



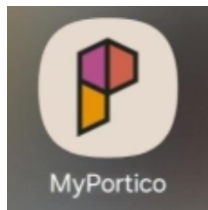
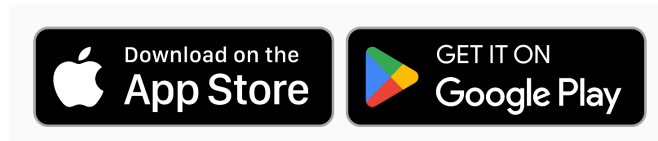
Student Guide to **Attendance:** *GPS Technology*



Welcome to Portico

Your school has implemented Portico attendance to allow you to check in/out of class using the latest in attendance tracking technology. To get started, please complete the following steps:

1. Download the free MyPortico app from the App Store or Google Play.



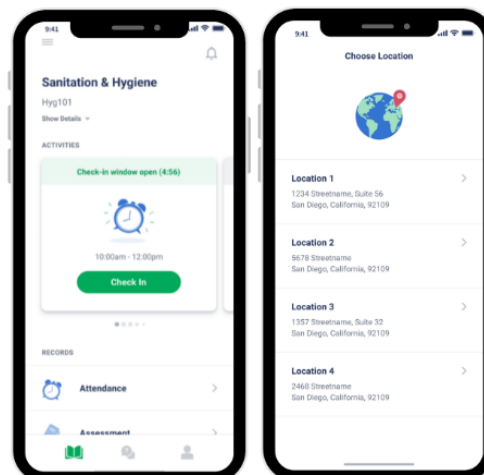
2. An account has been created for you by your school. Please log in to your account using your school email and the first time password **Welcome123**.
Once you log in, you will be prompted to change your password and set a security question. As a best practice, to ensure your Portico account is secure, we advise using a strong, unique password with a mix of letters, numbers, and symbols. Additionally, never reuse passwords across different sites or platforms.
3. Select “Allow” to receive notifications from Portico about checking out of class and viewing new classes.
4. When checking in for the first time, you’ll be asked to allow either Face ID, Camera, Microphone, or Location or a combination depending on which attendance technology your instructor chooses. Make sure these are all enabled, you will not be able to check into class otherwise.
5. Click on the hamburger menu in the top left corner to view a list of your courses.
Please confirm your courses are all correct. You will be able to view courses two weeks before the first day of class. If you are missing any courses, please contact your school for assistance.

Note: Portico’s Support Team does not manage enrollments.

Using GPS Technology

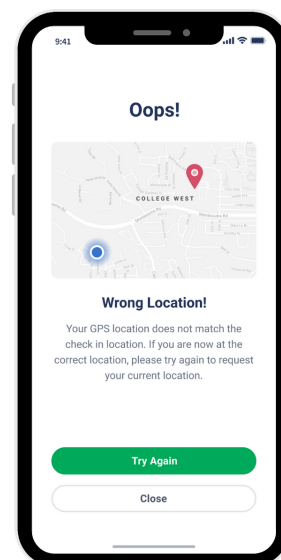
There is a geofence placed around your site or campus. The MyPortico App will capture your location and confirm it is within the geofence of the site. If you are **not** within the geofence, you will **not** be able to check-in to class. The **ONLY** time the MyPortico App checks your location is when you click 'Check-In' or 'Check Out.' It does **NOT** monitor your location at any other time.

1. When it is time to check-in to class, click the big green check-in button.
2. Select your site from the list.
3. As long as you are physically present at the site, you will be able to check in.
4. A "Success" message will briefly appear, and a "You're checked in!" tag at the top of the attendance tile will indicate you have been checked in.



Success!

5. If you are not within the geofence, you will see this error message "Wrong Location." Please view the map for your location (the blue circle) and the site's location (the red pin). If you are at the site, but your app is not displaying correctly, please refer to the troubleshooting section of this guide. If the site (red pin) is not at the right location, please contact your instructor to have this corrected.
 6. Repeat the same process to check out.
- NOTE: if your school requires you to check out and you do not, you will not receive attendance for the day. Please contact your instructor immediately to edit your attendance. Portico's Support team does not make attendance adjustments.



FAQ

1. Do we need to create our own accounts?
 - An account has been made for you, you do not need to create an account.
2. 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.
3. What is my password the first time I log in?
 - The first time you log in, you will use the password Welcome123
4. Do I need to update the MyPortico App?
 - It is important to keep the MyPortico app up-to-date to prevent any bugs.
5. Do I have to keep my phones' operating system up to date?
 - Yes, it is important to keep your device's operating system up-to-date to prevent bugs.
6. What steps are required to set up my 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.
7. Does the MyPortico App track my locations at all times?
 - The MyPortico app will ONLY capture your location at the moment you click the "Check-In" button or the "Check-Out" button. It does not monitor your location at all times.
8. When can I see my new course?
 - Two weeks before the first day of class.
9. How do I change my course schedule or enroll in a course?
 - This is managed by your school's Registrar. Please contact your school for assistance.
10. What does the blue flag icon mean?
 - The blue flag indicates that an adjustment has been made to your attendance by an Instructor or Admin.
11. What does it mean if there isn't a blue flag icon?
 - If there is no blue flag, that means the attendance was fully driven by the student that day.

12. What does the red exclamation mark mean?

- The red exclamation mark icon indicates that you did not check out of class. If your school requires you to check out and you do not, you will not receive attendance for the day. Please contact your instructor immediately to edit your attendance. Portico's Support team does not make attendance adjustments.

13. What do I do if I am having trouble checking in/out of class?

- Follow the troubleshooting steps and reach out to your instructor to adjust your attendance for the day. If you are still having trouble, reach out to support@thecoursekey.com

14. What if my phone is dead?

- If you need assistance with checking in or out, please alert your instructor.

15. What if I forgot to check out?

- Inform your instructor immediately, otherwise you will not receive any time for the session.

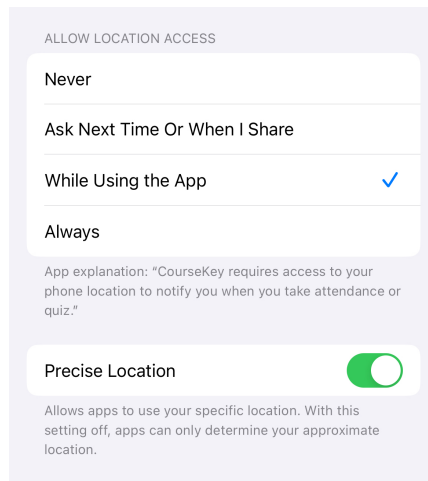
16. What do I do if I need to make up for a session that I missed?

- Check with your instructor for their make-up policy.

Troubleshooting Steps

Having trouble checking in/out of class using GPS Technology? If your device is not accurately reflect your location, please follow the steps below. If you believe the GPS Site (red pin icon) is not placed in the correct location, please contact your instructor to have this corrected.

1. Ensure your device is on the latest operating system.
2. Verify your device is utilizing the latest version of the MyPortico App.
3. Ensure your device is connected to Wifi or has signal.
4. Select “Allow Location” the first time you utilize the MyPortico App.
5. Open "Settings" → Select "Privacy" → Select "Location Services" → Select "MyPortico" → Turn on "Precise Location"



6. Open Google Maps on your device and verify if your device is showing the correct location.

Questions?

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