



Admin Guide to **Attendance:** *GPS Technology*



First Day Using Portico

Using Portico for the first time can appear daunting at first - but with a few clicks, you will be up and running in no time!

Step 1: Log in to the Portico platform by going to portal.thecoursekey.com

Note: There is an application, but it is for student use.

Step 2: Enter your login credentials.

Username: Your school-affiliated email address.

Password: Welcome123

Once you log in, you will be prompted to change your password and select a security question.

As a best practice, to ensure your Portico account is secure, we advise using a strong, unique password with a mix of letters, numbers, and symbols. Additionally, never reuse passwords across different sites or platforms.

Note: If your school uses Single Sign On, please select the SSO option.

Step 3: Click on the **Management** tab in the left navigation.

Step 4: Select the **Courses** subtab.

Step 5: Click on the **name of the course**.

Step 6: You will see an attendance session for each day your class meets. When the class time begins, **today's attendance session** will say 'Active' in blue. Click on the attendance session.

Step 7: You are able to **view students checking in** in real-time on this screen.

Attendance

Scheduled Completed ⚙️

Date ↑	Time	Status	
Mon, Oct 25, 2021	Flexible Schedule	Active	⋮
Tue, Oct 26, 2021	Flexible Schedule	Scheduled	⋮
Wed, Oct 27, 2021	Flexible Schedule	Scheduled	⋮
Thu, Oct 28, 2021	Flexible Schedule	Scheduled	⋮

GPS Technology

The MyPortico application detects the student's location when they click the 'Check-In/Out' button and confirms the student is within the radius of the site they selected. Although GPS technology is automated, requiring no action from you, monitoring the attendance is required to ensure accuracy.

TO MONITOR ATTENDANCE:

Step 1: Log in to the Portico platform by going to portal.thecoursekey.com.

Step 2: Navigate to the **Programs** tab and the **Courses** subtab.

Step 3: Select the **course** you are teaching.

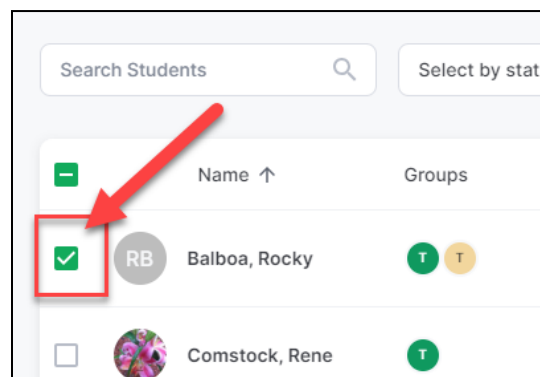
Step 4: Select **today's date**.

Step 5: On this screen, you will be able to **monitor students** as they check in and check out of class. If needed and allowed by your school, you may make attendance adjustments.

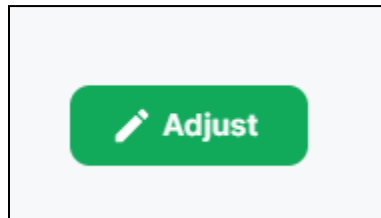
Note: Students are required to both check-in and check-out in order to get attendance for the day. Without a checkout, students will not receive attendance.

HOW TO ADJUST ATTENDANCE:

Step 1: Click on the **check box** next to the student's name.

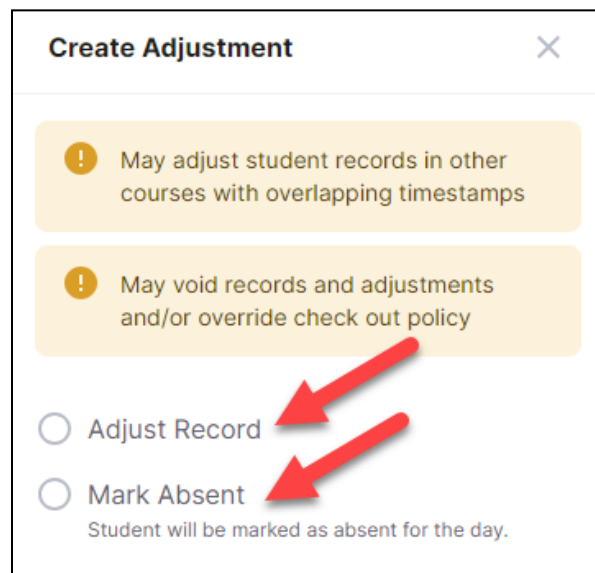


Step 2: Click “Adjust” in the top right corner.



Step 3: Click either “Mark Absent” or “Adjust Record.”

If you clicked “Mark Absent,” this will remove the time the student was awarded that Day.



Step 4: If you clicked “Adjust Record,” **enter in the time** the student checked in to class and the time the student checked out of class. Use the format 09:00 AM.

If the student took a lunch break, you can click “+Add New” to add an additional row of check-ins and check-outs.

Check In	Check Out
09:00 AM PST 	12:00 PM PST  
+ Add New	

Step 5: Type in a **note to describe why an adjustment is needed**. This is important for compliance purposes.

Step 6: Click “**Save.**”

Optional note...
Note will be visible to staff & students
Save

Pro-Tips

Below are some tips with you can implement to use technology to your advantage:

Pro Tip 1: At the beginning of a course, make sure students have their location settings on to allow the MyPortico application to confirm students are within the geofence. Your School Administrator should have already set your course location.

Pro Tip 2: When ending your class, if a student has not checked out - the student will receive an automated notification two minutes after the class ends. To avoid the manual correction needed, the best practice is to have your class roster up on your computer screen to see the live checkouts.

Pro Tip 3: If students are having issues checking out, please ensure they are checked in first. The system requires students to follow the process, check outs can not come before a check-in.

Pro Tip 4: Cheating and falsifying attendance is against school policy, therefore a best practice is to tie attendance cheating with your school's academic and integrity policy.

FAQ

Our most commonly asked questions from instructors and students, all in one place. Find the answers you need to use Portico with confidence.

ACCOUNT

- Do we need to create our own accounts?
 - An account has been made for you, you do not need to create an account.
- When do we get access to our accounts?
 - If it is your first time logging in, you will get access 2 weeks before the first day of class.
- What is my password the first time I log in?
 - The first time you log in, you will use the password Welcome123
 - Note: If your school uses Single Sign On, please select the SSO option.
- Do students need to update the MyPortico App?
 - It is important to keep the MyPortico app up-to-date to prevent any bugs.
- Do students have to keep their phones' operating system up to date?
 - Yes, it is important to keep students' operating system up-to-date to prevent bugs.

GPS TECHNOLOGY

- What steps are required for students to set up their phone for GPS technology?
 - For the GPS technology method, it is important to click "allow location" for the MyPortico app to be able to detect your location.
- Does the MyPortico App track students' locations at all times?
 - The MyPortico app will ONLY capture Students' location at the moment students click the check in button and the moment students click the check out button.
- When can I see my new course?
 - Two weeks before the first day of class.
- How do I change my course schedule?

- These need to be changed in the SIS (student information system) by your school's Registrar.
- How do I get access to a course?
 - You would need to be added to the course in the SIS by your school's Registrar.
- What does the blue flag icon mean?
 - The little blue flag indicates that an adjustment has been made to the student's time.
- What does it mean if there isn't a blue flag icon?
 - If there is no little blue flag, that means the student's attendance was fully driven by the student that day.
- What does the red exclamation mark mean?
 - The red exclamation mark icon indicates that a student did not check out. If a student does not check out for the day, they will not be awarded time for that day. In this instance, an adjustment would be needed.

Troubleshooting Steps

We recommend following these steps to ensure students have a smooth process using GPS technology.

- When setting up each site, provide a unique name for each.
- In the address field, either type in the Site's address or type in the name of the Site. Google Maps will provide suggestions to choose from. Select one of the suggestions.
- Validate the pin's location and move the pin as needed.
- Adjust the radius of the Site to be within the applicable building or department, to prevent students from checking in outside your Site.
- Add Site contacts emails and check the box to send an email every Monday morning with information regarding students checking into this specific Site within the past week. The Site contact is instructed to reach out of the school if the information does not look correct.
- Multiple students having trouble checking in to the site? The GPS site probably needs adjusting.
- Multiple students able to check in to the site, with only one or two having issues? The students' devices likely need troubleshooting.

Students having trouble with GPS? Guide them through these steps.

- Ensure your device is on the latest operating system.
- Verify your device is utilizing the latest version of the MyPortico App.
- Ensure your device is connected to Wifi or has signal.
- Select "Allow Location" the first time you utilize the MyPortico App.
- Open "Settings" → Select "Privacy" → Select "Location Services" → Select "MyPortico" → Turn on "Precise Location"
- Open Google Maps on your device and verify if your device is showing the correct location.

Dashboards

Portico's **Live Attendance** dashboard provides you with real-time visibility into attendance, making it easier for campus leadership to track attendance and quickly identify students not checked-in.

Attendance Dashboard

Step 1: Click the **Applications** tab on your left navigation.

Step 2: Click **Attendance**.

Step 3: Use the search bar, scroll, or filter to find a specific **Course**.

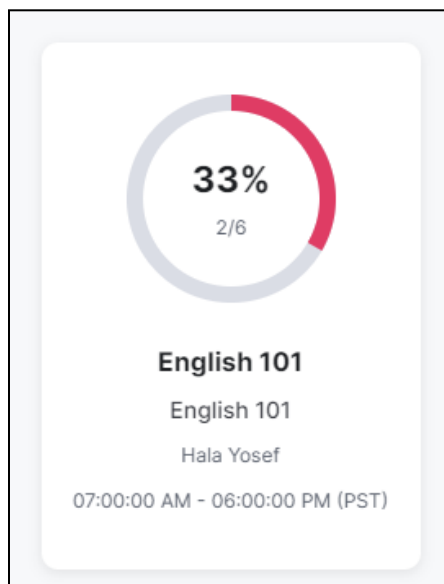
Filter Options:

Filter by **campus** (if your school has more than one).

Filter courses by the **status** of the attendance session: Active (attendance is still in progress), Scheduled (not yet started), Completed, Flex, Open Schedule or All.

Select the **Date** of attendance.

Enter any key **Search terms**.



The **fraction** inside the circle will tell you how many students are checked in, out of how many students are enrolled in the course. In this case, three students are enrolled in the course, but only one student is checked in. Below the circle are the **course name**, **course title**, **type** of course, and the **instructor's name**.

Step 4: Click on the course to view attendance data.

English 101

Wednesday, January 24 (PST) | 07:00:00 AM - 06:00:00 PM (PST)
English 101

Search Students

Select by status

All Groups

☐	Name ↑	Groups	Awarded Time	Check In Time	Status
☐	AA Alnakhala, Ahmed	C	00:00:00	--	Absent ▾
☐	JB Billabong, Johnny	C	03:25:43	12:13:00 PM (PST)	In ▾
☐	JD Doe, John	C	00:00:00	--	Absent ▾
☐	AG Garrett, Alex	C	00:00:00	--	Absent ▾
☐	 Garmon, Hope	C	00:00:00	--	Absent ▾
☐	 Messi, Lionel	B i C	03:29:43	12:09:00 PM (PST)	In ▾

Rows per page: 50 ▾ 1-6 of 6 < >

Insights

The insights tab breaks student data down into different categories.

How to Access Insights

Step 1: Click on the **Applications** tab.

Step 2: Click on the **Insights** tab.

Insights				
All Schools ▾				
Students Without Skills Tracker Submission in Last 7 Days				
Campus	Program	Student	Email	userID
Coursekey College - San Diego	Welding Skills List Sample	Ryan Vanshur	rvanshur@gmail.com	1
Coursekey College - San Diego	Eliot's Program	Michael Jordan	jackson@thecoursekey.com	32,925
Coursekey College - San Diego	Paramedic Live Hours and Skills	Jackson Batchelder	jacksonbatchelder@gmail.com	32,926
Location Two	Ashleys Test Program	Jamie Dotson	student1@thecoursekey.com	68,638
Location Two	Cosmetology Product Demo	Paul Smith	student2@thecoursekey.com	68,639
Location Two	Barber	Bella George - 3C	bella.george@mailinator.com	83,504
Location Two	Ultrasound Technician Competencies	Hope Garmon	hopesooley@outlook.com	99,155
Location Two	Dental Assisting DEMO	ryan general	ryan@location2.com	107,069

Rows 1-8 of 184 ▹ ▸

Step 3: Information will be shown for all schools/campuses by default. From the **Select School** drop down, you can select which school/campus data you want to include in the dashboard view.

Location Two ▴

Location One

✓ Location Two

Insights Overview

After selecting which campuses you'd like you include, the **Insights** dashboard will give you a brief overview of the following topics: Students In Class Now, Adjustment Types, Break Durations, Site Locations, New Course Creation, New Student Enrollments, Students Without Skills Tracker Submissions in the Last 7 Days, and Absent Students Now.

View Students Currently Checked In

This dashboard provides a list of all students at the selected school/campus that are currently checked in to a course that is currently active. This dashboard makes it easy to identify which students are currently present should they need to be reached while on campus.

View Students Currently Checked In							
List of students that are currently checked in into their course.							
firstName	lastName	Student Email	Issued ID	Course Name	Attendance Start	Attendance End	instructorName
Mia	Hamm	mia.hamm@mailinator.com	12355	Cosmetology FT	October 6, 2022, 8:30 AM	October 6, 2022, 4:30 PM	All Learning Leaders
Lionel	Messi	lionel.messi@mailinator.com	32152134	Cosmetology FT	October 6, 2022, 8:30 AM	October 6, 2022, 4:30 PM	All Learning Leaders
Robert	Myers	bob@coursekey.com	1242	Cosmetology FT	October 6, 2022, 8:30 AM	October 6, 2022, 4:30 PM	All Learning Leaders
Luis	Suarez	luis.suarez@mailinator.com	12348	Cosmetology FT	October 6, 2022, 8:30 AM	October 6, 2022, 4:30 PM	All Learning Leaders
Jasmine	Riesner	Jasmine.Riesner92@demo.coursekey.com	DEMO290094	DNTA1333_TR1F	July 7, 2022, 6:00 AM	July 7, 2025, 11:00 AM	Mick Junior

Students Absent from Classes in Session Right Now

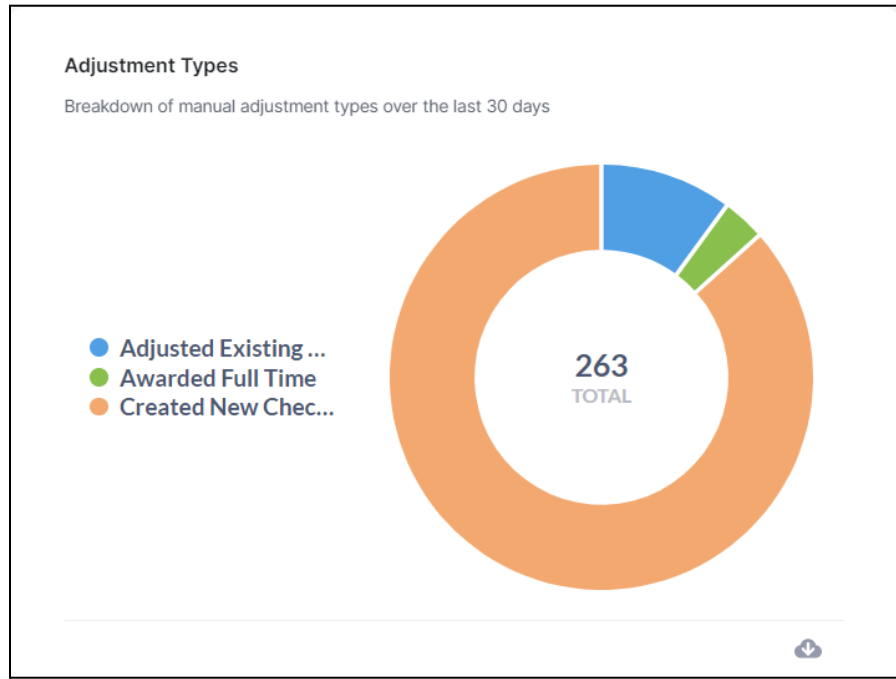
This dashboard provides a list of all students at the selected school/campus that have not checked in to a course that is currently active. This dashboard makes it easy to identify which students need outreach and simplifies the process by providing their contact information.

Students absent from classes in session right now								
firstName	lastName	Student Email	Issued ID	Course Name	Attendance Start	Attendance End	OnBreak	instructorName
Sierra	Kody	kody.sierra@mailinator.com	123	ATTEST	October 3, 2021, 12:00 AM	October 3, 2021, 11:59 PM	No	Ariel Kunkel
Koda	Sierra	koda.sierra@mailinator.com	5591344	ATTEST	October 3, 2021, 12:00 AM	October 3, 2021, 11:59 PM	No	Ariel Kunkel
Bill	Rover	billrover@coursekey.com	billr	Bill - BUS	October 3, 2021, 7:00 AM	October 3, 2021, 10:30 PM	No	Bill Rover
Bill	Rover	billrover@coursekey.com	billr	Bill - ROAD	October 3, 2021, 7:00 AM	October 3, 2021, 10:30 PM	No	Bill Rover
Bella	George	bella.george@mailinator.com	1111	BR100_6/7	October 3, 2021, 12:00 AM	October 3, 2021, 11:59 PM	No	06/14/2021
Diego	Maradona	diego.maradona@mailinator.com	12349	BR100_6/7	October 3, 2021, 12:00 AM	October 3, 2021, 11:59 PM	No	06/14/2021
Diego	Maradona	diego.maradona@mailinator.com	12349	BR100_DAY 5/24	October 3, 2021, 12:00 AM	October 3, 2021, 11:59 PM	No	Staff MTI
Rows 1-7 of 78								

If additional data is available you'll see the number of rows listed along with arrows to scroll in the bottom right corner of the report.

Adjustment Types

This graph is a breakdown of manual adjustment types over the last 30 days.



Students Without Skills Tracker Submission in Last 7 Days

This table will tell you which students have not submitted anything to skills tracker in the last week.

Insights

All Schools ▾

Students Without Skills Tracker Submission in Last 7 Days

Campus	Program	Student	Email	userID
Coursekey College - San Diego	Welding Skills List Sample	Ryan Vanshur	rvanshur@gmail.com	1
Coursekey College - San Diego	Eliot's Program	Michael Jordan	jackson@thecoursekey.com	32,925
Location One	Jackson's	Jackson Batchelder	jacksonbatchelder@gmail.com	32,926
Location Two	Ashleys Test Program	Jamie Dotson	student1@thecoursekey.com	68,638
Location Two	Barber	Bella George - 3C	bella.george@mailinator.com	83,504
Location Two	Ultrasound Technician Competencies	Hope Garmon	hopesooley@outlook.com	99,155
Location Two	Dental Assisting DEMO	ryan general	ryan@location2.com	107,069
Location Two	Dental Assisting DEMO	Jonathan general	jonathan@location2.com	107,082

Rows 1-8 of 181 < >

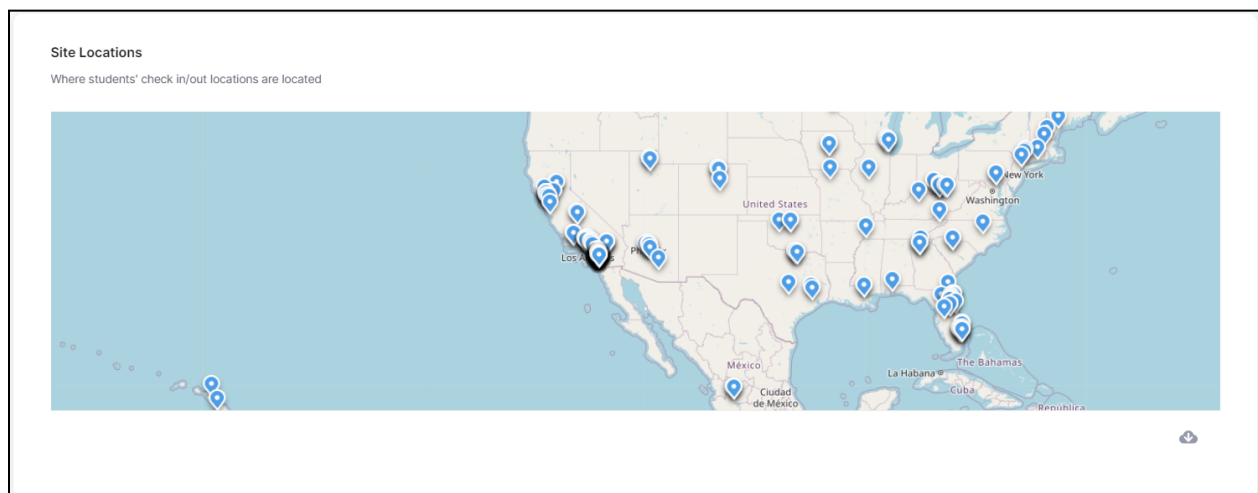
Break Durations

This bar graph displays how long (in mins) the breaks students took in the last 30 days.



Site Locations

This map shows the site locations that students are checking in from.



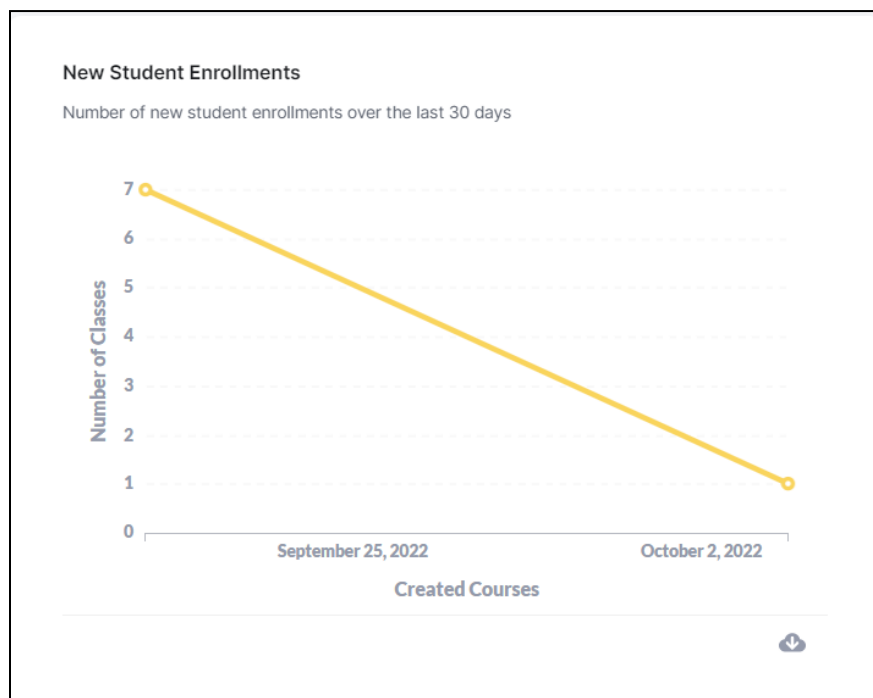
New Course Creation

This line graph shows how many courses were created in the last 30 days.



New Student Enrollments

This line graph shows how many students enrolled in the last 30 days.



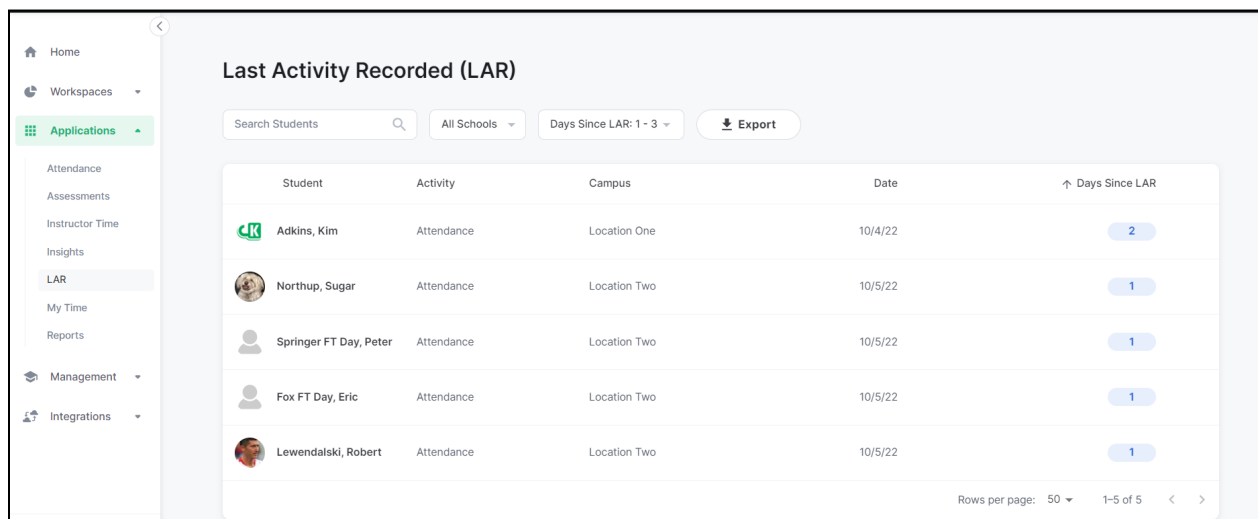
LAR

The Last Activity Recorded (LAR) tab displays visibility into student engagement. These LDA markers can vary depending on the Attendance method type. For Integrated Clients - Defined Qualifying Attendance Events will update the Student's attendance and send an update to the Student Information System (SIS), which will update the Student's LDA.

To Access LAR

Step 1: Click **Applications** on the left navigation.

Step 2: Click **LAR**.



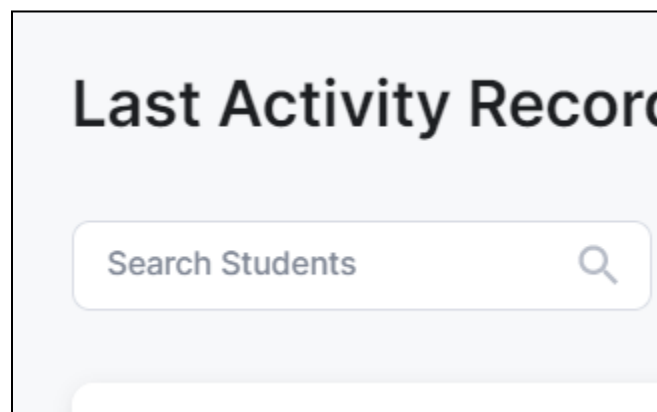
The screenshot shows the 'Last Activity Recorded (LAR)' page. On the left is a navigation menu with 'Applications' selected, and 'LAR' highlighted under it. The main area has a title 'Last Activity Recorded (LAR)' and a search bar labeled 'Search Students'. Below the search bar are filters for 'All Schools' and 'Days Since LAR: 1 - 3', along with an 'Export' button. A table displays the following data:

Student	Activity	Campus	Date	Days Since LAR
Adkins, Kim	Attendance	Location One	10/4/22	2
Northup, Sugar	Attendance	Location Two	10/5/22	1
Springer FT Day, Peter	Attendance	Location Two	10/5/22	1
Fox FT Day, Eric	Attendance	Location Two	10/5/22	1
Lewendalski, Robert	Attendance	Location Two	10/5/22	1

At the bottom right, it says 'Rows per page: 50' and '1-5 of 5'.

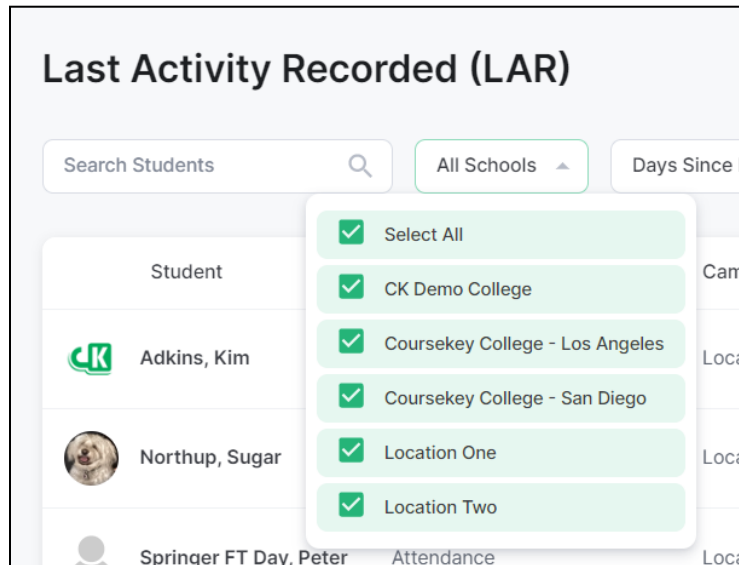
Searching Students

To search for a specific student, type the student's name in the search bar.



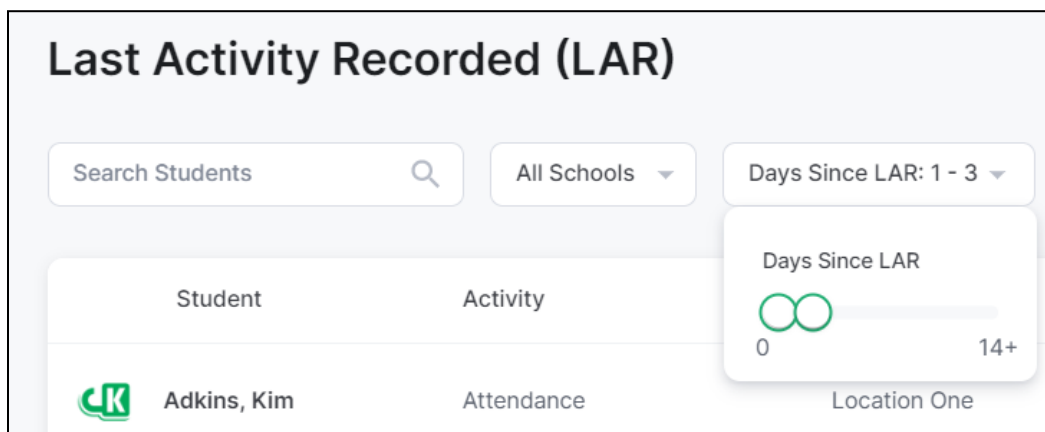
Narrowing by School

If your school has multiple locations, you can narrow down the data by selecting a specific school.



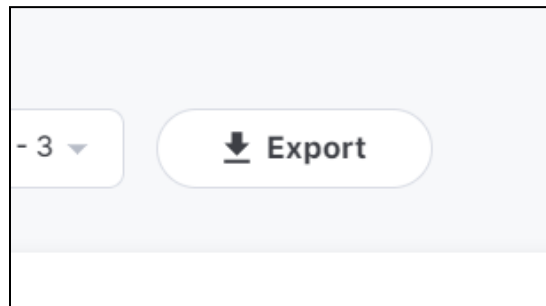
Narrowing by Amount of Days

To narrow by days since last activity, drag the circles to create a narrower field.



Export

To export the data, click **Export**. The data will be downloaded to your computer.



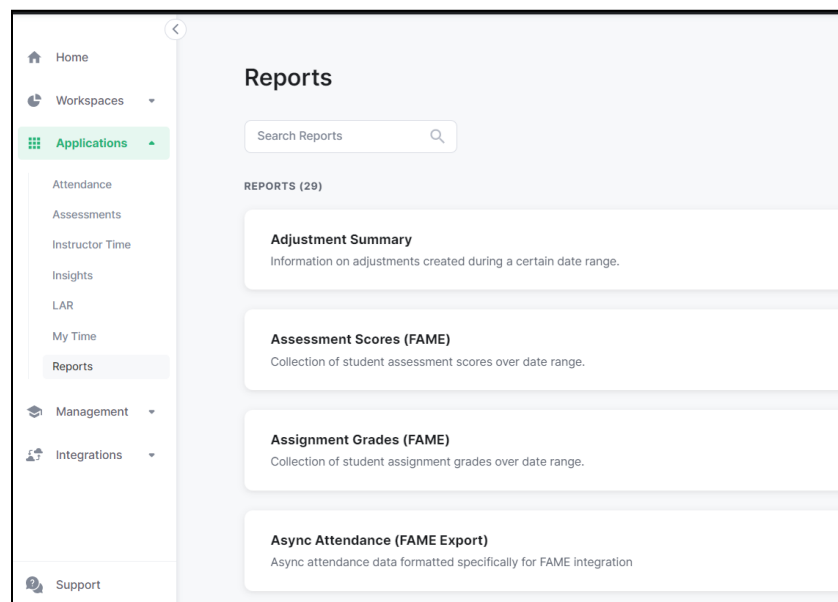
Reports

Portico has many reports to provide in-depth details regarding student data, adjustments, trends, and more.

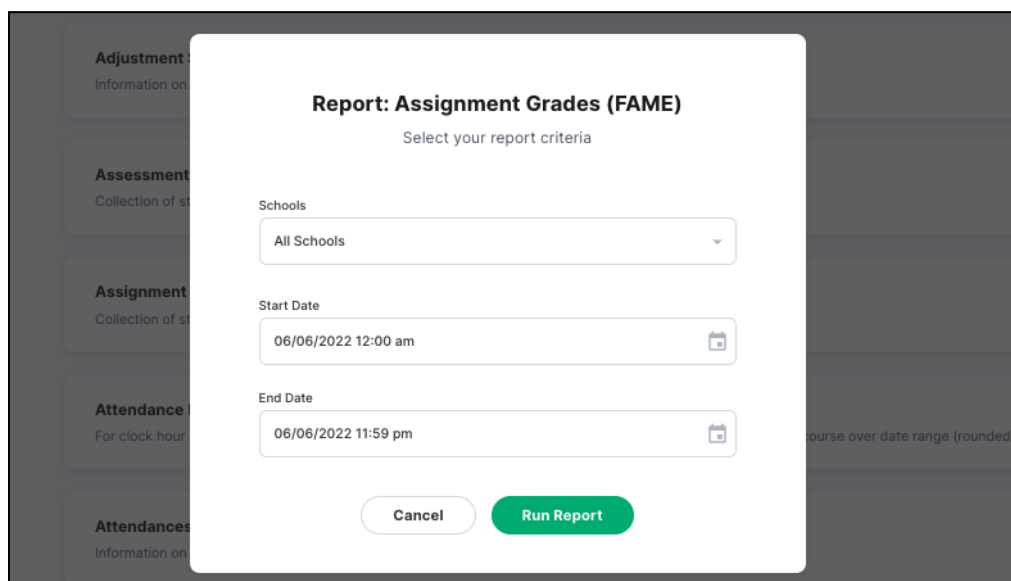
How to Run a Report

Step 1: Click **Applications**.

Step 2: Click **Reports**.



Step 3: Select the **type of report** you wish to run.



Step 4: Select the **campuses** and **dates** to narrow the data for the report.

The screenshot shows a web application interface with a sidebar on the left containing menu items: Adjustment, Assessment, Assignment, Attendance, Attendances, and Courses Taking Break. The main content area displays a modal titled "Report: Assignment Grades (FAME)" with the subtitle "Select your report criteria". Inside the modal, there are three fields: "Schools" with a dropdown menu currently showing "All Schools", "Start Date" with a text input "06/06/2022 12:00 am" and a calendar icon, and "End Date" with a text input "06/06/" and a calendar icon. A calendar for June 2022 is open over the "End Date" field, showing dates from 1 to 30. The date "6" is highlighted with a green circle, and the date "16" is circled in black. The background of the application is dark grey.

Step 5: Click **Run Report**.

MOST USED REPORTS

1. Adjustment Summary
2. Students Did Not Check Out
3. Attendance Percentage In Course To Date
4. Site Association by Course Summary
5. Skills Tracker Submissions
6. Assignment Count Lock for Blended Courses
7. Attendance Summary
8. Hours Awarded and Missed Report
9. Late Students
10. Time Attended by Student

REPORTS A-Z

1. **Adjustment Summary:** Information on adjustments created during a selected date range.
2. **Assignment Count Lock for Blended Courses:** Displays the total assignment count that MyPortico has recorded for blended/hybrid courses.
3. **Assignment Grades (FAME):** Collection of student assignment grades over a selected date range for FAME reporting.
4. **Async Activity Participation by Course:** Report showing asynchronous and blended courses with no LMS participation based on course start date.
5. **Async Attendance (FAME Export):** Asynchronous attendance data formatted specifically for FAME integration.
6. **Attendance Percentage In Course To Date:** For clock-hour (non-flex schedule) courses, displays a student's attendance percentage in an active course over a date range (rounded up to the nearest integer).
7. **Attendance Percentage In Program To Date:** For clock-hour (non-flex schedule) programs, displays a student's attendance percentage in an active program over a date range (rounded up to the nearest integer).
8. **Attendance Summary:** Summary of attendance activity within a selected date range.
9. **Attendances Deviating From Schedule:** Identifies attendance records that started late or ended early compared to the scheduled time.
10. **Attendances Missing Attestation:** Lists students who did not complete required attendance attestation.
11. **Course Setting Report:** Details course settings and delivery methods.

12. **Assessment Scores (FAME):** Collection of student assessment scores over a selected date range for FAME reporting.
13. **Courses Taking Break:** Identifies courses that have scheduled class-wide breaks.
14. **DiamondD Daily Detail Export:** Attendance data formatted for DiamondD Daily Detail import.
15. **Faculty and Site Certification:** Shows courses requiring certification that have been certified for compliance reporting.
16. **Faculty and Site Missing Certification:** Shows courses requiring certification that have not yet been certified.
17. **FAME Export:** Attendance data formatted specifically for FAME integration.
18. **Global Assessment Export:** Student assessment scores over a date range for all non-FAME systems.
19. **GPS Attendance Locations:** Historical record of student check-in/check-out locations using GPS attendance technology.
20. **Hours Awarded and Missed Report:** Displays hours awarded and missed for students across all courses and campuses within the selected date range. Includes makeup and transferred time.
21. **Late Students:** Lists students who checked in late during the selected date range.
22. **Makeup Summary:** Summary of student makeup records.
23. **Overlapping Time in Student Record (for FAME Clients):** Identifies attendance records that may cause FAME import errors due to overlapping time entries.
24. **RGM Export:** Attendance data formatted specifically for RGM integration.
25. **School Admin Permissions Change Log:** Historical record of changes made to admin accounts.

26. **Simple Time Attended Report:** Daily attendance report showing time awarded per student across all courses and campuses.
27. **Site Association by Course Detail:** Detailed list of sites associated with GPS-enabled courses.
28. **Site Association by Course Summary:** Summary count of sites associated with GPS-enabled courses.
29. **Skill Tracker (FAME Export):** Completed and approved skill tracker items formatted for FAME upload, based on approval date range.
30. **Skills Tracker Submissions:** Lists approved and pending skill tracker items based on completion date range.
31. **Student Check In/Out Locations:** Estimated locations of student check-ins and check-outs for classes with location tracking enabled.
32. **Student Check Out Over Max Hours:** Historical record of student attendance submissions that exceeded maximum hours per day.
33. **Student Led Break Report:** Shows classes with Student-Led Breaks enabled and flags students who did not take required break time or number of breaks.
34. **Students Did Not Check Out:** Lists students who did not check out and indicates whether the issue was resolved.
35. **Students Not In Class:** Lists students who were not present in class.
36. **Time Attended by Student:** Detailed student attendance records, including adjustments.
37. **Time Attended by Student (Modified Records) (Deprecated):** Deprecated report showing modified student attendance records including adjustments.
38. **Time Awarded To Student Across Campuses:** Total time awarded to a student across selected campuses within a date range.

- 39. **Timesheet Export (Deprecated):** Export used for Nexus import (deprecated).
- 40. **View School Admin Permissions:** Lists campus users with admin privileges and specifies their permission levels.
- 41. **Weekly Hours Export (Customized with Rounding):** Weekly attendance data aggregated by week; time is rounded.
- 42. **Weekly Hours Export in Decimals:** Weekly attendance data aggregated by week; time represented in decimal format.

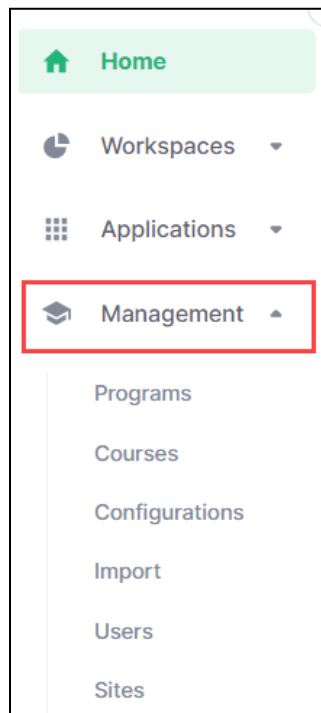
Admin Permissions

Users must be granted permissions in order to have the ability to complete certain functions within Portico. To grant admin permissions, please complete the following steps:

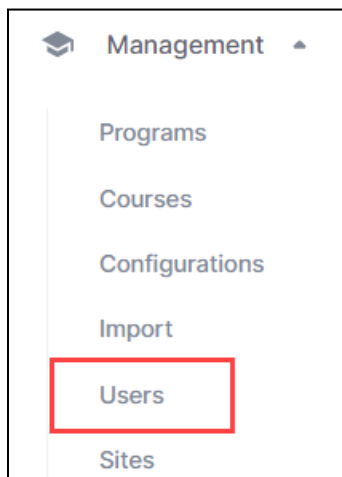
Note: Only Super Admins have the ability to grant admin permissions.

Step 1: Log into the Portico Portal: portal.thecoursekey.com

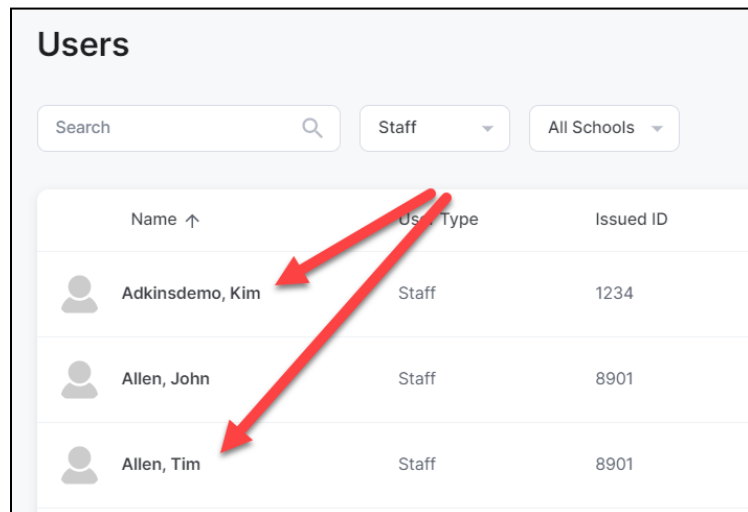
Step 2: On the left navigation, click **Management**.



Step 3: Click **Users**.

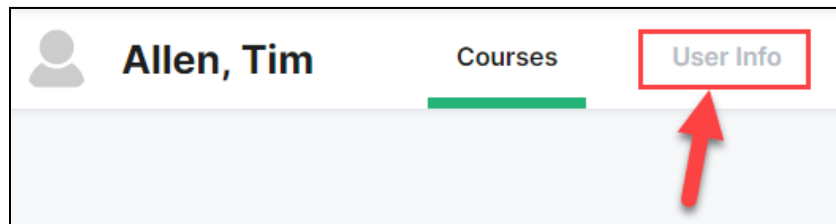


Step 4: Click the **name** of the staff member or admin.

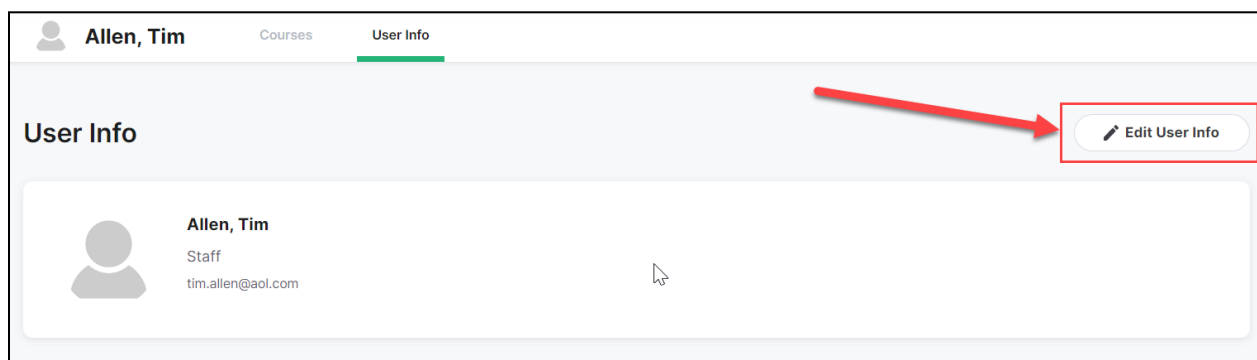


Name ↑	User Type	Issued ID
 Adkinsdemo, Kim	Staff	1234
 Allen, John	Staff	8901
 Allen, Tim	Staff	8901

Step 5: Click the **User Info** tab at the top of your screen.

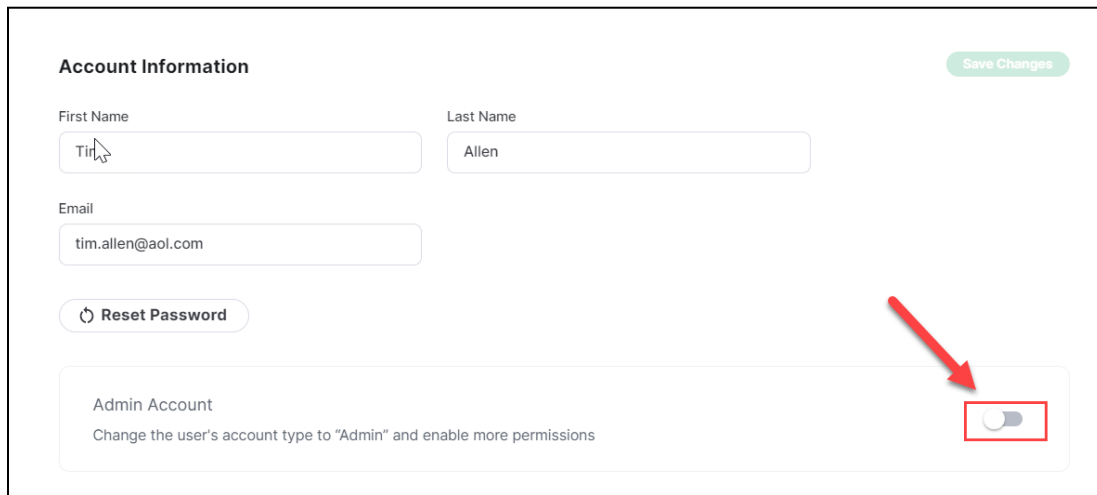


Step 6: Click **Edit User Info** at the top of your screen.



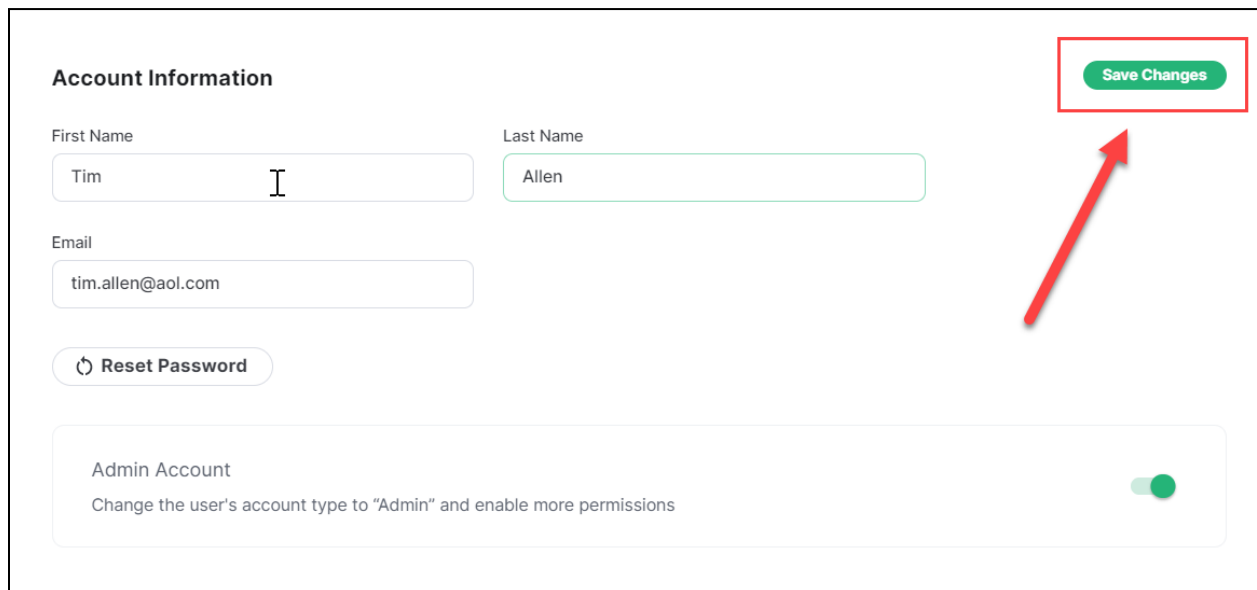
Step 7: If the user's account is a staff account, click the **Admin Account toggle icon** to switch the account to an Admin account.

If the user's account is an admin account, skip this step.



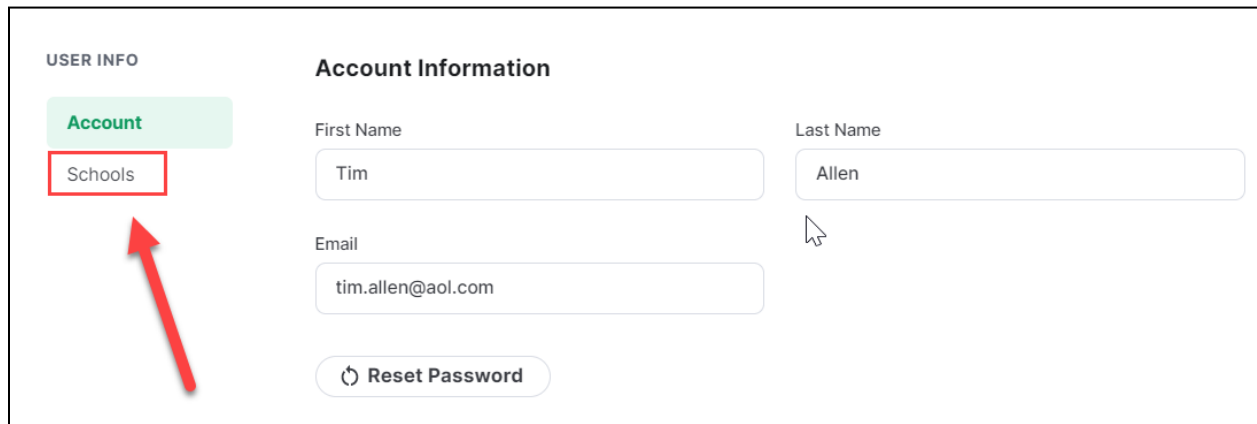
The screenshot shows the 'Account Information' form. It includes input fields for 'First Name' (containing 'Tim'), 'Last Name' (containing 'Allen'), and 'Email' (containing 'tim.allen@aol.com'). There is a 'Reset Password' button. At the bottom, there is a section titled 'Admin Account' with the text 'Change the user's account type to "Admin" and enable more permissions'. A red arrow points to a toggle switch in this section, which is currently in the 'off' position. A 'Save Changes' button is located in the top right corner.

Step 8: Click **Saves Changes** in the top right corner.



This screenshot shows the same 'Account Information' form, but with the 'Admin Account' toggle switch turned 'on' (indicated by a green circle). A red arrow points to the 'Save Changes' button in the top right corner, which is also highlighted with a red box. The 'First Name' field now contains 'Tim' and has a cursor. The 'Last Name' field contains 'Allen'. The 'Email' field contains 'tim.allen@aol.com'. The 'Reset Password' button is still present. The 'Admin Account' section text remains the same.

Step 9: Click the **Schools** tab.



USER INFO

Account Information

Account
Schools

First Name
Tim

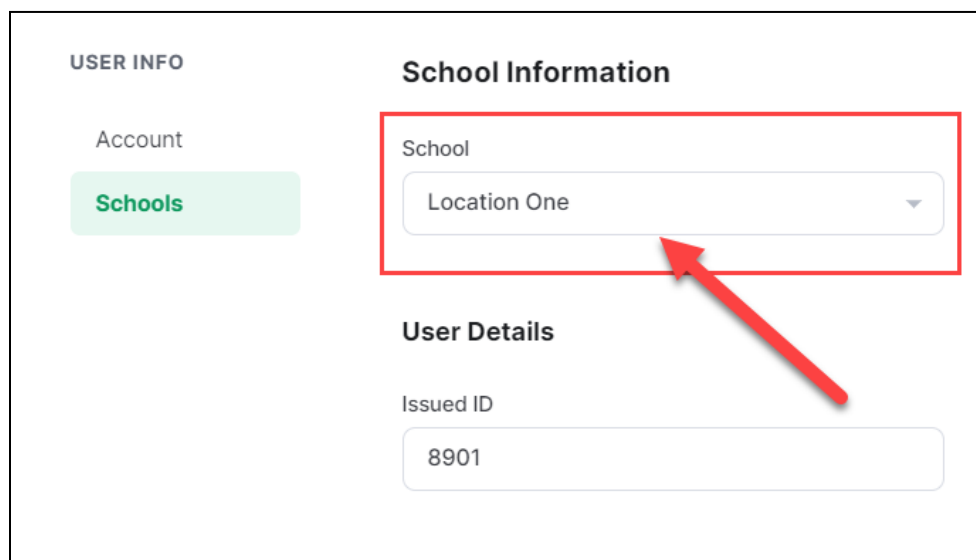
Last Name
Allen

Email
tim.allen@aol.com

Reset Password

A red arrow points to the 'Schools' tab in the left sidebar.

Step 10: If your school has more than one campus, **select the applicable campus.**



USER INFO

Account
Schools

School Information

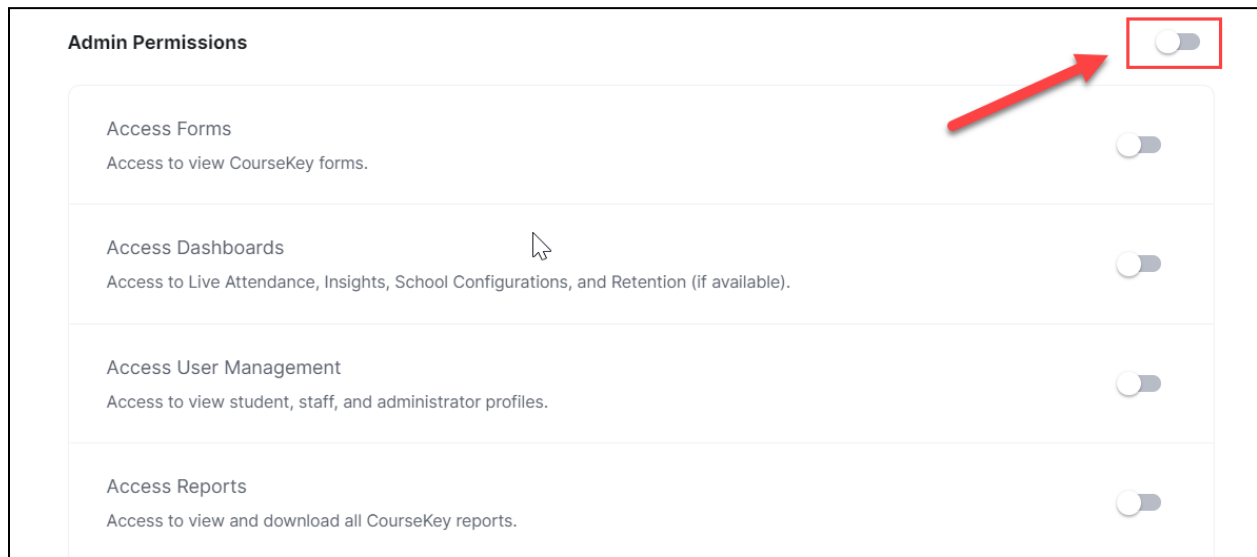
School
Location One

User Details

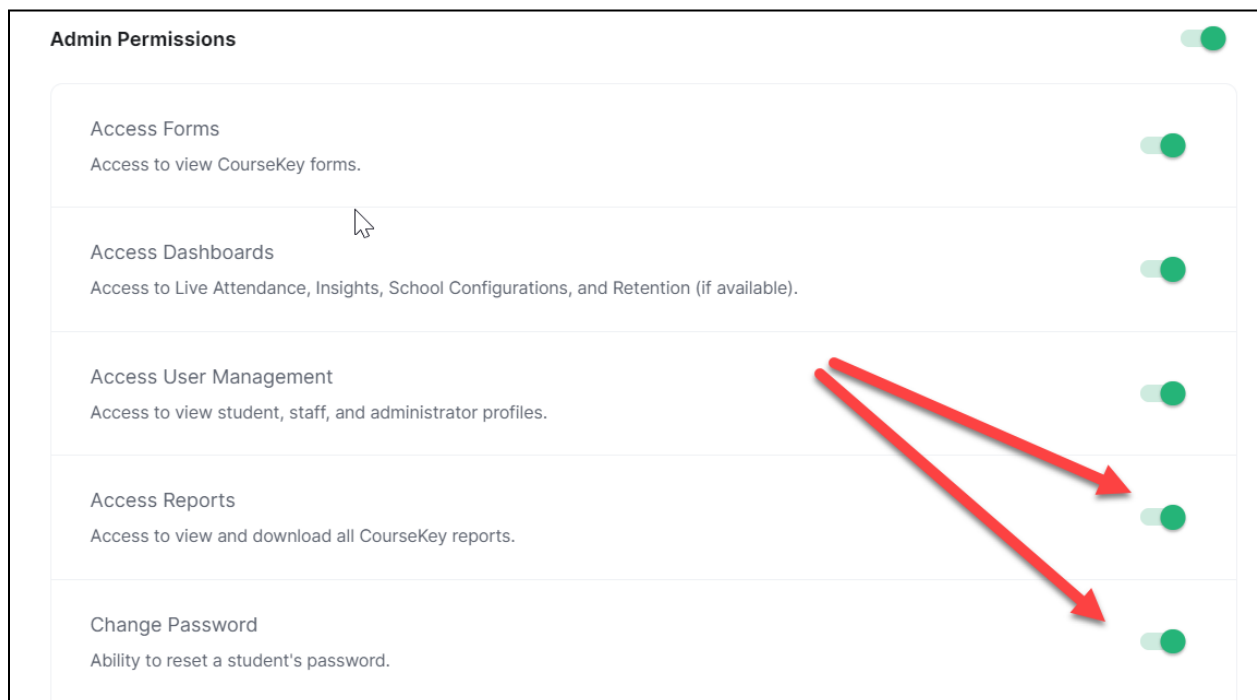
Issued ID
8901

A red arrow points to the 'Location One' dropdown menu in the School Information section.

Step 11: Click the **Admin Account toggle icon** to activate the user's admin permissions for this specific campus.



Step 12: Click the **toggle icon** to activate or deactivate each specific permission.



Step 13: Click **Save Changes**.

School Information

School

Location One ▼

+ Add School

User Details

Issued ID

8901

Save Changes

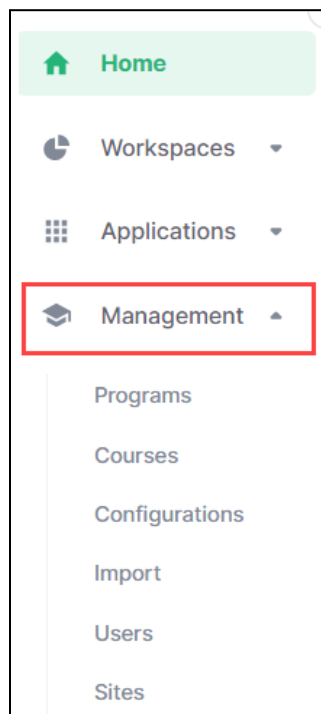


Resetting Passwords

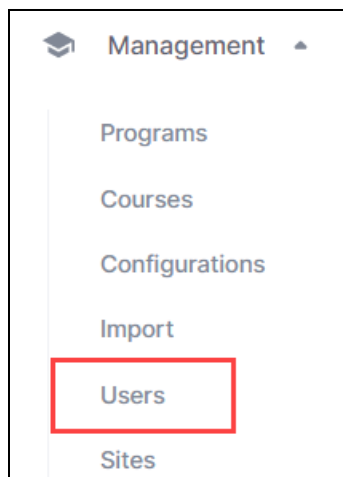
In the instance that users need assistance resetting their passwords, you have the ability to do so in a few steps.

Step 1: Log into the Portico Portal: portal.thecoursekey.com

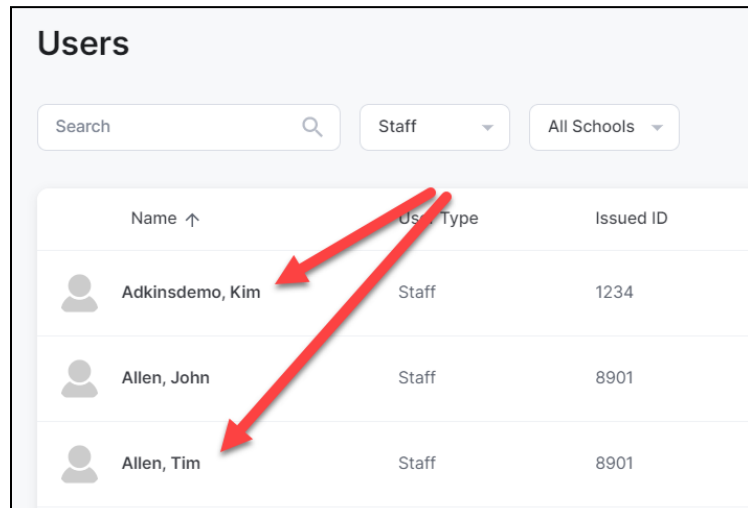
Step 2: On the left navigation, click **Management**.



Step 3: Click **Users**.

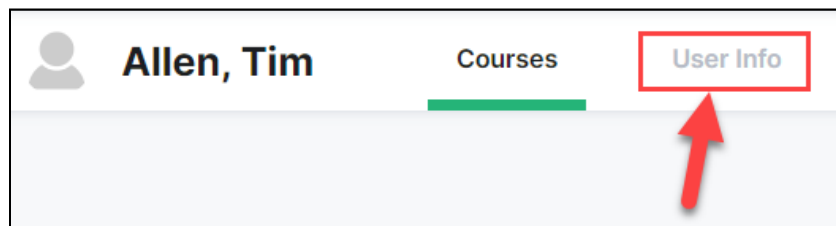


Step 4: Click the **name** of the staff member or admin.

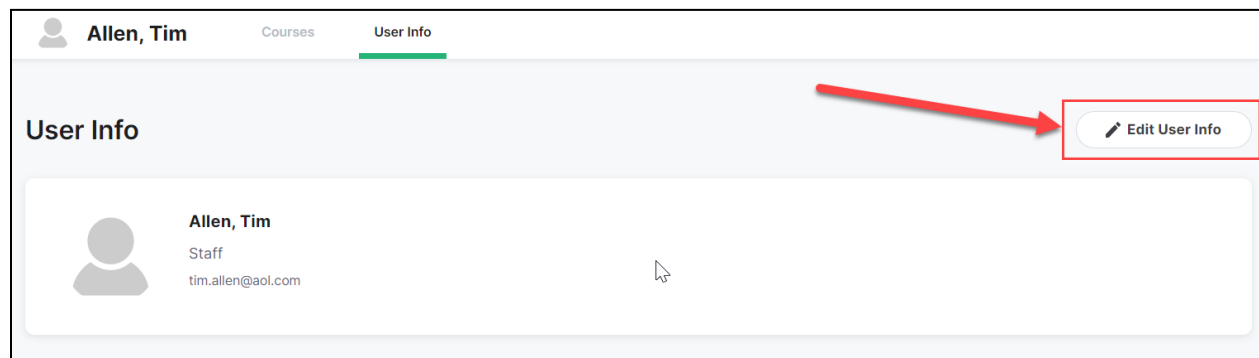


Name ↑	User Type	Issued ID
 Adkinsdemo, Kim	Staff	1234
 Allen, John	Staff	8901
 Allen, Tim	Staff	8901

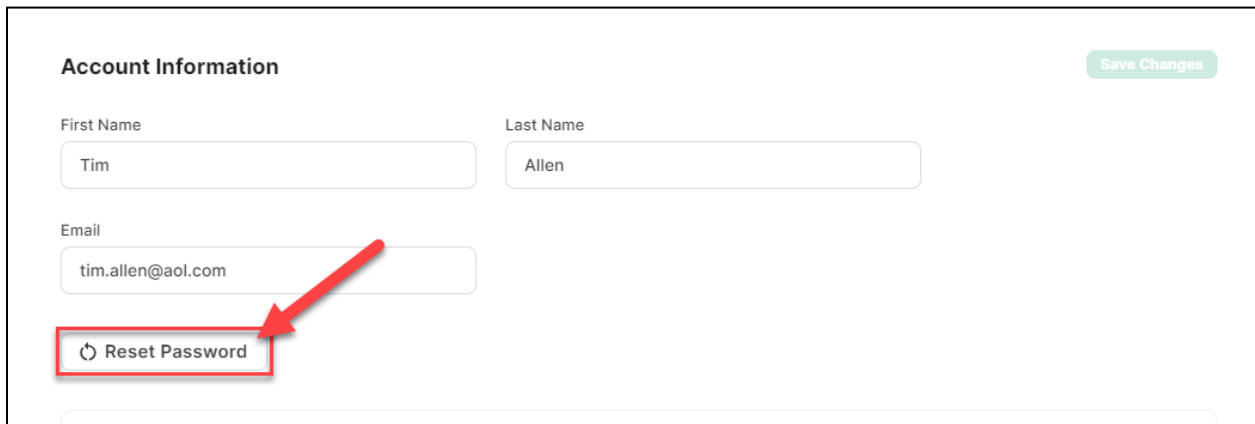
Step 5: Click the **User Info** tab at the top of your screen.



Step 6: Click **Edit User Info** at the top of your screen.

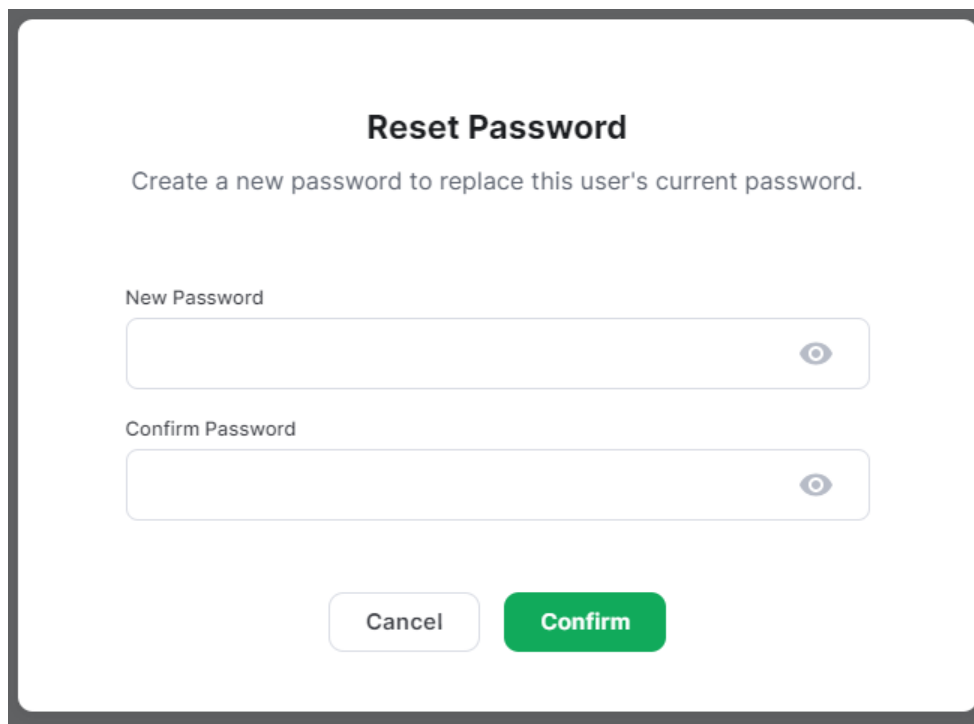


Step 7: Click **Edit User Info** at the top of your screen.



The screenshot shows a form titled "Account Information" with a "Save Changes" button in the top right corner. The form contains three input fields: "First Name" with the value "Tim", "Last Name" with the value "Allen", and "Email" with the value "tim.allen@aol.com". Below these fields is a button labeled "Reset Password" with a circular arrow icon. A red rectangle highlights the "Reset Password" button, and a red arrow points to it from the right.

Step 7: Enter their new password and click “Confirm.”

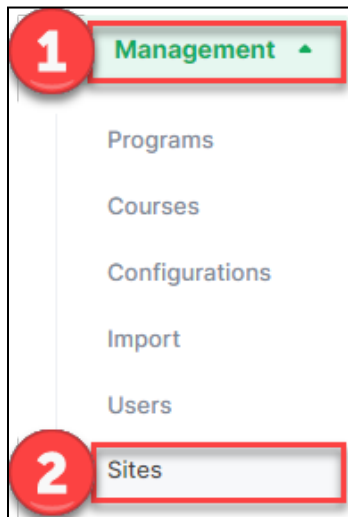


The screenshot shows a form titled "Reset Password" with the instruction "Create a new password to replace this user's current password." Below the instruction are two input fields: "New Password" and "Confirm Password". Each field has a toggle icon (an eye) to the right of the input box. At the bottom of the form are two buttons: "Cancel" and "Confirm". The "Confirm" button is green, while the "Cancel" button is white with a gray border.

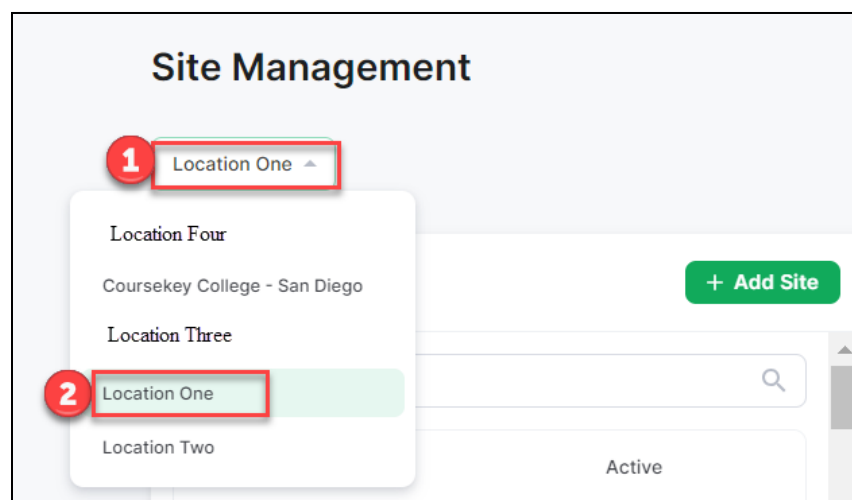
Managing GPS Sites

Step 1: Go to portal.thecoursekey.com and **log in**.

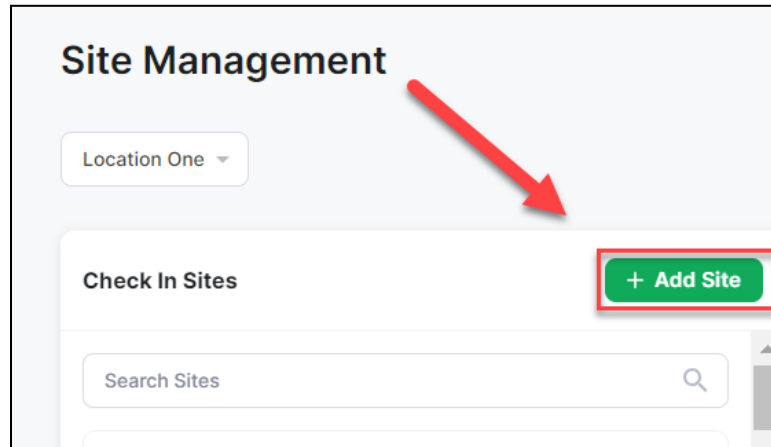
Step 2: Click on **Management** and **Sites** on the left navigation.



Step 2: Select your **Campus**.



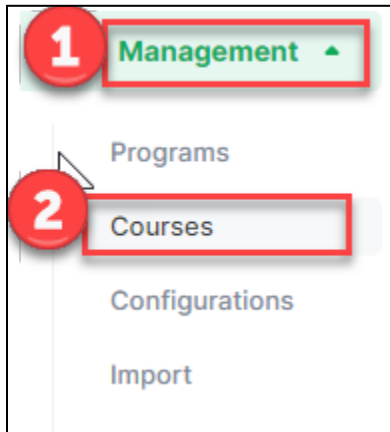
Step 3: Click **+Add Site**.



Step 4: Create your **Site** (Enter Name, Address, and Radius).

The screenshot shows the 'Add Site' form. It has a vertical progress indicator on the left with three steps: 1, 2, and 3. Step 1 is 'Site Name' with the instruction 'Enter unique name for site.' and a red arrow pointing to the 'Name' input field. Step 2 is 'Site Location' and Step 3 is 'Radius'. A green 'Next' button is located between the 'Site Name' and 'Site Location' sections. A red arrow points from the 'Next' button to the 'Site Location' section. Another red arrow points from the 'Site Location' section to the 'Radius' section.

Step 5: Click **Management** and **Courses**.

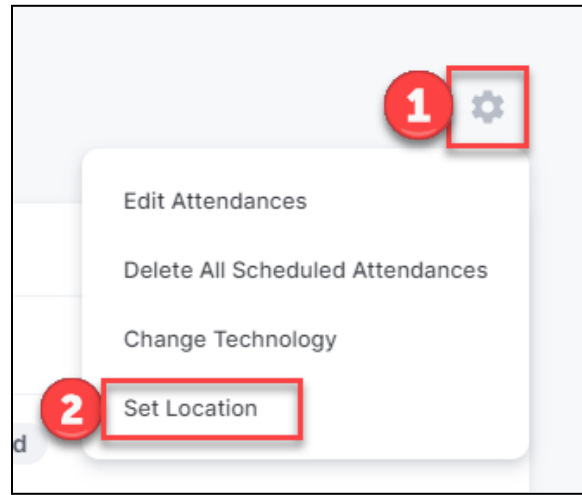


Step 6: Click on your **Course**.

A screenshot of the 'Courses' page. At the top, there is a search bar labeled 'Search Course' and three filter buttons: 'All Schools', 'All Configurations', and 'In Progress'. Below the filters is a table with four columns: 'Course / Instructor', 'Schedule', and 'School / Join Code'. Four red arrows point to the first four rows of the table, indicating the courses to click on.

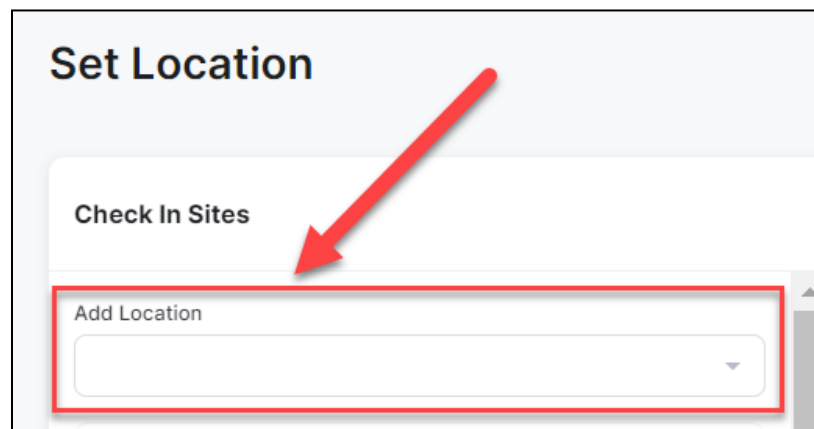
Course / Instructor	Schedule	School / Join Code
Demo Course Hala Yosef	12:00 am - 11:59 pm (Mo, Tu, We, Th, Fr) 3/26/23 - 3/26/24	Location Two ck23861765j
Externship Beth Hall Hala Yosef	08:00 am - 06:00 pm (Mo, Tu, We, Th, Fr) 3/20/23 - 5/20/24	Location Two ck2385594b7
Sound Course Hala Yosef	07:00 am - 06:00 pm (Mo, Tu, We, Th, Fr) 8/4/23 - 10/4/24	Location Two ck2777456iw
Welcome to CourseKey Ashley	08:00 am - 05:00 pm (Mo, Tu, We, Th, Fr) 11/1/22 - 11/1/23	Location Two ck2294070qu

Step 7: Click on the **Gear Icon** and click **Set Location**.

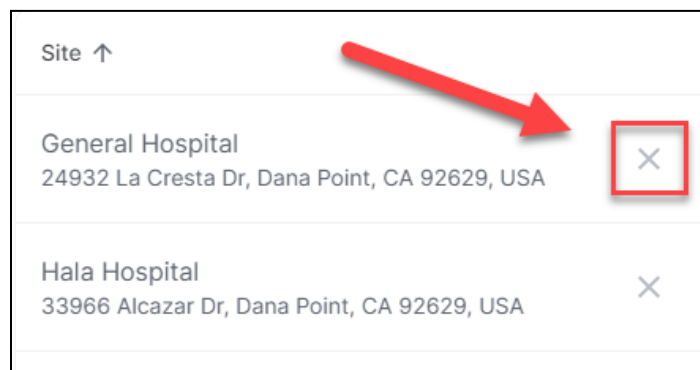


Step 9: Choose your **Site** from the drop down menu. Add any additional Sites.

Note: Sites are connected to Courses not students.



Step 10: To **remove** a Site, click on the **X** next to the Site Name.



Questions?

Visit support.coursekeyeducation.com
or email support@thecoursekey.com