

Contact PIN Check-In / Out Using the Clock

Last Modified on 12/27/2018 3:01 pm EST

Basic Check-In/Out

1. Launch the Clock.
2. PIN code is entered using keyboard or onscreen PIN pad and **Submit**.
3. Use **Check All** to quickly mark all students for check in or out.
4. OR select **Check-In** or **Check-Out** beside a student's name.
5. **Submit**.

Checking in with Multiple Classes

1. Launch the Clock.
2. PIN code is entered using keyboard or onscreen PIN pad and **Submit**.
3. Click the **Class Name** button.
4. Choose desired class from the *Pick Class* popup.
5. **Check All** or **Check-In** individual students.
6. **Submit**.



If the student is scheduled in only one class, it is not necessary to click the Class Name button.

In the Clock, a PIN Holder will see:

- Their own Name.
- Family Balance - *Note: displays for the Billing Contact only.*

- Students their PIN is authorized to pickup. See [Student Pickups](#).
- *Personal Parent Portal Login Message*, if applicable.

Welcome, Susan Baker

Balance: 0.00

Check-In Students

Student	Class	Check All
Karen Baker	Pre K	Check-In

Check-Out Students

Currently there is not a student available for check out.

✓ Submit

← Cancel