

# Step 1: Go to [https://webapps.csc.ncsu.edu/seminar\\_checkin/admin/tools/](https://webapps.csc.ncsu.edu/seminar_checkin/admin/tools/)

You will only see "View List Of Seminars" click it

# Step 2: Here, you'll find a list of all currently scheduled seminars. Click on the one you are attending.

Seminar Date	Room #	Building	Speaker's Name	Title
October 1, 2019 at 6:30 PM	1231	EB2	Schabenberger, Oliver	The Evolution of Organizations in the Digital Age
October 15, 2019 at 6:00 PM	1231	EB2	Washington, Joseph	Intro to Enterprise Blockchain using Hyperledger Fabric
October 21, 2019 at 4:00 PM	3211	EB2	Smith, Gillian	TBD
October 29, 2019 at 6:30 PM	1231	EB2	Martinez, Pablo	The Evolving CyberThreat Landscape
November 4, 2019 at 4:00 PM	3211	EB2	Brooks Jr., Frederick P.	TBA
November 19, 2019 at 6:30 PM	1231	EB2	Hubicki, Christian	Robotics, Survivor, and the Meaning of Control
December 2, 2019 at 4:00 PM	3211	EB2	Re, Christopher	TBA
February 3, 2020 at 4:00 PM	3211	EB2	McKeown, Kathleen	TBA
February 10, 2020 at 4:00 PM	3211	EB2	Farid, Hany	TBA
March 2, 2020 at 4:00 PM	3211	EB2	Rinard, Martin	TBA

# Step 3: From here, have student's swipe their card.

ID:  [Get My Info!](#)

**NOTE:** Some students' ID cards are going to be unusable. For them, you can still type their ID number into the textbox and get their info.

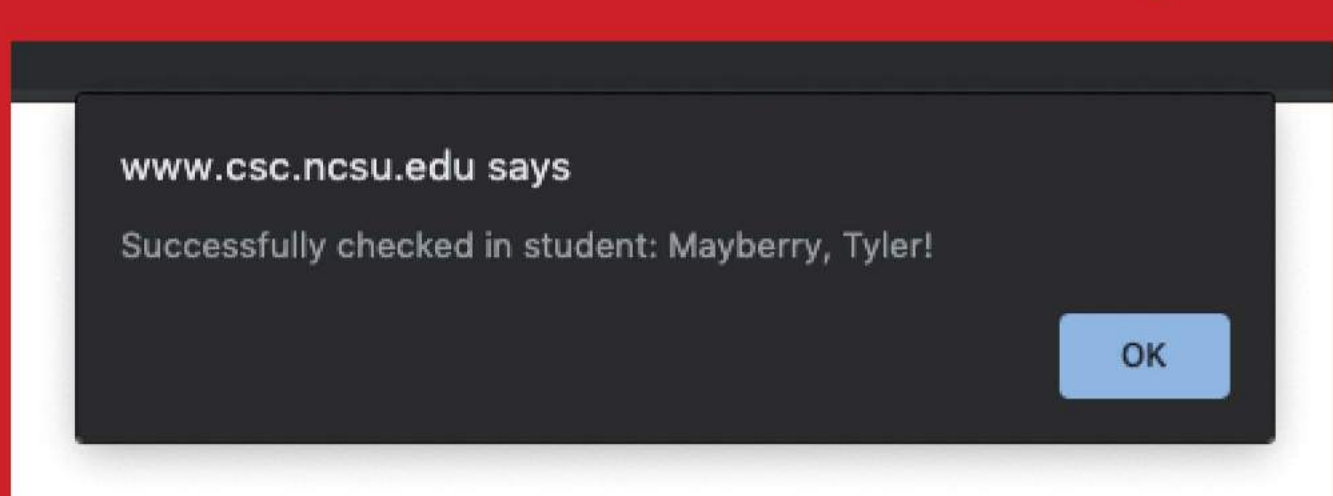
**Step 4:** Click "Get My Info!" and a student's name and email will appear. Verify with the student that is indeed them. If yes, then click "Submit".

ID:  [Get My Info!](#)

Name: Mayberry, Tyler  
Email: jtmayber@ncsu.edu

[Submit](#) [Not you? Reset the form](#)

**Step 5:** After submitting, you will see an alert in your browser. Check it and make sure the submission went through successfully.



**Step 6:** After clicking ok on the alert, you will see the seminar's page again. You'll repeat steps 3-5 on this PDF with every student in line until everyone has been checked in.