

****THE SYSTEM UPDATES WHEN THE WEEK CLOSES. A NEW PROGRESS REPORT GENERATES IN APP WHEN THE CLOSE WEEK OCCURS**

YOU MUST USE THIS QR Code to Download the Student Mobile Application to YOUR SMART PHONE

**STUDENT MOBILE APP –
EMPHASYS SOFTWARE**

- Students and administrators can scan the QR Code to download the app to their device
- Students must allow all permissions when downloading the “Student Mobile App”
 - Access to camera and location



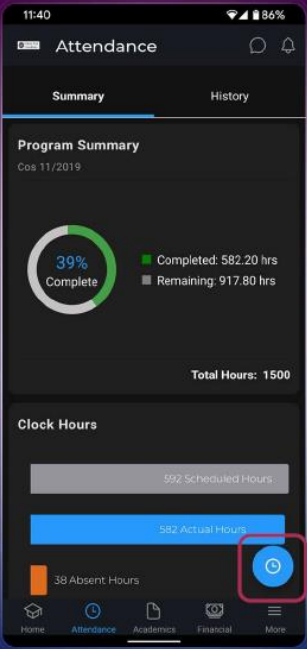
AFTER YOU HAVE DOWNLOADED THE APPLICATION TO YOUR PHONE. YOU WILL NEED TO LOCATE THE EMAIL THAT WAS SENT TO YOU BY FAME. (ATTENDANCE ACCOUNT <no-reply@fameinc.com>)

IN THIS EMAIL YOU WILL BE PROVIDED YOUR USERNAME and PASSWORD TO LOG IN. YOUR USERNAME IS THE EMAIL YOU GAVE AT REGISTRATION.

STUDENT LOGIN

- Students will login with the email address entered in the school’s SIS System
- User password is generated and emailed on the Go Live date of the application or when the student is enrolled into the software
 - Students automatically sync with the Student Mobile App
- If students forget their password, there is an option to reset it on the home screen of the app

ONCE YOU HAVE LOGGED IN, YOU WILL NEED TO Click ON THE ATTENDANCE HEADING (Bottom of the screen, second icon in) THIS WILL BRING UP the Blue ATTENDANCE BUTTON.



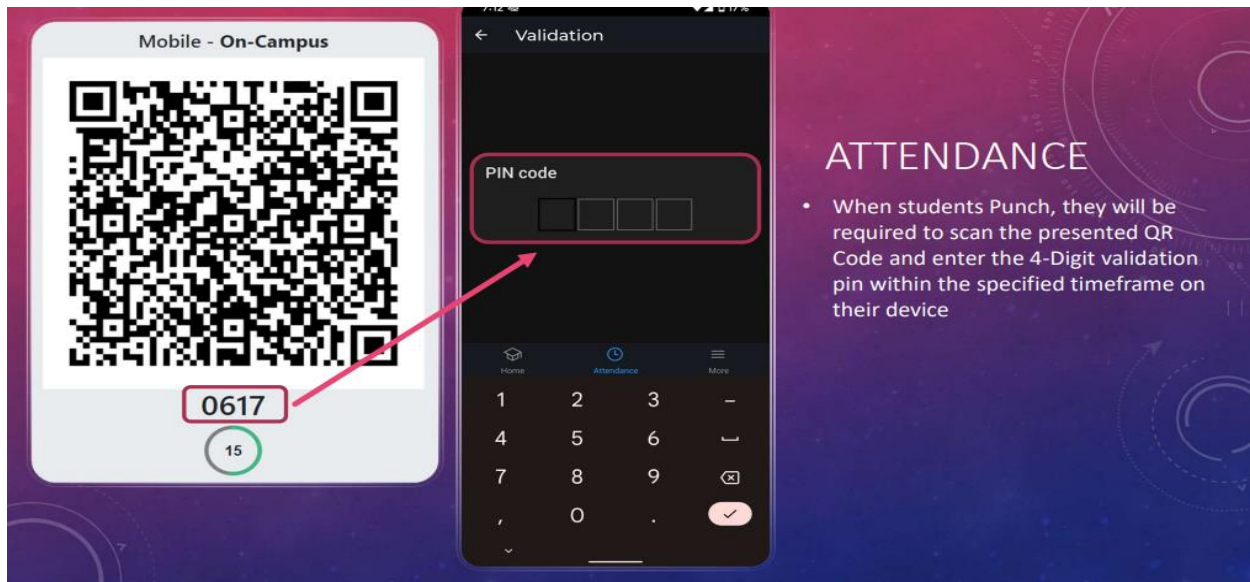
ATTENDANCE

- Student punch in/out by selecting the attendance icon at the bottom right of screen

ATTENDANCE

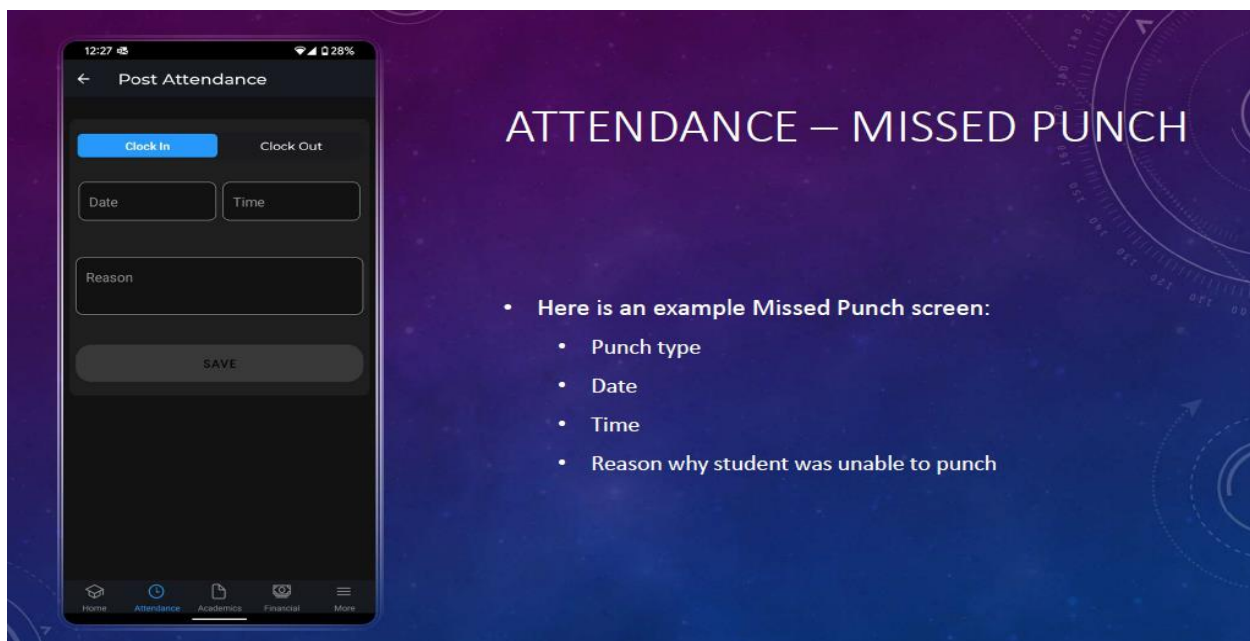
- Punch In
- Punch Out
- Missed – Allows students to submit a punch if the student was unable to punch normally. The punch must be approved by admins at the school.
- Punch without QR - If the school enables this feature, it allows students to punch without utilizing the QR Code. The punch must be approved by admins at the school.

SELECT PUNCH IN and SCAN THE QR CODE (THIS IS LOCATED ON THE COMPUTER IN THE HALL BY THE VENDING MACHINES OR LAPTOP IN THE OFFICE FOR STUDENT USE)



WHEN YOU SCAN THE QR CODE YOU WILL NEED TO ENTER THE 4 DIGIT PIN LOCATED AT THE BOTTOM OF THE QR CODE. (THIS CODE REFRESHES EVERY 30 SECONDS)

IF YOU MISSED CLOCKING IN or OUT, YOU MUST ENTER A MISSED PUNCH. IF THERE IS NOT A VALID REASON AND IT WILL BE CONFIRMED BY INSTRUCTORS THE MISSED PUNCH WILL NOT ACCPETED!



IF YOU ARE HAVING ISSUES WITH THE ATTENDANCE TRACKNG SYSTEM YOU ARE TO SPEAK WITH JENNIFER WILSON, ADMINISTRATIVE ASSISTANT IN THE OFFICE. IF SHE IS NOT AVAILABLE THEN PLEASE SEE GENOIS THOMAS-MAYER.