

Seminar Check-in Process via OneTap Website

Overview

The seminar check-in process ensures that only students present in the seminar hall can check in. This process uses a pre-populated list, QR code scanning, and geofencing to restrict access. Students must check in between 10:25 - 10:50 am on the seminar day. Late check-ins are not allowed. The following documentation outlines the step-by-step process for students to check in via the OneTap website.

1. Pre-Seminar Setup

- **Pre-populated List:** Only students on the pre-approved list can check in. Ensure your name is on this list before the seminar.
 - **QR Code Access:** A unique QR code will be provided on the day of the seminar, located on the seminar hall door.
 - **Geofencing and Timing:** Check-in is geofenced, allowing access only within the seminar hall between 10:25 - 10:50 am.
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2. Step-by-Step Check-in Process

Step 1: Locate the Sign in link or QR Code

- A url link has been shared via email to your University of Houston email. A QR code will also be displayed at the entrance of the seminar hall.
- Make sure you are within the seminar hall and have your electronic device.

Step 2: Check-in on the OneTap Website

- Access the OneTap check-in page using the link provided by the department
- Alternatively, Scan the QR code at the seminar door to be redirected to the OneTap check-in page.
- Enter your name in the search bar. This will bring up a list of names.
- Select your name from the list to proceed with the check-in.

Public Check-in Link (and QR Code)

People can check-in to CHBE Seminar - Test with this public link or by scanning the QR code. Works on iOS and Android devices

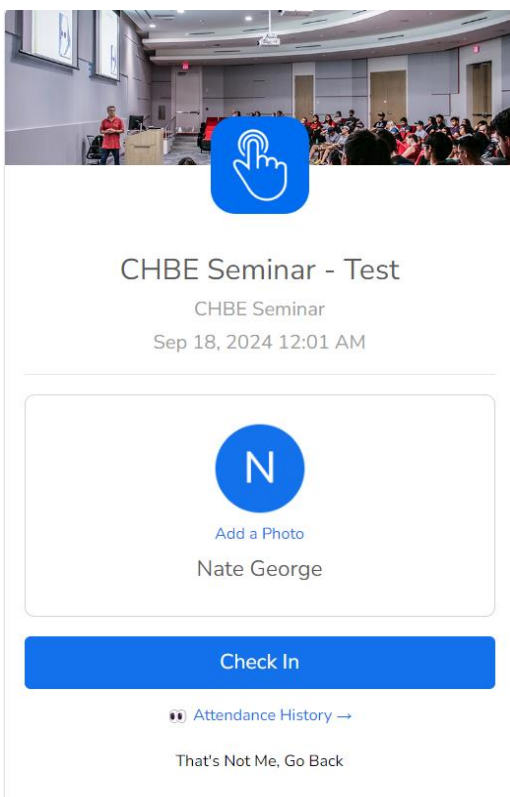
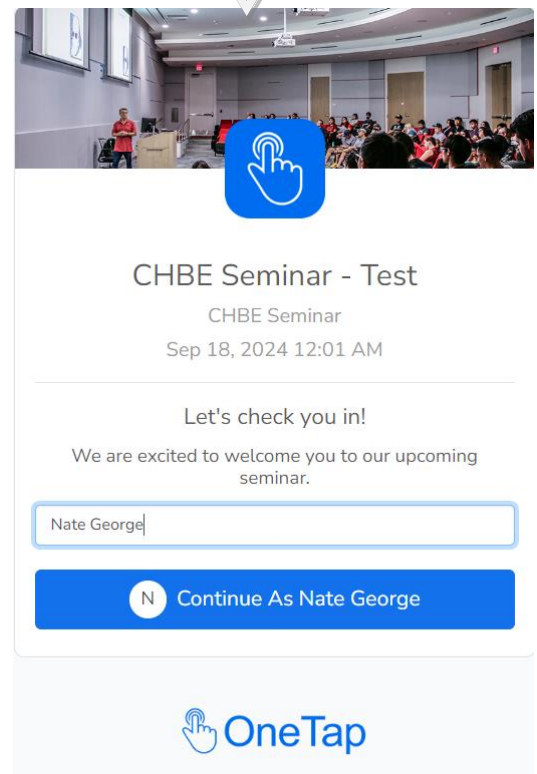
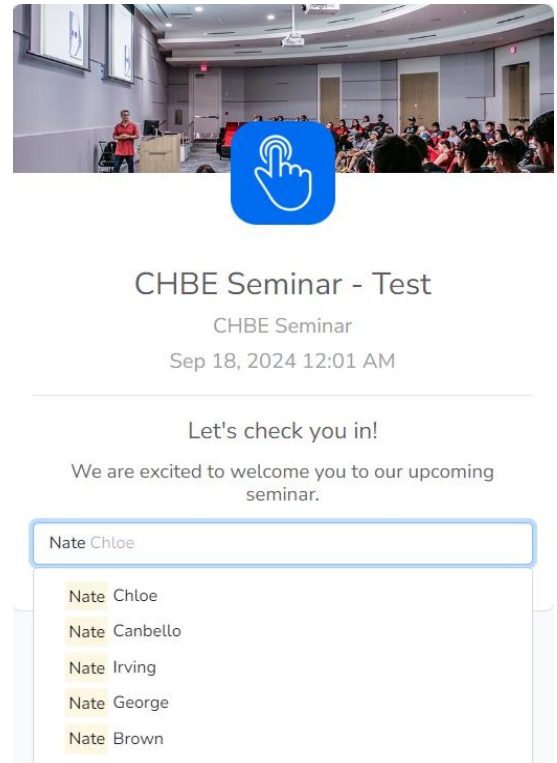
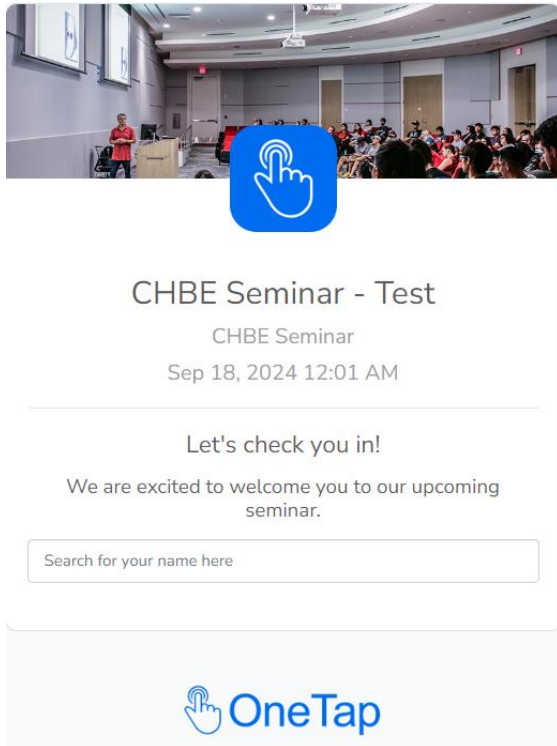


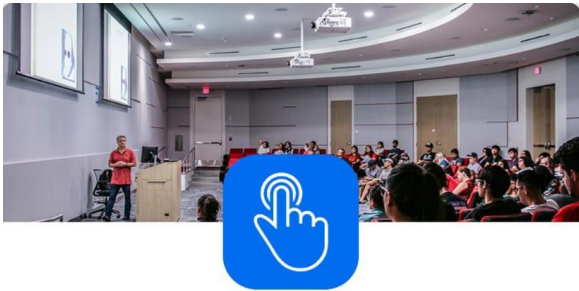
<https://www.onetapcheckin.com/ip#/checkin-v2?uniqueid=tlzggxtCcZH8gyRqg1zG>

[Copy Link!](#)

[Download QR Code](#)

- Click on check-in and it will redirect you to a page where you should add your digital signature which completes your check-in successfully.





CHBE Seminar - Test

CHBE Seminar

Sep 18, 2024 12:01 AM

Check-In

Nate George

[Start Over](#)

[Continue](#)



CHBE Seminar - Test

CHBE Seminar

Sep 18, 2024 12:01 AM

Your check-in has been successfully confirmed. We hope you have a valuable and insightful experience. Thank you for joining us!



Nate George

🕒 Checked in at Sep 18, 2024 1:29 AM

Nate George's Pass

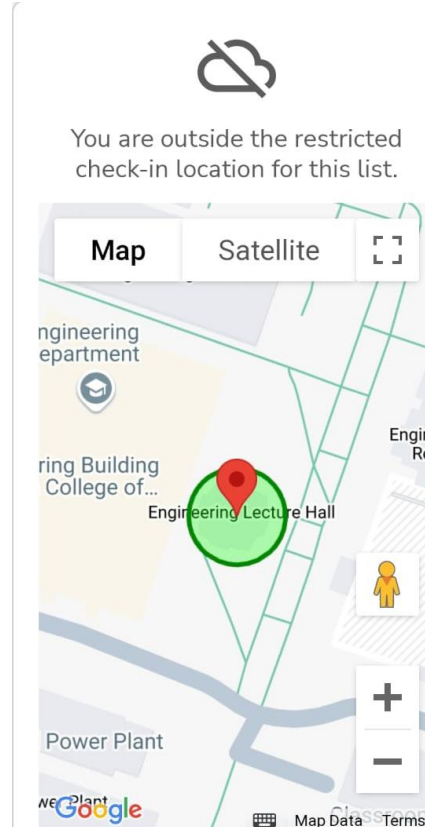
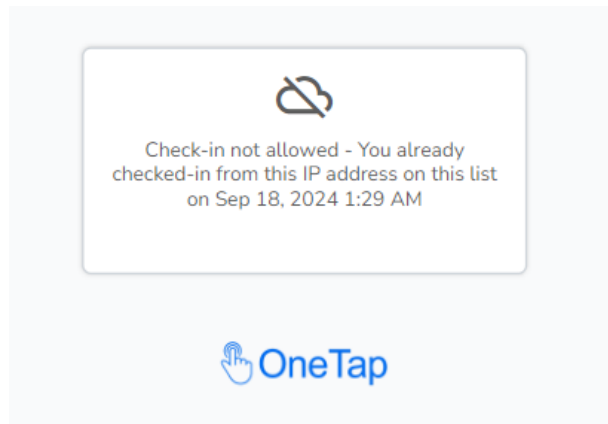


[View](#)

📧 Please check your email for check-in confirmation email

Step 4: Geofencing and IP Verification

- The system will verify your location to ensure you are inside the seminar hall.
- It will also check if the same IP is used to avoid multiple check-ins
- If you meet all the requirements, your check-in will be successful.



Step 5: Confirmation and Email Notification

- Upon successful check-in, a confirmation message will appear on your screen.



Hi Nate George,

All Set! You have been checked-in to "CHBE Seminar - Test" on [Wednesday, September 18, 2024 1:51 AM CDT](#).

If this was not you please contact the admin at chbe@central.uh.edu.

OneTap makes digital check-ins a breeze, sign-up for free today to start tracking attendance.

[Create a free account](#)



- You will also receive an email sent to your University of Houston (UH) email ID as proof of check-in.

3. Important Reminders

- **Timing:** Check-in is only open from 10:25 - 10:50 am. Ensure you are inside the seminar hall and complete the check-in during this window.
 - **Geofencing:** You must be physically present in the seminar hall to check in. Remote check-ins will be denied.
 - **Single Check-in:** Each student can check in only once. Attempting to use the same IP or device for multiple check-ins will result in an error.
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4. Troubleshooting

- **Unable to Find Name:** Ensure you are on the pre-populated list. Contact the seminar organizer if your name is missing.
- **Check-in Denied:** Verify that you are within the seminar hall during the designated time frame. Check your device's location settings if geofencing fails.
- **Error Messages:** If you encounter errors during check-in, please report them to the department staff.