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 card reader to swipe their WUID card. If you don’t have a card reader, students can enter their WUID number into any device with an active kiosk.

**Turning on your device**

*For Cornerstone touchscreen:*
- Use power switch at right of monitor
- Firefox will automatically launch

*For laptop or tablet:*
- Connect USB card reader if using
- Launch web browser

*For all devices:*
- 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

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**NOTE:**

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

If powered off, Cornerstone 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:
The Kiosk **CANNOT BE ACTIVE IN THE SAME BROWSER** as logged-in session in CornerstoneConnect. Either **use two different web browsers** (Firefox and Chrome, for example) or **shut down browser displaying Kiosk and relaunch it** in order to log in.

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

Undergraduates and graduate students taking undergraduate courses and University College students should be recognized by the Kiosk—if a student is not recognized, ask them to use the paper Attendance sheet