

HOW TO MARK YOUR ATTENDANCE USING THE MYSMU APP

GEOLOCATION UPDATE

1) ENABLE LOCATION SERVICES FOR ON CAMPUS SESSIONS

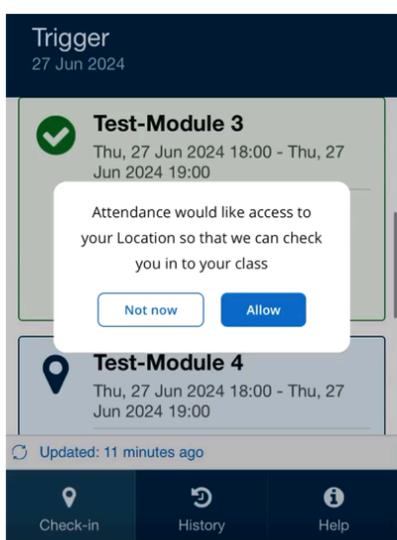
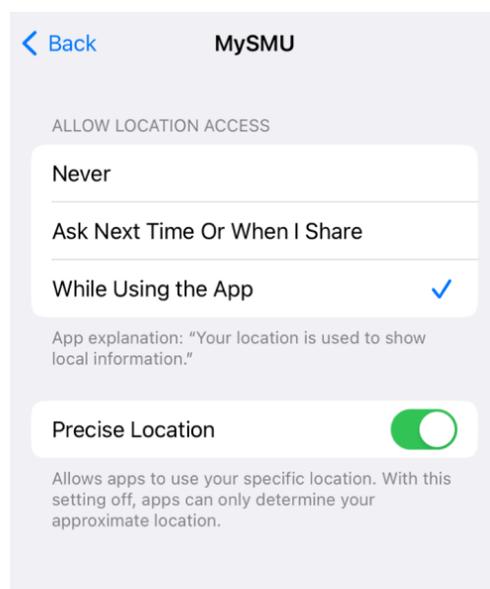
ANDROID

Settings > Apps > App Permissions > Location

iOS

Settings > Location Services > MySMU

LAPTOP > Allow location access from the browser when prompted.

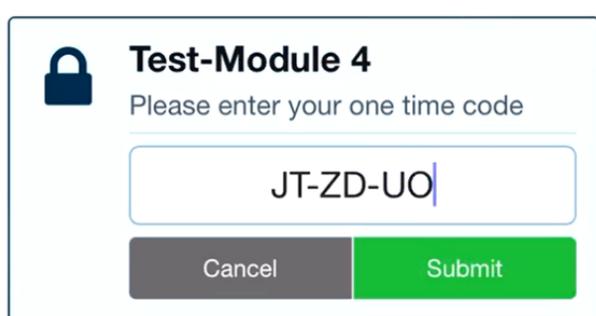


Enable your location **BEFORE** starting the check-in. If you don't, the app will prompt you to enable location services, however it won't stop you from attempting to check-in if you deny.

Make sure your general location services are ON (Settings > Location Services) and that the app can access location services, preferably with a precise location.

2) ENTER THE ONE TIME CODE "OTC"

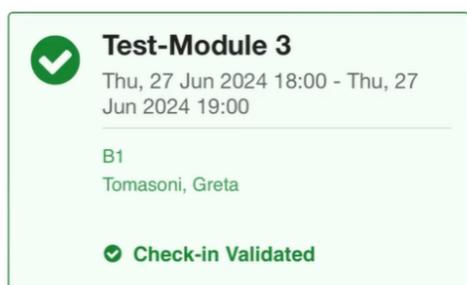
- Click on the "Lecture Check-in" tile
- Select the teaching event you want to check in
- **Enter** the OTC provided by your lecturer



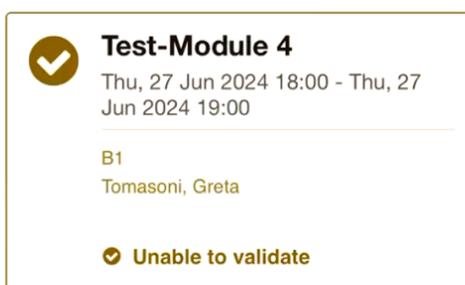
For online or off-site teaching events such as field trips, location is not required to complete the check-in. Use the OTC as usual.

Click Submit

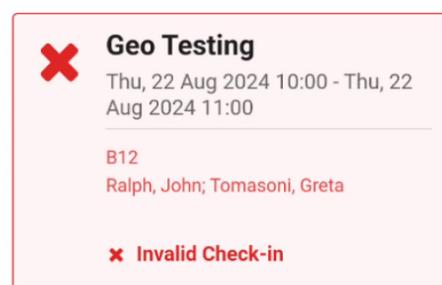
3) POSSIBLE RESULTS



Successful: present



Not validated: absent



Invalid: absent

PROBLEMS WITH YOUR CHECK-IN

Speak with your lecturer **ASAP** if you think that your check-in result is incorrect, to change your attendance.

Raise a ticket via [The Hub Online](#) or visit the Library and provide details of the issue ASAP.

