How does MySurrey Attendance work?

Step by Step guide:

1) You can access MySurrey Attendance via the free app on the Apple or Google Play app stores.



MySurrey Attendance Tre MySurrey University App Designed for iPad ****** 4.7 - 15 Ratings

Or by visiting <u>attendance.surrey.ac.uk</u> via any web browser.

2) Sign in using your surrey.ac.uk username e.g rb0034@Surrey.ac.uk and your usual network password. **Do not** try to sign in with your email address e.g j.bloggs@surrey.ac.uk

Sign in
username@surrey.ac.uk
Can't access your account?
Next
You are signing into a service authenticated by the University of Surrey.
Sign in with: username@surrey.ac.uk
By signing into this service you are agreeing to the terms and policies at: https://www.surrey.ac.uk/about/policies
Policies University of Surrey

You must ensure that you enable Bluetooth and location services for the app to work correctly.

		C Settings	Bluetooth
		Bluetooth	
Privacy Location Services		MY DEVICES	
Location oct fields		Bluetooth Keyboard	Not Connected (
		John's Apple Watch	Connected (
Location Services		My Volvo Car	Not Connected 🚺
Location Alerts			
Location Services uses GPS, Bluetooth, and crowd- sourced Wi-Fi hotspot and mobile phone mast locations to determine your approximate location. About Location		OTHER DEVICES	
		[TV] Samsung TV	
Location Services settings also apply to your Apple	Watch.	UWS64709	

3) Once logged in you will be able to see the full app/web browser.



4) To check-in into your scheduled session, click the 'check in now' box.

Check in Now	
X-XX00-VLE 13:00 - 15:00 FLEXIBLE E One S	
TimeTable	
onday, 22 November 2021 unday, 28 November 2021	-

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Your timetabled sessions will show. Select the session you are in.

Please note: The electronic timetable automatically feeds into the MySurrey Attendance. Therefore, if you are scheduled to be at the session, the session will appear for you. If, however, you aren't scheduled to be there, for example, you've temporarily switched modules/days you won't be able to check in.

5) You will then have two options i) Check In ii) Absent



6) On selecting check-in, you will be asked for a onetime access code. This will be provided by your lecturer in the session you are in. Each code is unique to a timetabled session. This code will be valid 10 minutes prior to the session starting, and 30 minutes from the end of the session.

X-XX00-VLE Please enter your one time code		
X-X	k-xx	
Cancel	Submit	

7) Once you have entered the correct one-time access code and hit submit, you will receive a confirmation screen.

Atten	dance	Done
Student nar 12 Jan 2022	ne	
Attended: 1 of 1		
Check in Now		
Your attendance Fin	has been captur	red

ව History

i) Help

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8) By clicking finish, you should see this screen. Your checkin will be validated if you are in the room.

Please note: you must have your bluetooth and location services on for this to work correctly.



9) Once you are checked in or marked yourself as absent you will be able to view your history of attendance by clicking the history button

Lebara 🗢 💥 09:04 1		
Attendance Done	23:23 4	. II 🕈 🦛
	K Back Attendan	ce Done
Classroom Attendance		
17 Jan 2022 • Classes Today: 1	Attendance	
Program	100%	
hProgress	In Period	
X-XX00-VLE	Check-in Validated	Invalid Check-in
09:00 - 11:00 LELEXIBLE	Not Checked-in A	bsent I Other
ENVIRONMENT-34 HSM LG		
Check-in Students	Today Yesterday	Last 4 Weeks
One Time Code:	25 Nov 2021	
YY-UK-VF	11:00 - 13:00	
	X-XX00-VLE FLEXIBLE ENVIRONMENT-34	Check-in Validated
Updated: a few seconds ago	HSM LG	
	0 5	A
	Check-in History	Help

Please note: You must repeat the check-in process for every timetabled session you have.