

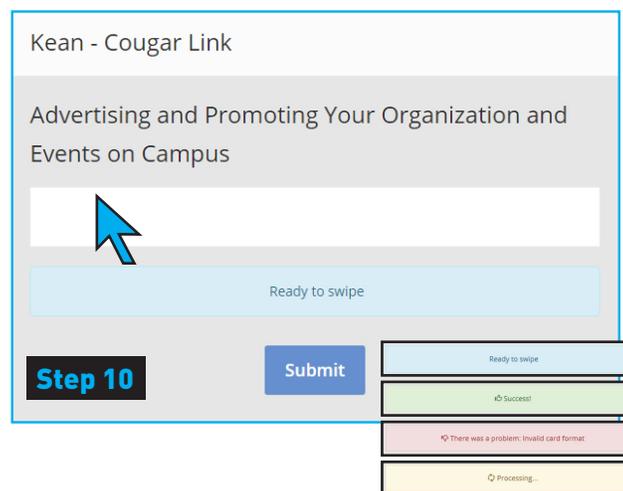
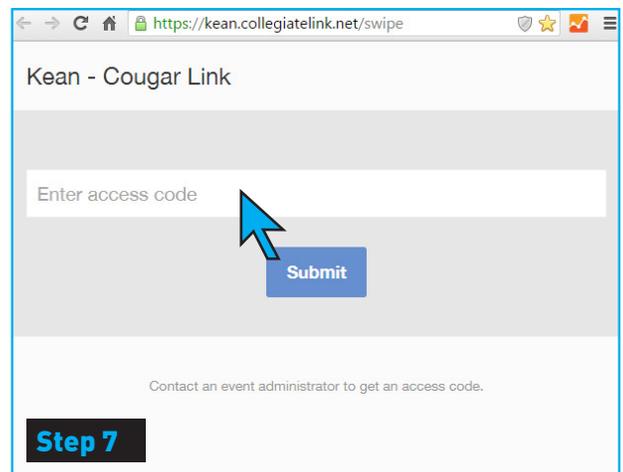
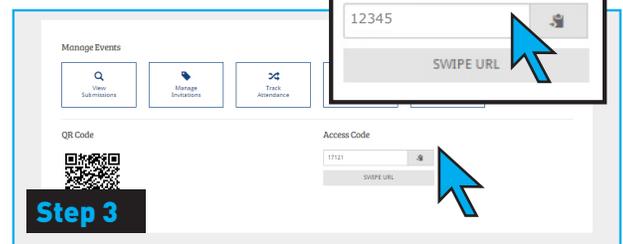
# Cougar Link Card Swipe Attendance Tracking Instructions

## Obtaining Your Event Attendance Access Code

1. Login to Cougar Link at <http://cougarlink.kean.edu> using your Kean Google username (without the “@kean.edu”) and password. *Note: Your account must have organizational event admin access to be able to retrieve the Event Attendance Access Code.*
2. Navigate to the event that you are tracking attendance for. The event can be accessed by:
  - a. The event flyer board
  - b. The system-wide events list
  - c. Going to your organization’s events page
3. Within the event screen is a “Manage Events” menu. Within the “Manage Events” menu is a section for “Access Code” (ex: 12345). The access code should be copied or provided to the staff/student who will be tracking the event attendance. **Do not share the access code with anyone you do not want controlling attendance to the event.**

## Recording Attendance Using Card Swipes

4. Ensure that you have an active (and stable) Internet connection.
5. Plug in the card reader to a USB port on the computer or laptop. The card reader should be active within seconds.
6. Go to <https://kean.collegiatelink.net/swipe>. *Note: This link does not change. You no longer need to login to record event attendance. This allows for non-admins to record attendance on behalf of your event, but they will need the Event Attendance Access Code from an Organization Event Administrator.*
  - a. The Card Swipe page can also be accessed by clicking on the “Swipe URL” link on the Organization’s Event page under the “Access Code”
7. Enter the Access Code provided from the “Manage Events” menu (on the event page) in the box and click “submit”.
8. The event name will appear on the screen (ex: Advertising and Promoting Your Organization and Events on Campus) with “Ready to Swipe” in a light blue box under the “Card ID” box.
9. If the cursor is not automatically in the box for “Card ID”, click the “Card ID” box so that you may see the blinking cursor.
10. With the card reader active and the blinking cursor in the “Card ID” box, any ID card that is swiped will be recorded into Cougar Link and attendance credit will be given. As IDs are swiped, the following messages will appear below the “Card ID” box:
  - a. **Ready to Swipe:** The card reader is not active. Please confirm all wires are plugged in.
  - b. **Success!:** The student has been given attendance credit for the event.
  - c. **There was a problem: Invalid card format:** The ID card did not read correctly and/or the ID number did not match the format of Kean University ID data strings. If this occurs, you may attempt to type in the 7-digit Kean University ID number (ex: 07654321) and hit “enter” on the keyboard. If this is unsuccessful, you may record the ID number and/or name and report it to a Cougar Link system administrator.
  - d. **Processing...:** Cougar Link is processing the ID number. If processing takes an excessive amount of time, the Internet connection may be weak. If the processing time does not improve, you may record the ID number and/or name and report it to a Cougar Link system administrator.



## REMINDERS:

- Confirm that you are on the correct event (Check event name)
- Confirm each ID swiped reads as “Success!”

