



## CAMPUS MINISTRIES

# iAttended App User Guide for Students



You will use the [iAttended app](#) to record your attendance at chapel and track your history and progress towards your chapel attendance requirement. **Scan the QR code to the left to download the app and be prepared before the first chapel!**

You are responsible for making sure that your attendance has been properly recorded at the end of each chapel service!

## LOGGING IN

When you first open the app, you'll be presented with several login options. **You must use your Messiah University email.** If you use a different/personal email, any chapel credits recorded will not be associated with your university records, and you will not earn chapel credit for those events. Use the **Sign in with Microsoft** option for the easiest process.

## SETTING UP

Click the account icon (looks like a person's head and shoulders) in the bottom right corner to update your name and add your Messiah email address to your account if necessary.



### Welcome to iAttended

Record and track the attendance you need for class, chapel, and campus life — all in one place.

Sign in with your school email

 you@school.edu

[→ Send me a login link](#)

 No password to remember — we email you a secure link.

or continue with

 Sign in with Google

 Sign in with Apple

 **Sign in with Microsoft**

Social logins work even if they don't match your school address.

# SCREENS

## Home

The home screen will show upcoming events. Clicking on an event will take you to a screen with more information about that event, including the location.

## Recording Attendance

For most events, you'll have three options for recording your attendance...

### 1. Scan QR

This is the center button at the bottom of the home screen. Click this button to put the app into camera mode and scan a QR code that will be made available to you at the event. Generally, the QR code will be available at the end of chapel only.

Alternatively, you can use your phone's built-in camera app to scan a QR code. Clicking the QR code in the camera will open the iAttended app and process the QR code. This can be a good option if you need to pinch and zoom when you are far from the screen with the QR code.

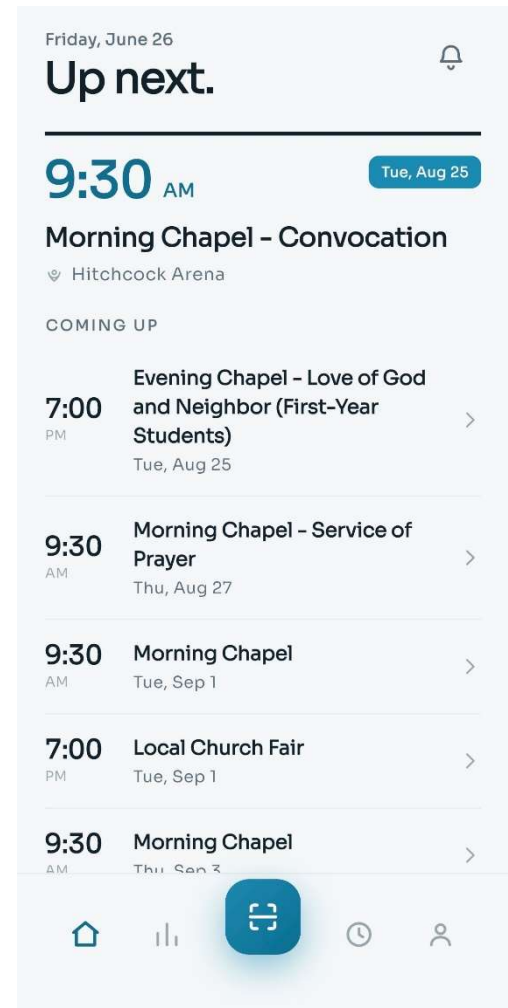
### 2. Text Code

You may be given a five-character text code to record your attendance. Attendance text codes may only be used once and will expire within 24 hours, so you must enter them promptly to earn credit. This is a helpful option if you temporarily don't have access to your smartphone (e.g., dead battery, left in your room) – you can receive the text code at the event and enter it on the app later in the day. To access this option, click the scan QR button at the bottom center of the home screen and then select "Enter a code."

### 3. Scan Me

This option turns your screen into a QR code unique to you so that an administrator can scan you in or out of an event. This option is useful if your camera isn't functioning properly. To access this option, click the scan QR button at the bottom center of the home screen and then select "Show my code."

**Pro tip:** If you press and hold the scan QR button, you'll find a shortcut to all three recording options.

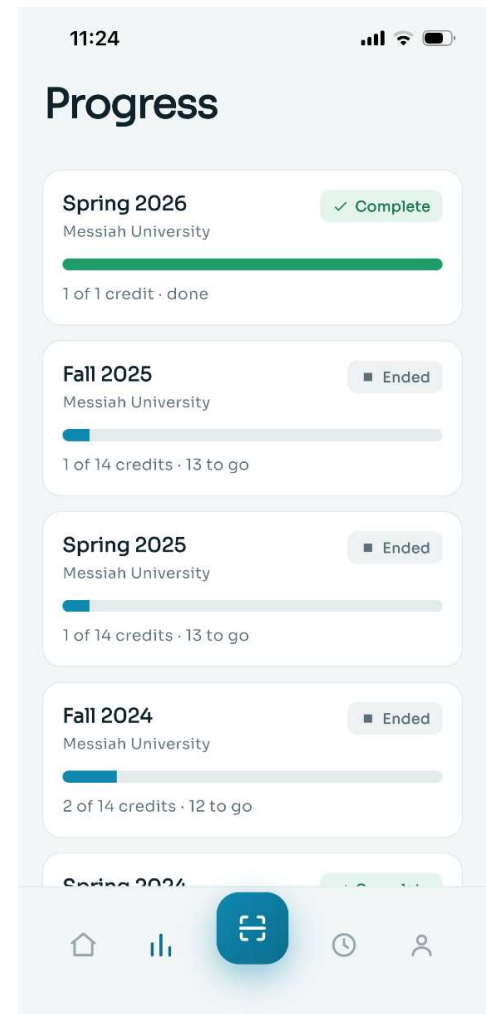


## Progress

The Progress tab (accessed via the icon that looks like a bar graph) shows you how you're progressing towards the attendance requirements for a given semester. A panel will show you how many attendance credits are required for you and how many credits you've already recorded (e.g., 3 out of 14). Clicking the panel will give you more information about what events remain in the period, which ones you've attended, and how your credits have been calculated. An information tab shows other data about the period, such as its dates and attendance rules.

## Attended

This tab (accessed via the icon that looks like a clock) will show you all the events you've attended using the iAttended app. Clicking an event on this list will show you a timestamp of when you attended and how you registered your attendance (QR scan, text code, etc.).



## COMMON ERROR MESSAGES

The app will try to communicate with you when there's a problem and tell you what you need to do to fix it, but here are a few instances where the app might need a bit of help or more information.

### Not enough time

If you enter the event too late, you may get a message that there's not enough time to complete your attendance at the event.

### Needs your email address

If you logged in with a personal email address (e.g., xyz@gmail.com), when you attend an event, the app will ask you for your Messiah email address. After you add it, the app will send you an email confirmation link. Once you click that, the app will stop asking you for that information.

## Expired code

Some QR and text codes have built-in expiration times, so you may get a message that the code has expired, even though the event is still in progress. If that happens for a QR code, try again with a fresh scan.

## Offline

In most cases, the app will work even if you're offline, but it sometimes needs a live connection to the internet to process your actions. Sometimes you'll get a notification that the app has saved your activity but will process it fully later. If so, you can open the app again after the event when you have a connection and we'll send you an email confirming that your attendance has been saved. In other cases, the app will ask you to try again when you have a live connection.

## Already attended

You can only earn credit once for a single event, even if you scan or enter codes multiple times. If you attempt to record attendance for an event twice, the app will let you know that you've already attended. If you get that message for an event that you know you haven't attended, it may be a sign that the code you scanned is from an earlier event and you have scanned an old code.

## NEED HELP?

If you run into a challenge or problem with the app, **ask for help!** One of the chapel attendants stationed at the exit can assist you. **It's your responsibility to make sure your attendance is recorded before leaving chapel. Any other issues regarding attendance must be reported within one week of the chapel service at which you attempted to record your attendance.**

The Campus Ministries website ([www.messiah.edu/ministries](http://www.messiah.edu/ministries)) provides a full description of attendance policies, and you can also email [campusministries@messiah.edu](mailto:campusministries@messiah.edu) if you need additional follow-up.

Alternative methods of recording chapel attendance are available for students who do not have a smartphone. Email or stop by the Campus Ministries office in Hostetter Chapel for instructions.