

## FOR TRAVELERS – FINDING YOUR EVENT PASS

### TO “CHECK IN” ON DAY OF TRAVEL

1. Travelers can use either the **Corq Mobile App** (or the RamPulse Website) to access their **Event Pass**, which is an individualized QR code provided by RamPulse.

#### CORQ MOBILE APP

- a) Download the Mobile App from your App Store – Corq



- b) Upon opening the application, click on the upper left hand navigation icon (<)
- c) Login using Shepherd Credentials (email address and password)
- d) Once logged in, click on the same upper left hand navigation icon (<)
- e) Click **Event Pass**

#### RAMPULSE WEBSITE VIA PHONE’S WEB BROWSER



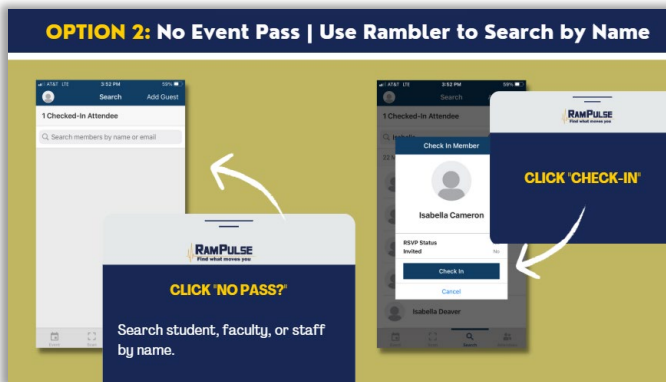
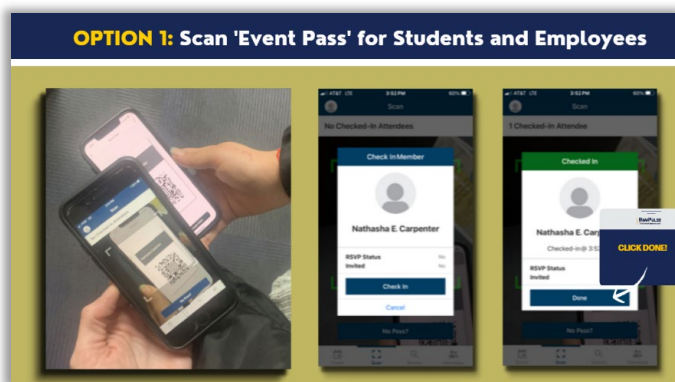
- a) Click blue “Sign In” icon in upper right-hand corner.
  - b) Click the circle icon in the upper right-hand corner (with your initial)
  - c) Click on the small QR icon in the upper right left-hand corner of the drop down.
  - d) You will come to the “Event Pass” page. This is an individual QR code specifically for you that can be saved to Apple Wallet or other location for quick access.
2. At the time of departure, your trip coordinator will scan your Event Pass (QR code) to “check-in”.

## FOR TRIP COORDINATORS - CHECK IN PROCESS

1. Download the **Campus Labs Event Check-in App**



2. Login using Shepherd Credentials (email address and password)
3. Enter an **Event Code** provided to you by a Student Affairs Senior Staff member
4. Request student to show Government ID
5. Scan a student/employee's Event Pass
  - a. If the individual has difficulty finding their Event pass, you can click “No Event Pass” and type in first and last name off of their Rambler.
  - b. If the individual is not a student/employee, then you can select “Add Guest”, type in their email address, and check them in. Reminder, only students and employees should be traveling with students unless approved through supervisor.
6. Click “check-in”
7. Click “done”
8. Scan next person



## Accessing Checked-In Roster

To access the names of individuals who have been checked in, you can do one of two steps.

- While logged into the Check-in App, select the “Attendees” Icon in the lower right-hand corner of the app. This will show you both checked-in and those who you checked-out. Checked-out typically doesn’t apply to our travel process.
- or
- Login to RamPulse and review the Tracking Attendance list found within the Event. Please contact Melanie Ford, principal systems analyst, in Student Affairs for more guidance.