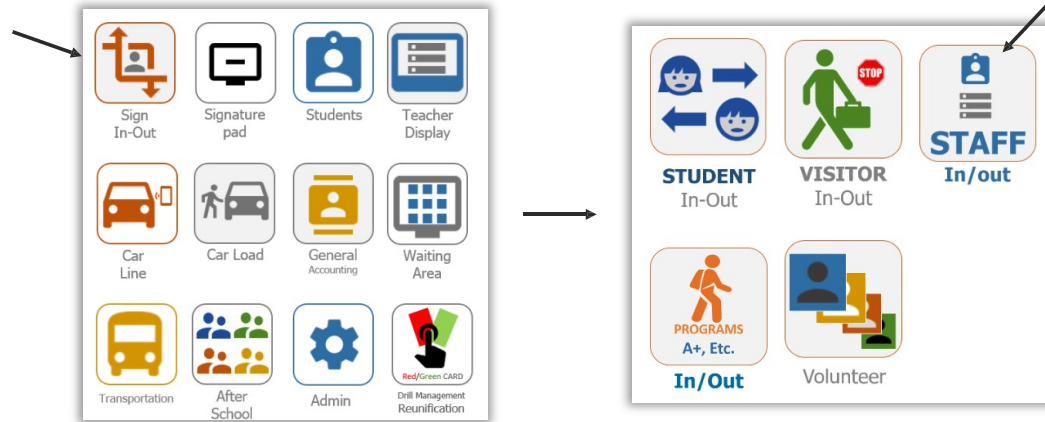
Next

After completing all steps, staff will be taken to the Kiosk home screen.



Staff Sign-In/Out – Administration View

To view a record of staff members who have signed in or out, click on the Sign In-Out button from the home page. On the next page, click on the Staff icon.



Clicking on the staff In/Out module will take you to the staff log. Administrators can view time stamps of sign-in/out activities on this page. This report can be exported into a CSV file.

Select A Date:

Staff In/Out Log() | 05/27/2024

Name
Becky Gosche
Kathy Haselhorst
Jennifer Dampf
Stephanie Kampeter
Sarah Wilson
Lynn Vallandingham
Karen Hirst
Ashley Nelson
Tammy Bopp

In | Reason: Doctor Appointment
2:43 PM

THANK YOU

This concludes the Visitor Management – Staff Sign-In/Out user guide.

Please contact us with any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

