

User Guide for Attendee in using Attendance@HKU

Table of Contents

Overview.....	2
● Installation.....	2
■ Android.....	2
■ iOS.....	3
Login.....	5
● Students and staff.....	5
● Guests.....	6
Check in classes and events.....	8
Check out classes and events.....	11
View check-in history.....	12

Overview

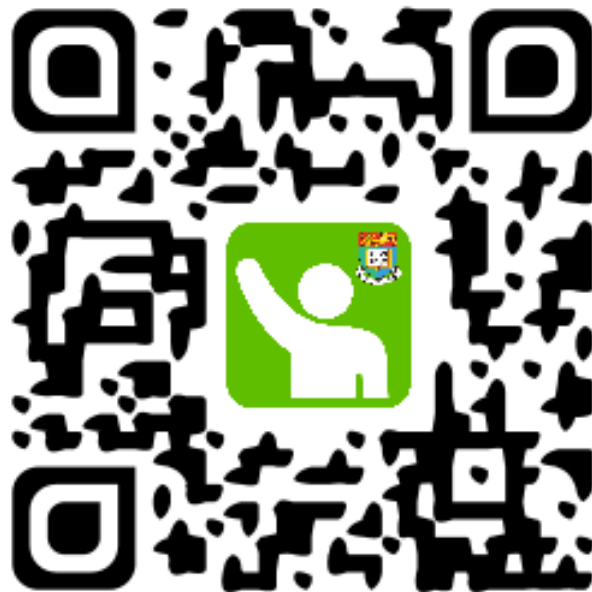
Attendance@HKU mobile app is for HKU students, University staff and guests to record their attendance in classes and events held in the centrally timetabled classrooms and supported departmental premises of HKU.

- **Installation**

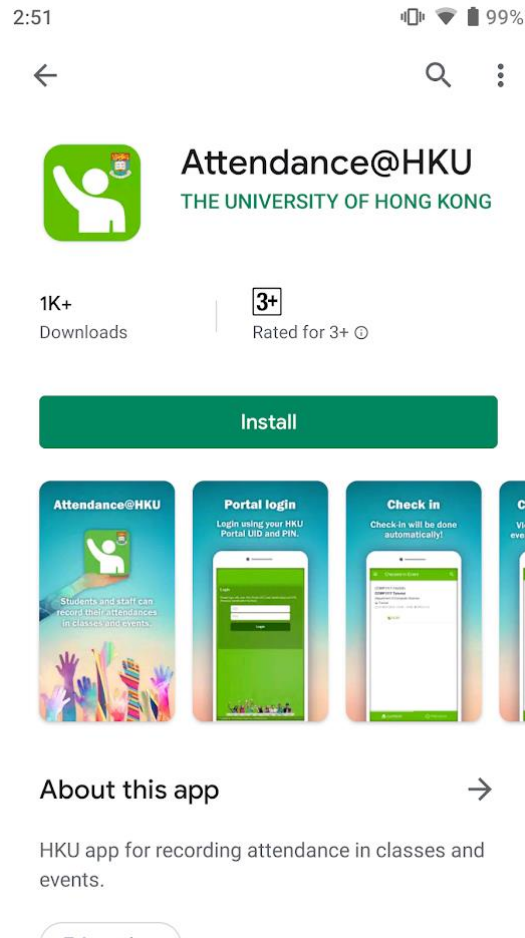
- **Android**

System requirements: Android 5.0 (Lollipop) or above, equipped with Bluetooth 4.0

1. In Google Play, search for 'Attendance@HKU'; or visit the URL <https://ats.hku.hk/attend/>, or scan the QR code below.



2. Tap the "Install" button.



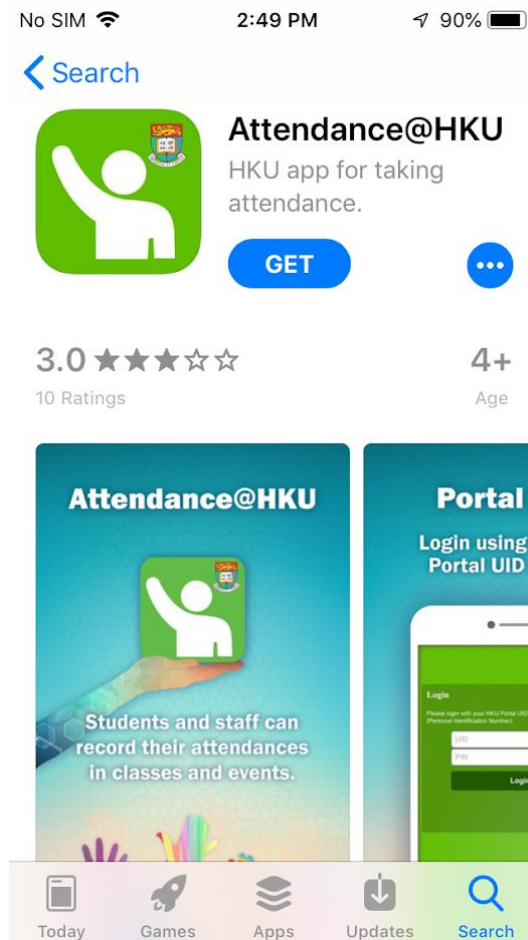
■ **iOS**

System requirements: iOS 10.0 or above, equipped with Bluetooth 4.0

1. In App Store, search for 'Attendance@HKU'; or visit the URL <https://ats.hku.hk/attend/>, or scan the QR code below.



2. Tap the “Get” button.

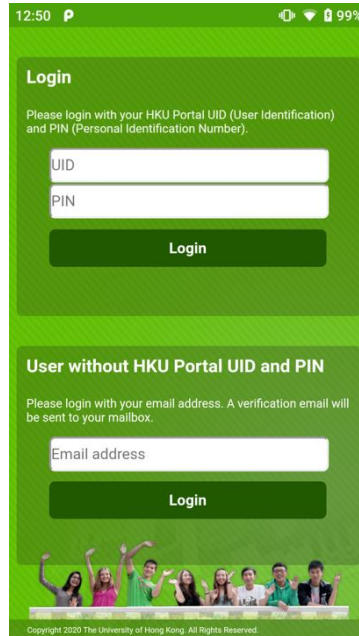


Login

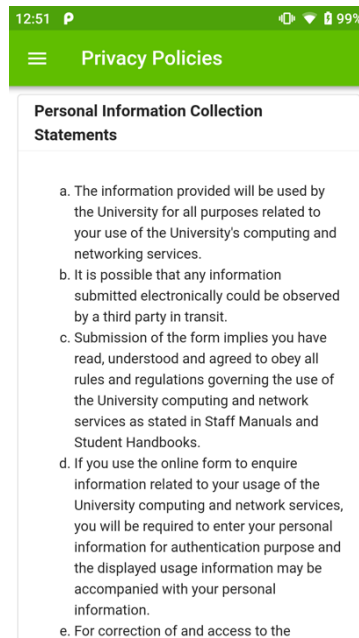
- **Students and staff**

You will be prompted to login with your HKU Portal UID/PIN the first time you use the app.

1. Enter your HKU Portal UID and PIN, and tap the “Login” button.



2. View and agree the Privacy Policies.



The session will be expired upon 100 days of inactivity, you can also end the session by logging out the app.

If you forgot your HKU Portal PIN, please follow the instructions in

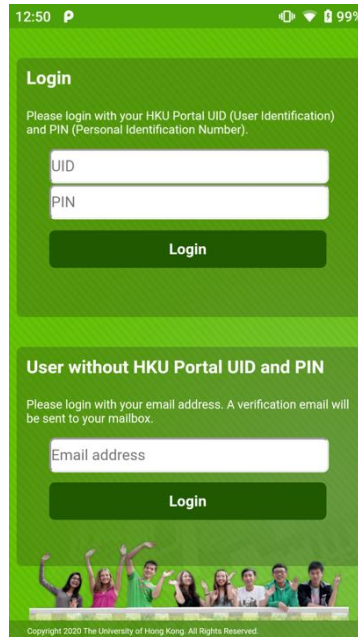
<https://its.hku.hk/documentation/guide/account/change-hku-portal-pin> to reset your

PIN.

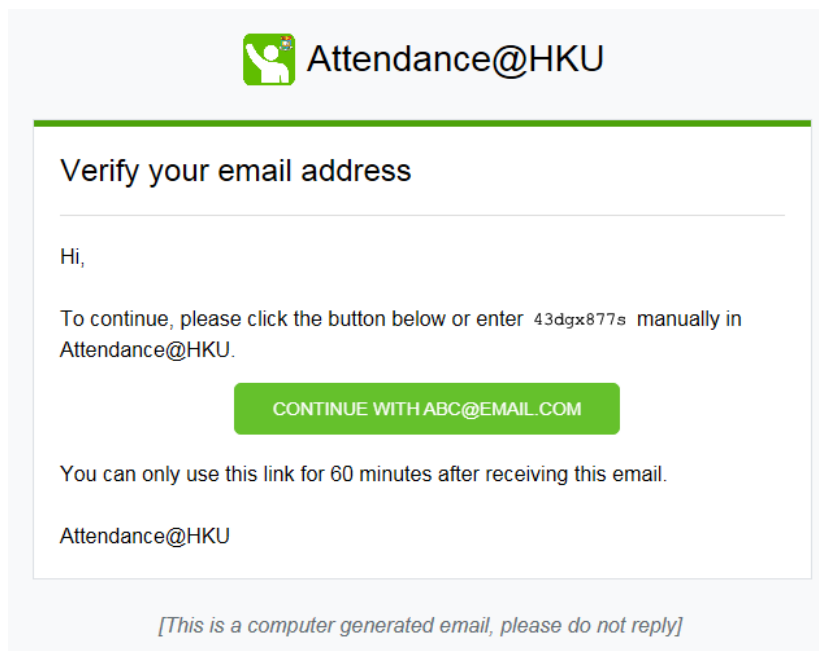
- **Guests**

You can login with your email address under “User without HKU Portal UID and PIN” the first time you use the app.

1. Enter your email address and tap the “Login” button. If you have specified your email address during registration of an event, please use the same email address.

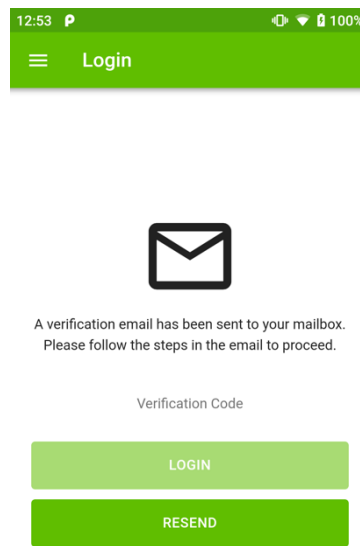


2. A verification email will be sent to your mailbox. Tap the “CONTINUE WITH <your email address>” button in the email, or enter the provided verification code into the app and tap the “Login” button.

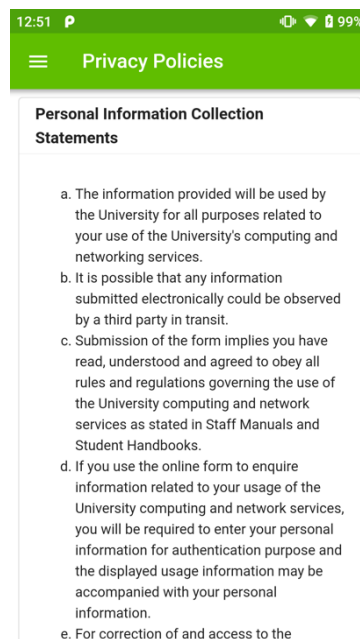


The link and the verification code are only valid for 60 minutes.

3. If you cannot receive the verification email, you can retry by tapping the “Resend” button.



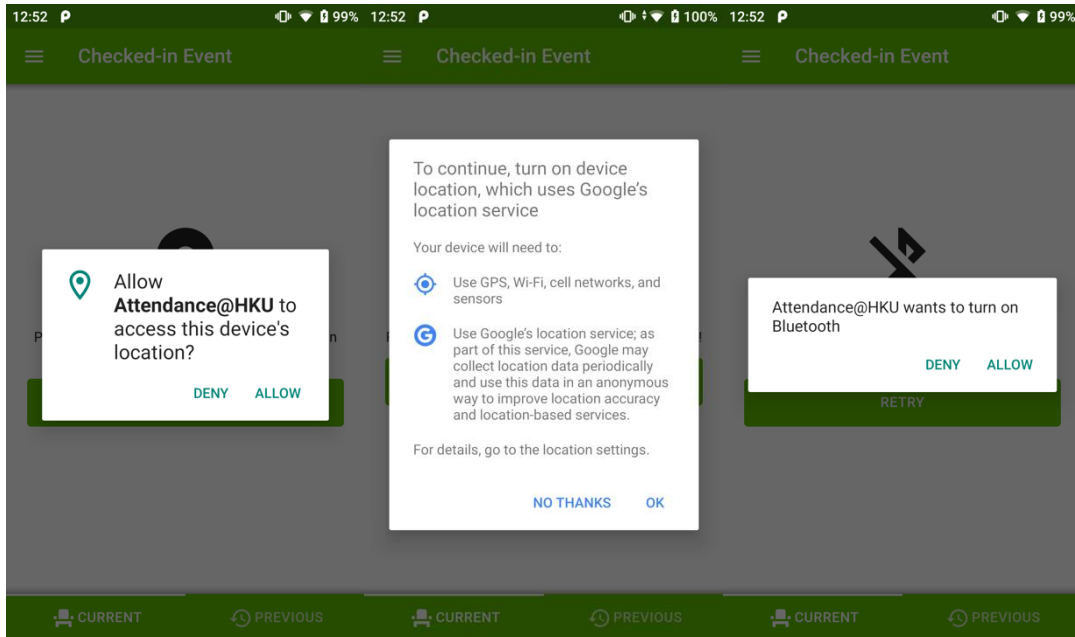
4. View and agree the Privacy Policies.



For security reason, if you entered incorrect email address or verification code for 5 times consecutively, your account will be locked and you will not be able to access the app for the time being. Please contact [ITS Service Desk](#) to unlock your account.

Check in classes and events

1. Open the app at the venue where the class or event is held. You can check in the class or event earliest at 10 minutes before it starts.
2. The app will search for your location and check in the class or event for you. If you are using the app for the first time, it may ask you for granting permission to access Location and Bluetooth functions.

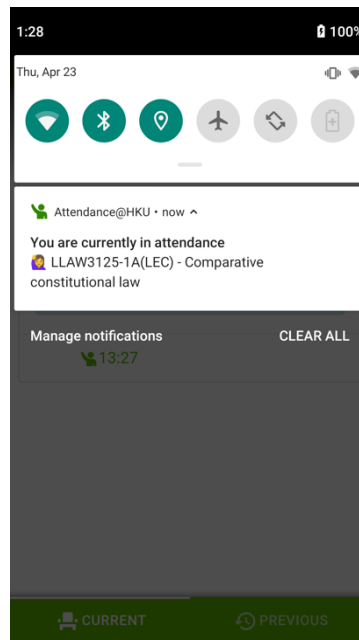


We will not access your GPS location, your location will only be determined by Bluetooth in supported venues.

3. Your attendance record with the check-in time will be displayed in the “Current” tab after successful check-in.

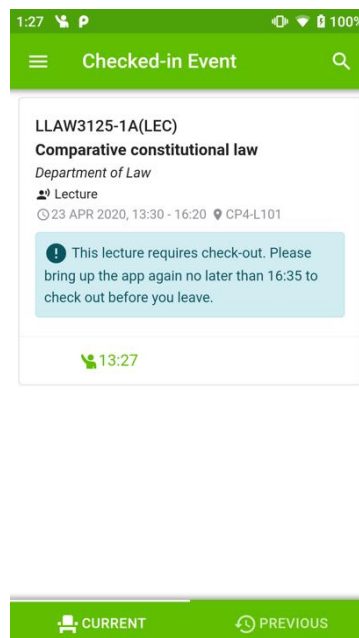


You will also receive a notification on your mobile device after the check-in is done.

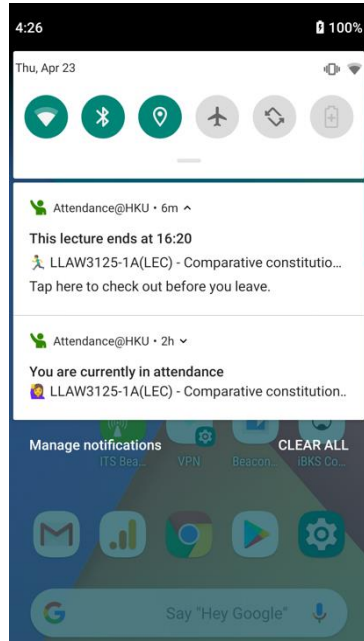


You can only check in a class or event if

- you have enrolled the course for the lecture
 - you have registered for the tutorial group of the tutorial using [Tutorial Sign-up](#)
 - you have registered for the event which requires prior registration
4. If the class or event requires check-out time to be recorded, you will see
- a check-out reminder under the current attendance record



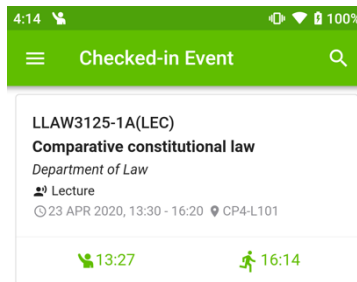
- a check-out notification message before the class or event ends



Please bring up the app again 15 minutes before the class or event ends.

Check out classes and events

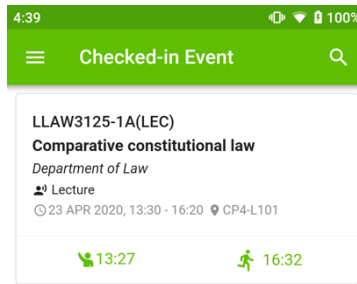
1. Open the app at the venue where the class or event is held. You can check out the class or event earliest at 15 minutes before it ends.
2. The app will search for your location and check out the class or event for you.
3. Your attendance record with the check-in and check-out time will be displayed in the “Current” tab after successful check-out.



You only have to check out a class or event if it requires.

View check-in history

1. Tap the “Previous” tab to view your attendance records in the past 120 days.



2. You can also filter your attendance records by using the search bar at the top.

