Step 1: Go to https://www.csc.ncsu.edu/seminar/checkin/admin/tools/
You will only see “View List Of Seminars”, click it

Step 2: Here, you’ll find a list of all currently scheduled seminars. Click on the one you are attending.

Step 3: From here, have student’s swipe their card.

Step 4: Click “Get My Info!” and a student’s name and email will appear. Verify with the student that is indeed them. If yes, then click “Submit”.

Step 5: After submitting, you will see an alert in your browser. Check it and make sure the submission went through successfully.

Step 6: After clicking ok on the alert, you will see the seminar’s page again. You’ll repeat steps 5-6 on this PDF with every student in line until everyone has been checked in.