Cornerstone Help Desk, RPM and PLTL mentors can use a Kiosk to take session attendance. Your Kiosk URL and access code are provided by Academic Programs and used to activate the Kiosk for your sessions. Students should use the Tech Lab touchscreen computer (for sessions in Cornerstone), or the mentor’s laptop with a Cornerstone card reader to swipe their WUID card. If you access the Kiosk on another device, such as a tablet or smart phone, students can enter their WUID number.

**Turn on your device**
- For touchscreen:
  - Use power switch at right of monitor
  - Firefox will automatically launch
  - For laptop or other device:
  - Launch web browser
- For any device:
  - Go to Kiosk URL provided
  - Type 4 character Kiosk access code
  - Hit Enter

**Initial Kiosk Screen**
- Students swipe card at reader or enter 6-digit WUID #

**PLEASE ASK ALL STUDENTS TO SWIPE OR ENTER WUID #**

**Kiosk Options**
- Students choose session they are attending by title/time/location

**Confirmation**
- Screen displays message to confirm successful attendance

**NOTE:** You **must set up your mentoring sessions** in CornerstoneConnect Insight **before** they will appear on the Kiosk

If powered off, touchscreen PC takes approx. **3 minutes to boot up and launch** browser

If touchscreen PC requests login, pick **cornerstoneuser** and use password **corner08!**
Kiosk returns to initial screen in 30 SECONDS
After student completes choice OR if no choice made

Kiosk Error Message
If card does not read or WUID # is not recognized

Duplicate Error Message
If student has already recorded attendance for that Help Desk

NOTES: Please encourage students to **carefully choose** the correct session from the options on the screen

If student is **unable to record attendance** (or receives error message), please ask them to use paper Attendance sheet

**ONLY** undergraduates and graduate students taking undergraduate courses will be recognized by the Kiosk—any others need to use the paper Attendance sheet

To shut down touchscreen PC, close Kiosk’s browser window and choose **Start** and then **Shut down**

If you need to log into CornerstoneConnect to check your attendance or take other action, **shut the browser displaying the kiosk and relaunch it** to clear the active Kiosk. Then log in or use another browser.