Attendance@HKU mobile app
- User Guide

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Overview

• **Attendance@HKU** mobile app (the “app”) is for HKU Staff/Students and Guests (non-HKU members) to record their attendance in events/classes held in the centrally timetabled classrooms and some departmental premises of HKU, by simply opening this app at these venues.
Installation

- Go to [https://ats.hku.hk/attend/](https://ats.hku.hk/attend/) or scan the following QR code
  - available on App Store (iOS devices) and Google Play (Android devices)
Supporting Platforms

• Android
  – 5.0.0 (Lollipop) or above

• iOS
  – 10.0.0 or above
Login/Logout – HKU Staff/Students

HKU Staff/Students:

• You will be prompted to login your HKU Portal UID/PIN the first time you use the app.
• The session will be expired upon 100 days inactive after logged in the app.
• A login session will end if you explicitly logout from the app.
Login/Logout - Guests

Guests (non-HKU Members):

• Login using your email address under “User without HKU Portal UID and PIN”.
• If you have specified your email address during registration of an event, please use this email address.
Login/Logout - Guests

- You will receive a verification email via this address.
- Click the “CONTINUE WITH XXXX@XXXX.XXX” link in the verification email, or enter the provided verification code into the app and click LOGIN.
- If you cannot receive the verification email, you can retry by clicking RESEND.

- Login completes and you can check in/out events in the same way as HKU staff/students.
Check in an Event

• To check in an event, open the app at the centrally timetabled classroom where the event/class is held. You will see an “empty seat”.

• Wait for a few seconds and your attendance will be automatically recorded.

• After checked-in, your attendance record would be displayed in the “Current” tab.
Check in an Event (cont.)

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

• You will see the “empty seat” again after the class/event ends.

• For an event requiring prior registration, you can check in the event only if you have registered for the event.
Check-out an Event

• If the event owner requires check-out time to be recorded,
  – a check-out reminder will be displayed under the current check-in record
  – a check-out notification message will pop up before the event end to prompt you open the app to check out
Check-out an Event (cont.)

• Check-out time will be recorded after opening the app.
  – a check-out time will be displayed at the right side of the check-in time under the current check-in record

• The app will start to record the check-out time at 15 mins before the event end
Recent Check-in History

• Tap the “Previous” tab to view your checked-in events in the past 120 days.

• You can also look up any checked-in events by using the search function at the top.
FAQs

• Tap the menu on the top left hand corner and you can find a list of Frequently Asked Questions (FAQs) on using this app.

• Or you can contact ITS Service Desk for assistance.