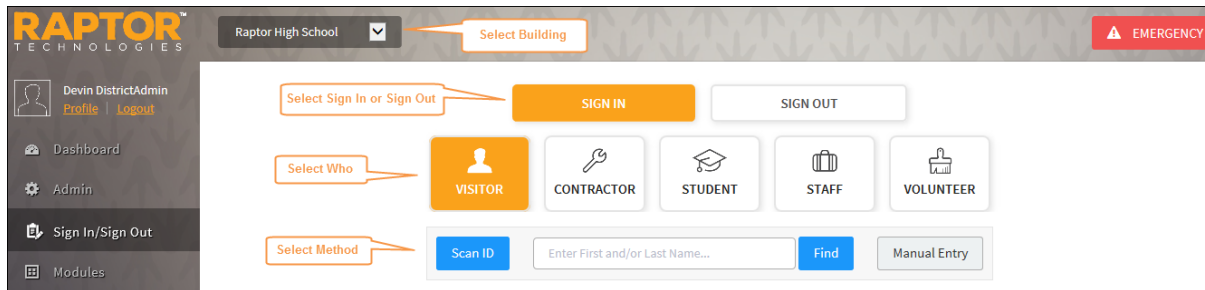# Sign In

Use the **Sign In/Sign Out** workspace to sign in people entering your building.

The following sign-in methods are available, depending who you are signing in:

- Use barcode reader to scan the 1D Barcode on a district-issued ID (visitors, contractors and volunteers)
- Use the Raptor optical scanner to scan a government-issued ID (visitors, contractors and volunteers)
- Use the Find feature (anyone who has an official record in the Raptor system)
- Use manual entry (anyone who has an official record in the Raptor system)

To sign in someone entering your building:

1. In the navigation menu, select **Sign In/Sign Out**.
2. On the **Sign In/Sign Out** workspace, the **Sign In** button is selected by default. If it is not already selected, click **Sign In**.
3. Click the button for who you are signing in (Visitor, Contractor, Student, Staff or Volunteer).

Scan ID

Scanning an ID is the easiest and recommended method for signing in visitors, contractors and volunteers. You must have the Raptor Optical Scanner attached to your computer to use this feature.

1. In the navigation menu, select **Sign In/Sign Out**.

2. On the **Sign In/Sign Out** workspace, the **Sign In** button is selected by default. If it is not already selected, click **Sign In**.

3. Click the button for who you are signing in (Visitor, Contractor or Volunteer).

4. Insert the state-issued identification card into the scanner, face up, and click **Scan ID**.

5. Carefully verify that the information on the screen matches the information on the ID. If any of the information is incorrect, click the **Edit** button located to the right of the Last Name field, and modify any incorrect information before continuing the sign-in process.

6. In the **Destination/Reason** field, specify the purpose for the visit; you can select a pre-defined destination/reason from the drop-down list or enter another destination/reason in the text field.

7. Click **Submit & Print** to print a badge, or click **Submit** to enter the information into the system without printing a badge.

   When the record is submitted, if the information matches the criteria for an offender or custom alert, a **Possible Offender Alert** or **Possible Custom Alert** displays on the screen.

Find

The Find feature allows you to find people who are already in the Raptor system, quickly pull up their profile and sign them in.

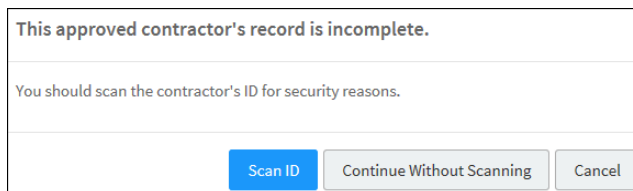| Note	This sign-in method can be used to sign in anyone who was previously scanned or imported into the system. This method **must** be used to sign in students, staff members and volunteers.

1. In the navigation menu, select **Sign In/Sign Out**.

2. On the **Sign In/Sign Out** workspace, the **Sign In** button is selected by default. If it is not already selected, click **Sign In**.

3. Click the button for who you are signing in (Visitor, Contractor, Student, Staff or Volunteer).

4. In the **Find** text box, type the **First Name** and/or **Last Name** and then click **Find**.

5. Perform one of the following actions depending on the search results:

   - If the system finds the exact match during the search, the person's information displays.

   - If the system does not find an exact match, find the name in the **Search Results** list and then click **Sign In** next to the name of the person you are signing in.

   When signing in a contractor, guardian or volunteer who has not been scanned into Raptor (for example, if their information was added or imported into Raptor and the ID wasn't scanned), a window displays informing you that the record is incomplete.

   Click one of the following buttons to continue the sign in:

   - **Scan ID** – Insert the person's ID in the scanner and click **Scan ID**.

     If there is a problem with the scan, the user can click **Rescan ID** or click **Edit** to modify the record.

     Contractor's Data Does Not Match Profile Information

     If a contractor's scanned data is different from the information in their profile, the following dialog displays.

The scanned data for the contractor appears to differ from the data in the contractor's approved profile.

Contractor profile data cannot be updated in this case. Please notify your administrator to make changes to the contractor's profile, as appropriate.

	Original Information		Scanned Information
First Name	Maggie	First Name	Martha
Last Name	Allen	Last Name	Allen
Date Of Birth	09/21/1953	Date Of Birth	9/21/1953
ID Number		ID Number	1000724A

Continue Sign In Without Changes   **Continue Sign In - Create New Contractor**   Cancel

They can continue sign in using one of the following methods:

- ♦ **Continue Sign In Without Changes** – The scanned data will not be used and no changes will be made to their profile.
- ♦ **Continue Sign In – Create New Contractor** – A new contractor profile will be created for the contractor from the scanned data.
- ♦ **Cancel** – Exit the dialog and cancel the sign in.

Volunteer's Data Does Not Match Profile Information

If an approved volunteer's scanned data is different from the information in their profile, the following dialog displays:

The scanned data for the volunteer appears to differ from the data in the volunteer's approved profile.

Volunteer profile data cannot be updated in this case. Please notify your administrator to make changes to the volunteer's profile, as appropriate.

	Original Information		Scanned Information
First Name	Maggie	First Name	Martha
Last Name	Allen	Last Name	Allen
Date Of Birth	09/21/1953	Date Of Birth	09-21-53
ID Number		ID Number	1000724A

Continue Sign In Without Changes   Cancel

They can continue sign in using one of the following methods:

- ♦ **Continue Sign In Without Changes** – The scanned data will not be used and no changes will be made to their profile.
- ♦ **Cancel** – Exit the dialog and cancel the sign in.
- ■ **Continue Without Scanning** (the next time the person signs in, the user will be asked again to scan their license).

The **Details** workspace displays where the user can update the information.

- **Cancel** – Exit the dialog and cancel the sign in.

6. If the person's record is missing a photo or the photo needs to be replaced, you can rescan their photo ID. Insert the photo ID into the scanner and click **Re-Scan**.

7. In the **Destination/Reason** field, specify the purpose for the visit (visitors, contractors or volunteers) or select the reason for late sign in for a student.

   You can select a pre-defined destination/reason from the drop-down list or enter another destination/reason in the text field (if signing in visitor, contractor or staff).

8. Click **Submit & Print** to sign in and print a badge, or click **Submit** to enter the information into the system without printing a badge.

   When the record is submitted, if the information matches the criteria for an offender or custom alert, a **Possible Offender Alert** or **Possible Custom Alert** displays on the screen.

Manual Entry

The manual entry feature allows you to sign in a person by entering their information in the fields on the screen. This sign in method is often used when the ID cannot be scanned.

> **Note** This method *cannot* be used to sign in students, staff or volunteers.

1. In the navigation menu, select **Sign In/Sign Out**.

2. On the **Sign In/Sign Out** workspace, the **Sign In** button is selected by default. If it is not already selected, click **Sign In**.

3. Click the button for who you are signing in (Visitor or Contractor).

4. Click **Manual Entry** and then complete the fields on the screen. The following fields are required:

   - First Name
   - Last Name
   - Date of Birth

5. If you are signing in a contractor, select the **Company Name** from the drop-down list or select **Other** and then enter the company name.

6. In the **Destination/Reason** field, specify the purpose for the visit (visitors or contractors). You can select a pre-defined destination/reason from the drop-down list or enter another destination/reason in the text field.

7. Optionally, enter information in the **Notes** text box.

8. Click **Submit & Print** to sign in and print a badge, or click **Submit** to enter the information into the system without printing a badge.

    When the record is submitted, if the information matches the criteria for an offender or custom alert, a **Possible Offender Alert** or **Possible Custom Alert** displays on the screen.

Scan 1D Barcode

Perform the following steps to sign in visitors, contractors and volunteers who have a district-issued ID that contains a 1D barcode:

1. In the navigation menu, select **Sign In/Sign Out**.

2. On the **Sign In/Sign Out** workspace, wave the district-issued ID under the barcode scanner.

3. Carefully verify that the information on the screen matches the information on the ID.

4. In the **Destination/Reason** field, specify the purpose for the visit; you can select a pre-defined destination/reason from the drop-down list or enter another destination/reason in the text field.

    If signing in a volunteer, select the **Function** from the drop-down list.

5. Click **Submit & Print** to print a badge, or click **Submit** to enter the information into the system without printing a badge.

    When the record is submitted, if the information matches the criteria for an offender or custom alert, a **Possible Offender Alert** or **Possible Custom Alert** displays on the screen.