

WELCOME TO THE COURSEKEY STUDENT APPLICATION!

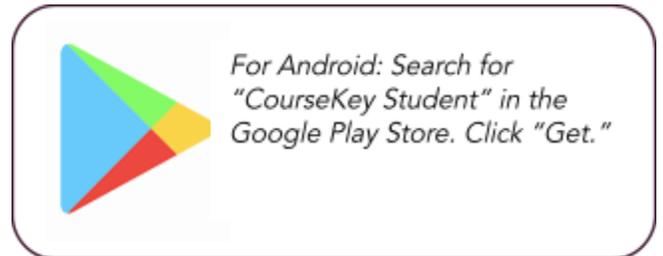
In order to help prepare students for careers in the workforce, Mildred Elley wants to ensure that both instructors and students maintain a good training schedule. Tardiness, absences and any other interruptions in training will have a significant impact on student achievement and success.

Mildred Elley has implemented CourseKey attendance to allow students to check in/out of instruction using the latest in attendance tracking technology. There will be a geo fence placed around the externship site and once you are within the geo fence and inside the externship site, the GPS is picked up by a mobile device's location services to allow students to check in and accrue time. These tips will help ensure that you are able to check in successfully! To get started, please complete the following steps:

Step 1. Download the CourseKey Student app.



OR



Step 2a. Allow the CourseKey app to access your device's camera when prompted.

Step 2b. Make sure you select auto app updates. CourseKey periodically releases updates to its app to add new features or fix bug issues. Always have the most up-to-date app version on your device.

Step 3. Log in to the CourseKey app.

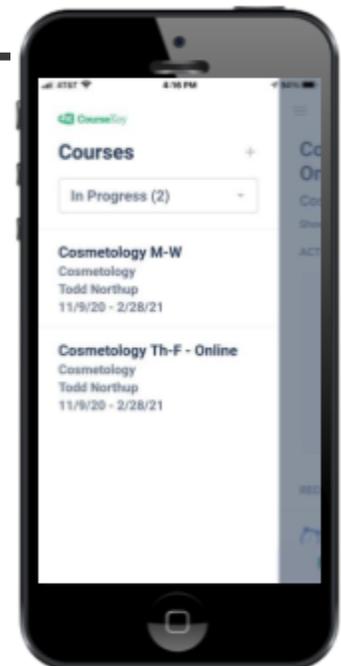
Your Username: Enter the email used when you enrolled at Mildred Elley.

Your Password: Enter the temporary password: Welcome123

CONFIRMING YOUR SCHEDULE

Your campus leadership has loaded your course information into your account. If the information is correct, it will look something like this:

If you do not see your course information, check to make sure that you are using the same email address that you used when you signed up with Mildred Elley. If you are, then please reach out to your Corporate Registrar immediately so they can add you to your course(s).



HOW TO CHECK IN AND OUT OF A SESSION

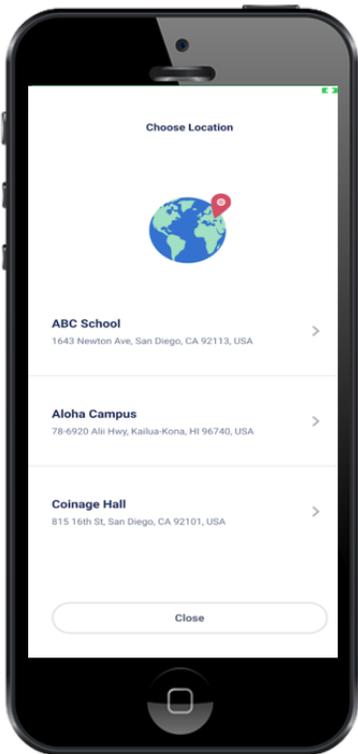
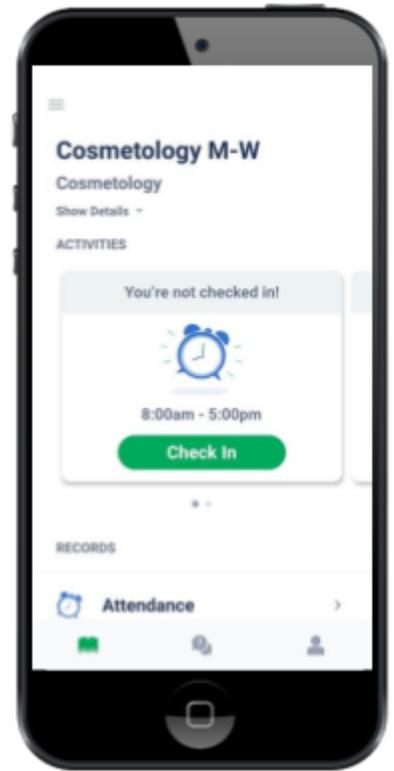
Each time you go to your externship site, you must check in and check out or you will not receive credit for your hours.

The CourseKey service is using GPS technology to verify you are checked in at your externship site.

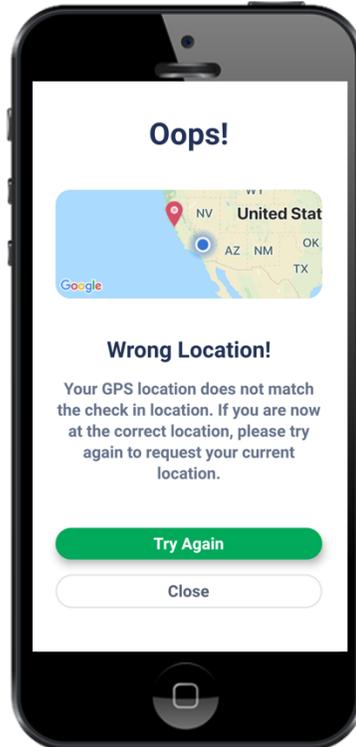
- Step 1. Make sure you're at the correct site and within the geo fence.
- Step 2. Open the CourseKey app
- Step 3. Select the Course that you want to check into.
- Step 4. Click on the Check In button.
- Step 5. Select your externship site from the list of available sites.
- Step 6. Confirm that you have been checked in. A "Success" icon will briefly appear and a "You're checked in!" tag at the top of the attendance tile and will indicate that you have been checked in.

To check out – simply repeat the process. Make sure that the status is indicating your status as "You're not checked in!" before you leave.

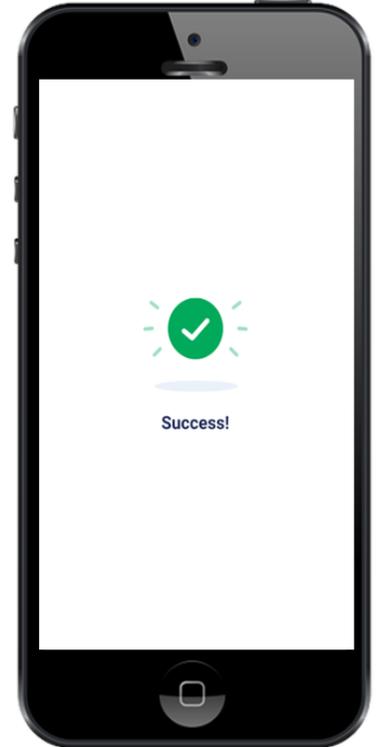
NOTE: If you forget to check out, you will not receive time. Please contact your instructor immediately.



Select Your Externship Site



Not At Correct Location



Successful Check In

CHECKING OUT ATTESTATION

When it is time to check out from your externship site, you must complete an attestation that your time stamps are correct or you will not receive credit for your hours.

Step 1. Make sure you're still at the correct site and within the geo fence.

Step 2. Open the CourseKey app

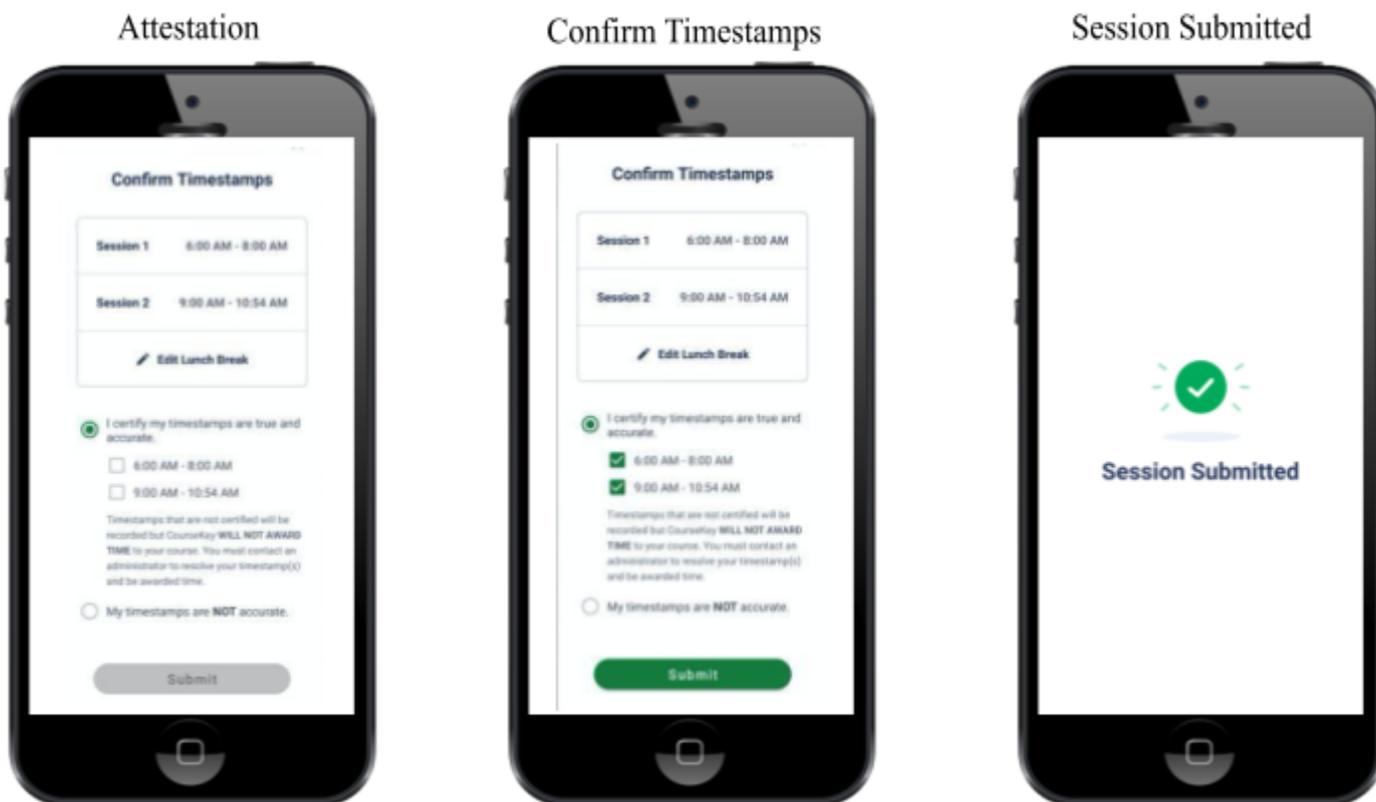
Step 3. Select the Course that you want to check out from.

Step 4. Click on the Check Out button.

Step 5. Confirm Timestamps – click the check box “I certify my timestamps are true and accurate” and select the individual checkboxes next to each timestamp. Then click Submit

Step 6. Select your externship site from the list of available sites.

Step 7. Confirm that you have been checked out. A “Success” icon will briefly appear and a “You’re not checked in!” tag at the top of the attendance tile will indicate that you have been checked out.



Lunch Break – make sure that you include any lunch breaks during your time at the externship site. You are required to clock out for lunch and back in at the end of your lunch break.

NOTE: You will have the ability to add any missing lunch breaks during the attestation check out process. If you do not include your lunch break, please contact your instructor immediately.

POLICY QUESTIONS

What do I do if I need to leave early?

Check in with the Supervisor/Preceptor on site and call Extern Coordinator.

What if my phone is dead?

Each student will be required to make sure their phones or devices are fully charged. If you need assistance with checking in our out, please alert your Extern Coordinator.

What happens if I am late to check in?

Students are required to notify Supervisor/Preceptor and Extern Coordinator of tardiness immediately.

What if I forgot to check out?

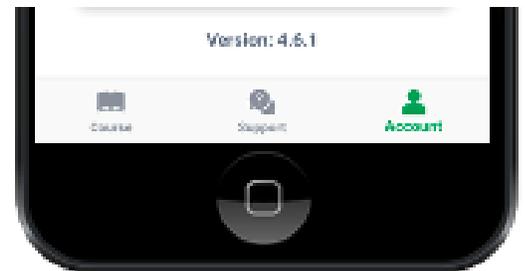
Inform your instructor immediately, otherwise you will not receive any time for the session.

What do I do if I need to make up a session that I missed?

Speak with site Supervisor/Preceptor to see if they can accommodate the make-up hours and must inform Extern Coordinator of the approval or denial.

KEEP COURSEKEY APP AND MOBILE DEVICE OS UPDATED!

Keeping your CourseKey App and the operating system (OS) on your mobile device current can solve problems you may be experiencing and allow your mobile device and all your apps to run more smoothly. Updates often include bug fixes or additional features that affect the performance of your device, so stay updated!



If you don't like the hassle of manually updating your CourseKey app, you can change the settings in your phone to allow automatic downloads of app updates.

I NEED HELP! WHERE DO I GO?

If you ever have any issues or need help, the CourseKey team offers the following resources:

Chat with a live agent between 9am-5pm Pacific Standard Time by selecting Support in the CourseKey application and clicking **LIVE CHAT**.

Reach us by email at support@coursekey.com.

You can also visit our help center any time by opening any web browser and visiting support.coursekeyeducation.com.

