

How does MySurrey Attendance work?

Step by Step guide:

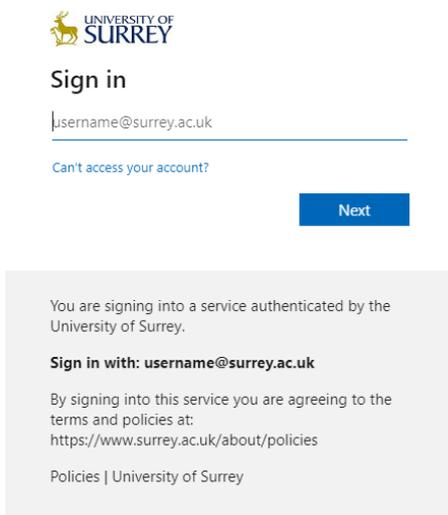
- 1) You can access MySurrey Attendance via the free app on the Apple or Google Play app stores.



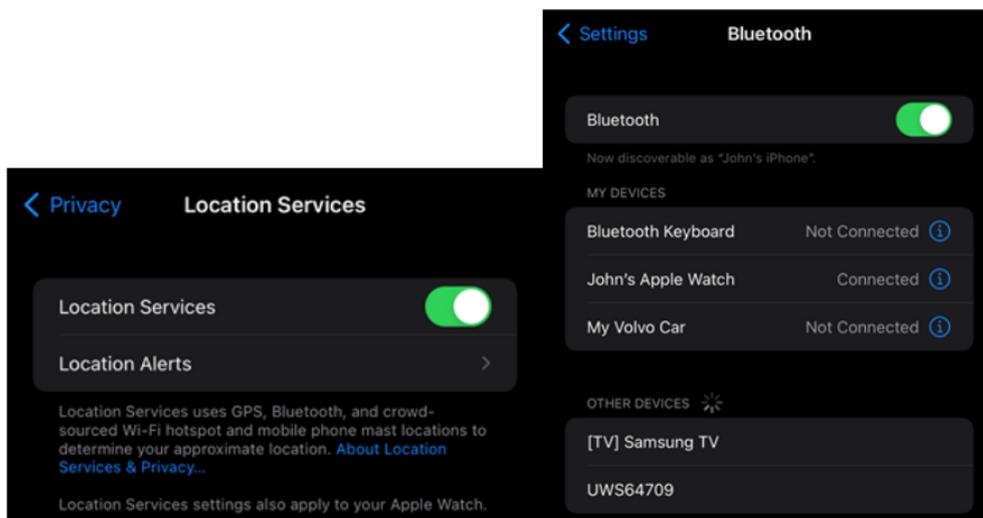
MySurrey Attendance 17+
MySurrey University App
Designed for iPad
★★★★★ 4.7 • 15 Ratings
Free

Or by visiting attendance.surrey.ac.uk via any web browser.

- 2) Sign in using your surrey.ac.uk username e.g rb0034@Surrey.ac.uk and your usual network password. **Do not** try to sign in with your email address e.g j.bloggs@surrey.ac.uk



You must ensure that you enable Bluetooth and location services for the app to work correctly.



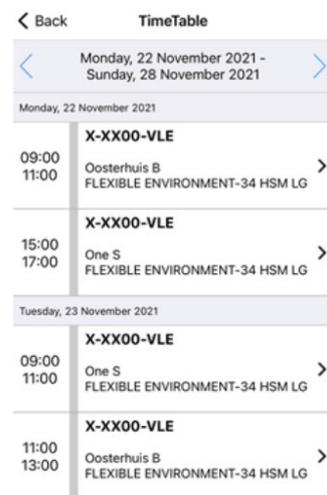
3) Once logged in you will be able to see the full app/web browser.



4) To check-in into your scheduled session, click the 'check in now' box.

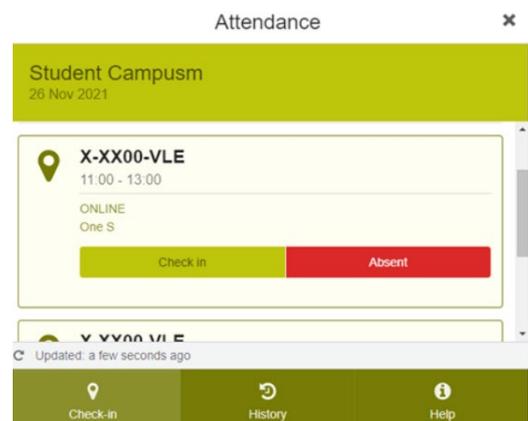


Your timetabled sessions will show. Select the session you are in.

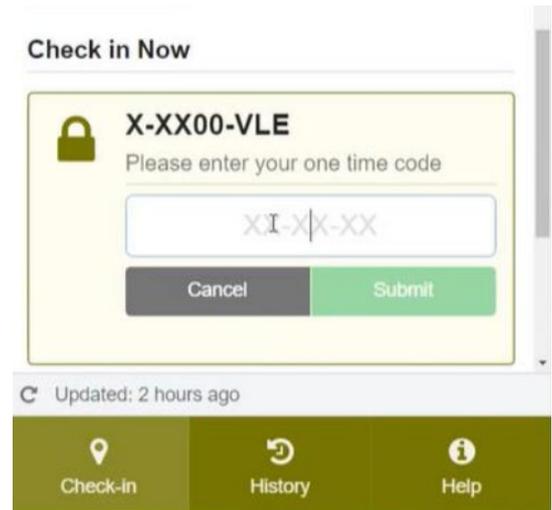


Please note: The electronic timetable automatically feeds into the MySurrey Attendance. Therefore, if you are scheduled to be at the session, the session will appear for you. If, however, you aren't scheduled to be there, for example, you've temporarily switched modules/days you won't be able to check in.

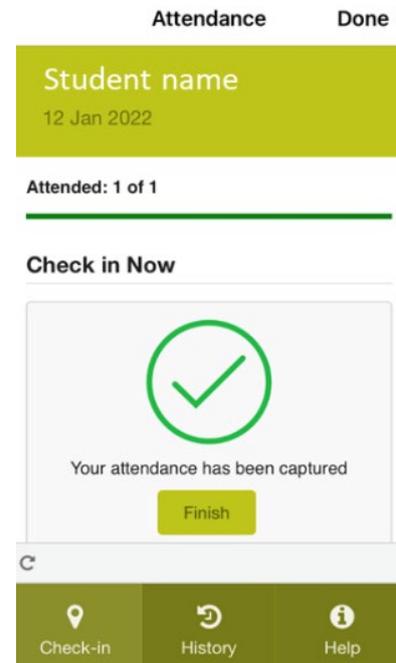
5) You will then have two options
i) Check In
ii) Absent



- 6) On selecting check-in, you will be asked for a one-time access code. This will be provided by your lecturer in the session you are in. Each code is unique to a timetabled session. This code will be valid 10 minutes prior to the session starting, and 30 minutes from the end of the session.

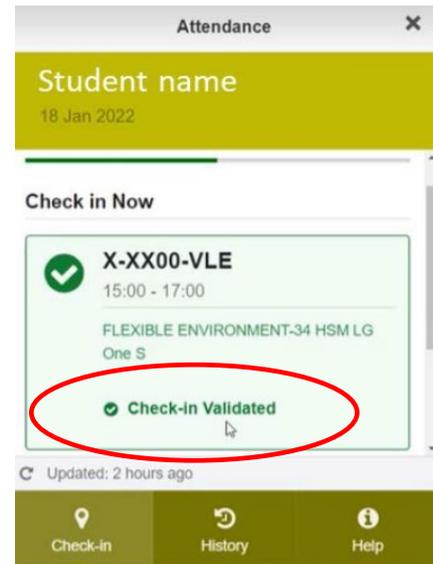


- 7) Once you have entered the correct one-time access code and hit submit, you will receive a confirmation screen.

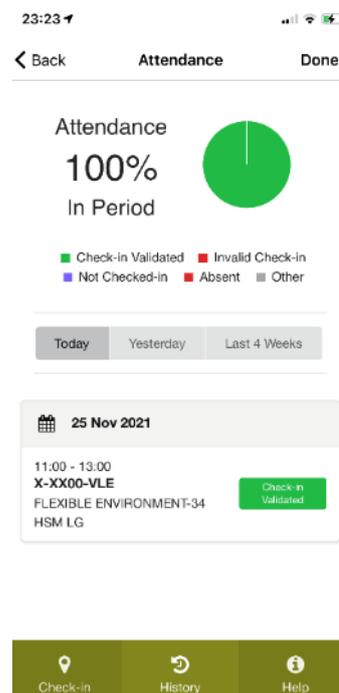
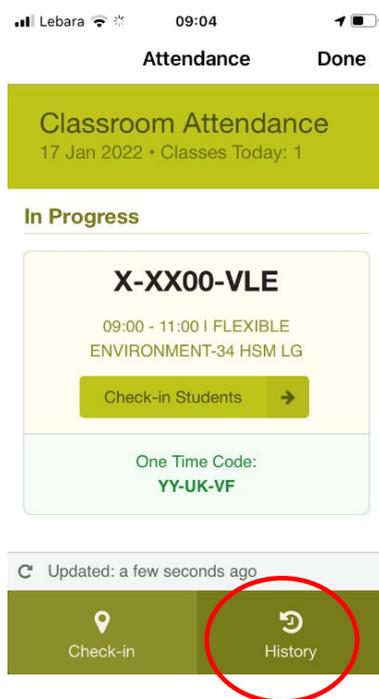


- 8) By clicking finish, you should see this screen. Your check-in will be validated if you are in the room.

Please note: you must have your bluetooth and location services on for this to work correctly.



- 9) Once you are checked in or marked yourself as absent you will be able to view your history of attendance by clicking the history button



Please note: You must repeat the check-in process for every timetabled session you have.