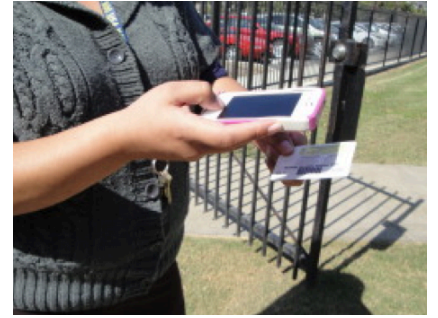


SSICA 2.0 APP for Admin, Teachers and Staff

SSICA 2.0 is an app that allows administrators and teachers to use their smartphone, tablet or computer to process student behavior or to track student attendance. This year your school will be using **SSICA 2.0** for tardies and other behavior areas. SSICA is an easy app to use. SSICA 2.0 allows you to scan ID cards using the camera on your phone or you can manually “Look Up” students that don’t have an ID card.



What You Need To Do

Teachers and staff will need to download **SSICA 2.0** from the app store. **SSICA 2.0** is available on *iOS, Android, and Windows* platform. The app is FREE to download. Please download the app on the device you plan on using during the school year (e.g. smartphone or tablet). You will be able to use SSICA with school Wifi so you will not use any of your data. **SSICA 2.0** remembers your device so log in to the one device you will use.

Credentials

Each user will be assigned their credentials. Please save these and don’t share these with anyone. When you put your credentials into the **SSICA 2.0** app, please click on “Remember Me” so it saves your username and password.

A screenshot of the SSICA 2.0 login interface. At the top is a large black 'S' logo. Below it is the word 'Login'. There are three input fields: 'Username' with a placeholder 'User Name', 'Password' with a placeholder 'Password', and a 'Remember Me' checkbox which is checked. At the bottom is a red 'Login' button.

Buttons

“Buttons” are reasons why you will be processing student behavior or attendance. When you log in, you will see a variety of Buttons for you to use. You will want to select the correct Button, read the instructions, and click on the “S” to begin scanning ID cards. If the student doesn’t have an ID card, you can use “Lookup” to look up student.

Settings

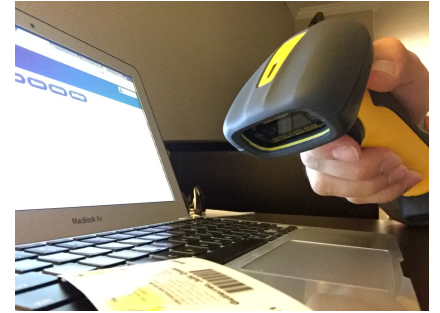
For rapid scanning, I encourage you to select all settings to ON for Auto Next Scan and “Auto Next Lookup”.

Things to Keep in Mind

1. When finished using **SSICA 2.0**, log out of app by going to Settings and logging out.
2. Please only log in to ONE device you plan on using during the school year.
3. Never scan ID cards with your smartphone or tablet and with a computer at the same time.
4. Always double check you are using the correct Button before you begin scanning ID cards.
5. If your camera doesn’t come up for scanning, check your privacy settings on your phone or tablet.

Proscanner.org by SSICA

Proscanner.org allows administrators, teachers and staff to use their computer (Mac or PC) to process student behavior or to track student attendance. This year your school will be using **SSICA 2.0** and **Proscanner.org** for tardies and many other activities. **Proscanner.org** allows you to scan ID cards or process student behavior using a desktop, laptop or a Chromebook.



What You Need To Do

Admin, Teachers and staff may decide to use their browser to process student behavior and attendance instead of their smartphone or tablet. Go to www.proscanner.org and save this website as a bookmark. We recommend you use *Chrome* as your browser to process ID cards. You can also connect a scanner gun to your computer to process ID cards. You can use a wireless scanner gun or a wired scanner gun.

Credentials

Each user will be assigned their credentials that can be used either on **Proscanner.org** or **SSICA 2.0 app**. Please save these and don't share these with anyone. Please keep in mind that you don't use **Proscanner.org** and **SSICA 2.0** at the same time. You should only use one of the two options to process student data during the year.



Buttons

"Buttons" are reasons why you will be processing student behavior or attendance. When you log in, you will see a variety of Buttons for you to use. You will want to select the correct Button, read the instructions, and process students either by one ID number at a time or a multitude of ID numbers at once. You can use "Multi Scan" to process up to 40 students at once making the process quick and easy. You simply put in the ID numbers and click "Scan All".

Classroom Passes

Once you process a student either by scanning the ID number or manually processing the student information, you will have the option to print a "Classroom Pass". The "Classroom Pass" has the information that most passes require but our pass includes a picture of the student if the picture is available. This is great for attendance or the receptionist at a school.

