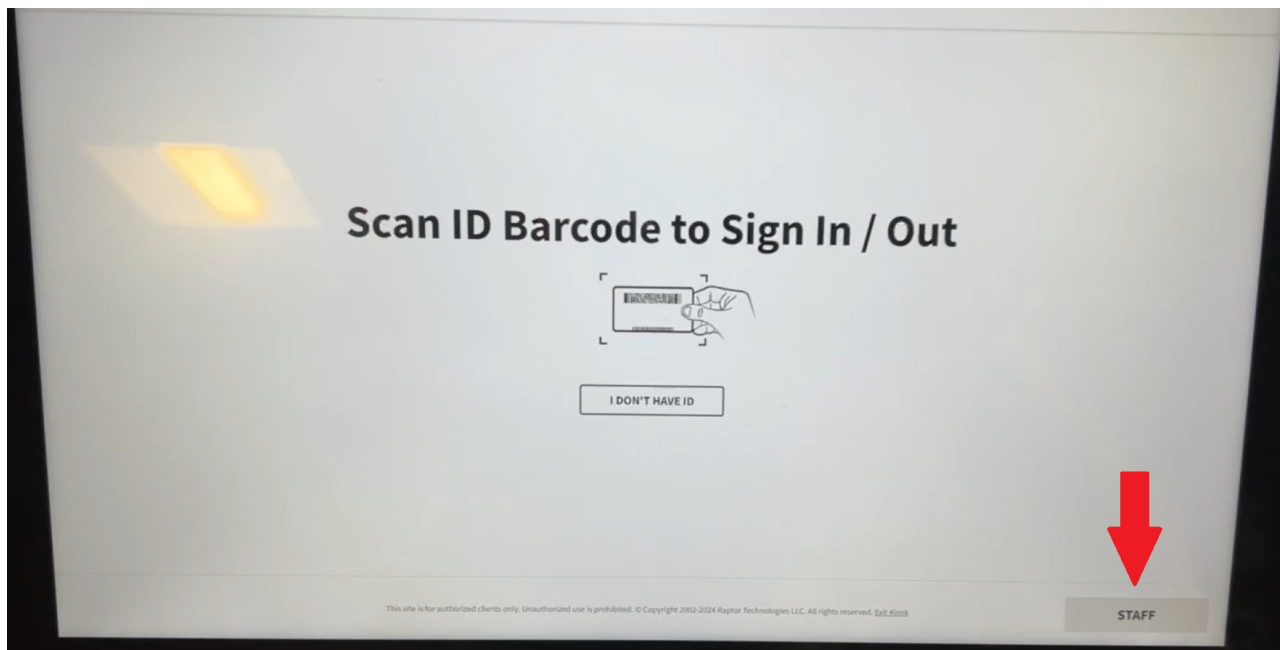


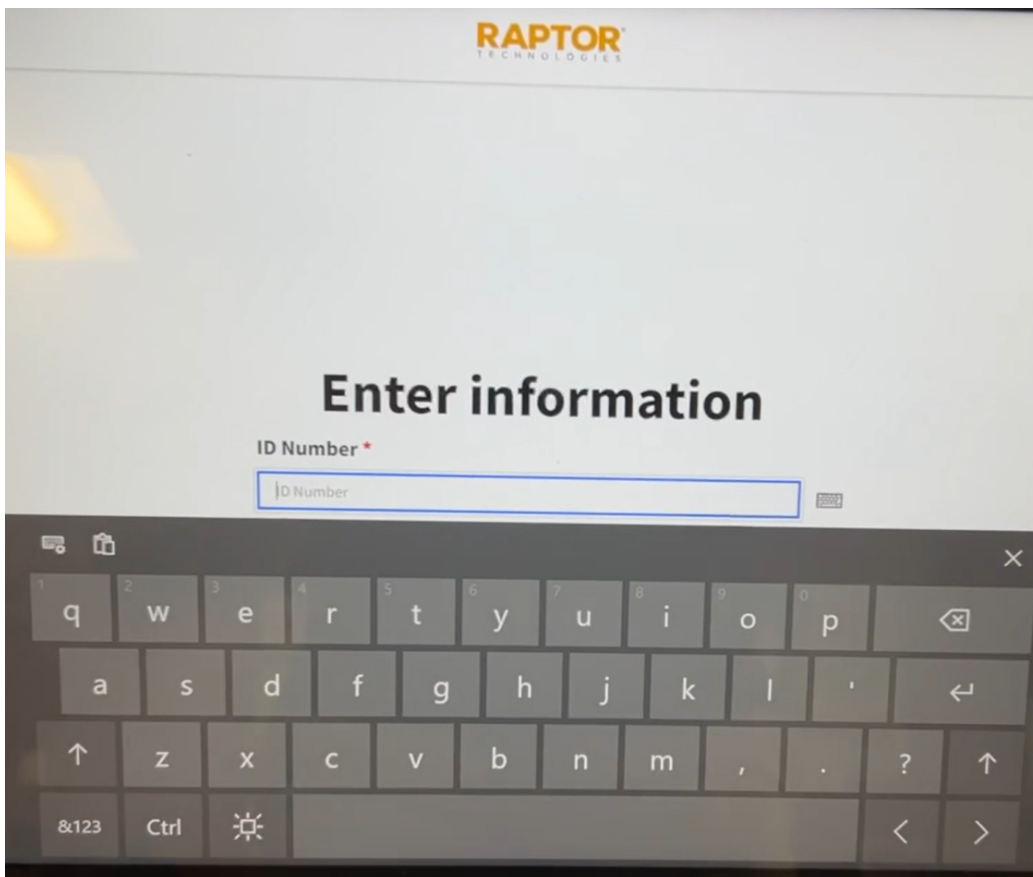
Staff Sign In/Out via Raptor Kiosk

Staff members can sign in and sign out via the kiosk by scanning their Staff ID (1D barcode) or entering their Staff ID number.

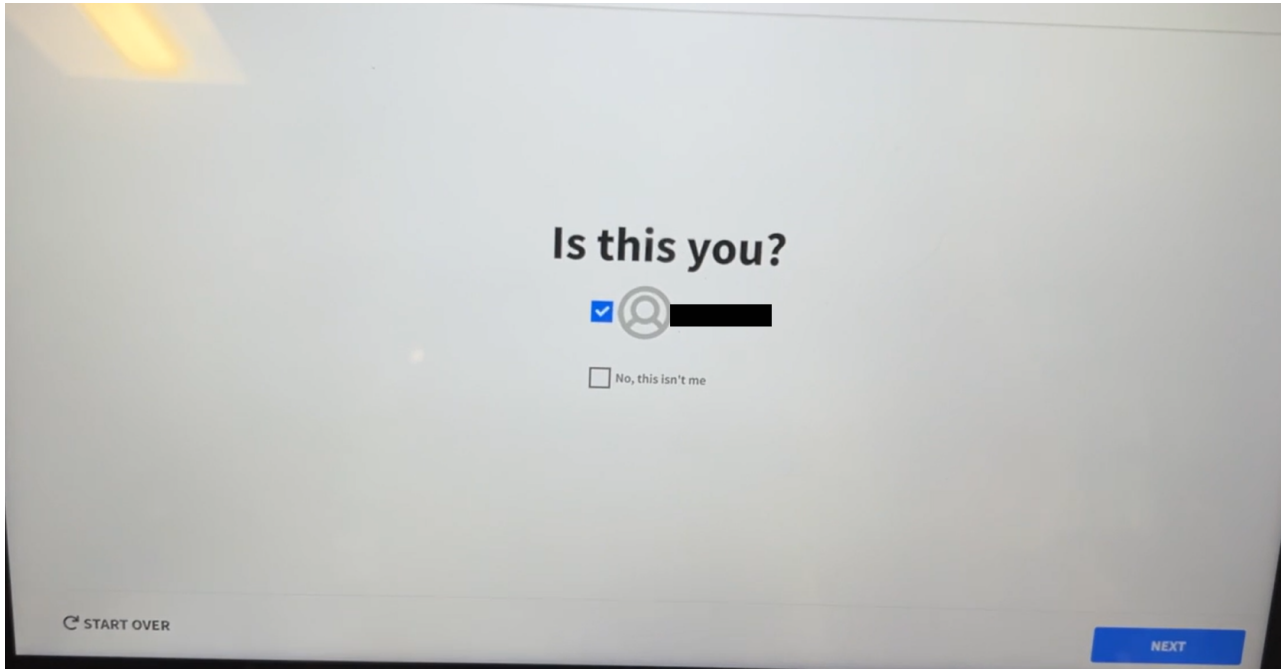
1. On the lower right-hand corner of the Raptor Kiosk screen, select "Staff".



2. You will be asked to enter your ID number. Scan the barcode on located on your Staff ID, or type in your employee ID number. Then press "Next" in the bottom right-hand corner of the kiosk screen.



3. Confirm your identity when prompted "Is this you?". Then press "Next" in the bottom right-hand corner of the kiosk screen.



You will be greeted with the "Welcome" message confirming that you have successfully sign in.

Follow the same steps when exiting the building to sign out.

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