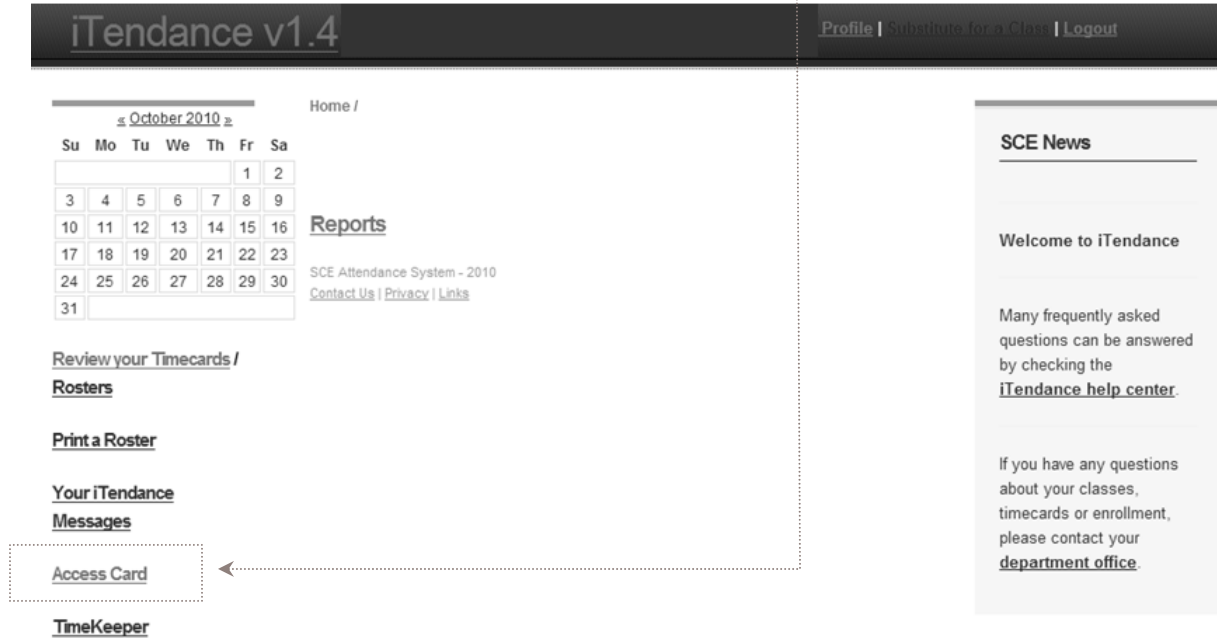


# Collecting Student Photos and How to Generate Access Cards

## STEP 1

Log into *iTendance* from the SCE website and click on *Access Card*.



**iTendance v1.4** | Profile | Substitute for a Class | Logout

Home /

October 2010

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Reports**

SCE Attendance System - 2010  
[Contact Us](#) | [Privacy](#) | [Links](#)

Review your Timecards / **Rosters**

**Print a Roster**

Your iTendance **Messages**

**Access Card**

**TimeKeeper**

**SCE News**

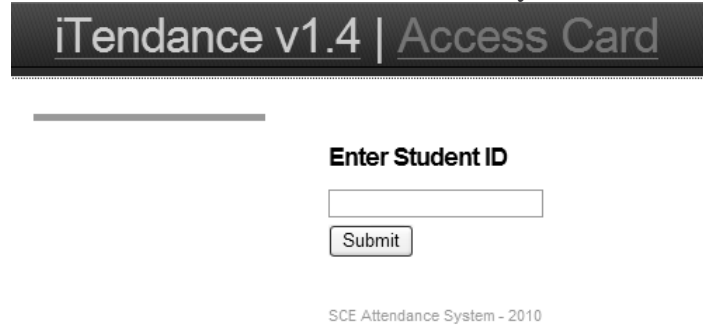
Welcome to iTendance

Many frequently asked questions can be answered by checking the [iTendance help center](#).

If you have any questions about your classes, timecards or enrollment, please contact your [department office](#).

## STEP 2

Enter the Student's 8-digit Banner ID number WITHOUT the "@" symbol and click *Submit*



**iTendance v1.4 | Access Card**

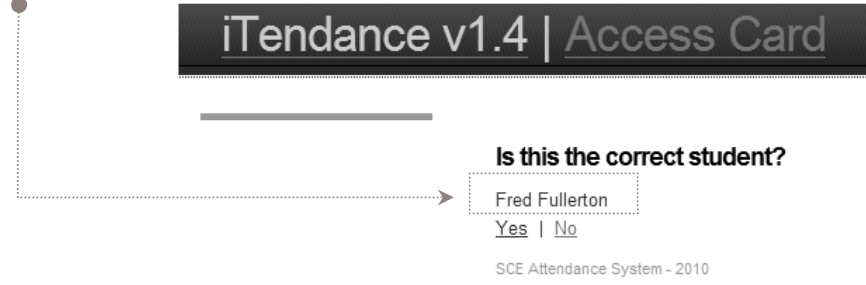
**Enter Student ID**

Submit

SCE Attendance System - 2010

## STEP 3

Verify that this is the correct student



**iTendance v1.4 | Access Card**

**Is this the correct student?**

Fred Fullerton

Yes | No

SCE Attendance System - 2010

If you answer *NO*, you will be directed back to Step 2.

#### STEP 4

If you answered *YES* to Step 3, the following question will appear: ●

**iTendance v1.4 | Access Card**

**Is this the correct student?**  
Fred Fullerton  
[Yes](#) | [No](#)

**Has the student provided valid id?**  
[Yes](#) | [No](#)

SCE Attendance System - 2010

If the answer is *YES*, the student becomes a **VERIFIED** student meaning we may disclose the 8-digit Student Banner ID number and address.

- ❖ A Schedule/Bill from Banner may be given to the student
- ❖ An Access Card with the Banner ID number may be printed, if necessary

If the answer is *NO*, the student is considered an **UNVERIFIED** student meaning we CANNOT disclose confidential information such as the Banner ID number or address.

- ❖ An Access Schedule Bill printout from Argos may be given out to the student
- ❖ An Access Card WITHOUT the Banner ID but with the Access number may be printed, if necessary
- ❖ DO NOT provide the student with documentation that discloses their Banner ID number AND DO NOT verbally disclose their Banner ID number

**If the student is considered UNVERIFIED and their record is marked as CONFIDENTIAL in Banner on SPAPERS, you may provide an Access Card to the student. DO NOT provide a Schedule Bill of any sort as the student has restricted their directory information.**

#### STEP 5

Whether you answer *YES* or *NO* to Step 4, the following questions will appear: ●

**iTendance v1.4 | Access Card**

**Is this the correct student?**  
Fred Fullerton  
[Yes](#) | [No](#)

**Has the student provided valid id?**  
[Yes](#) | [No](#)

**Take a photo?**

Click here if you are having technical difficulties, or there are unforeseen circumstances.

Click here if the student has declined to have their photo taken.

SCE Attendance System - 2010

If you click on *YES*, make sure you have a webcam connected to your computer (see Step 6 for instructions on taking a photo).

If you are having technical difficulties with the webcam, click on *SKIP THE PHOTO* and the Access Card will appear. With your mouse, right click anywhere on the page and click on Print.

**VERIFIED STUDENT:**

Logo Student Access Card



**UNVERIFIED STUDENT:**

Logo Student Access Card



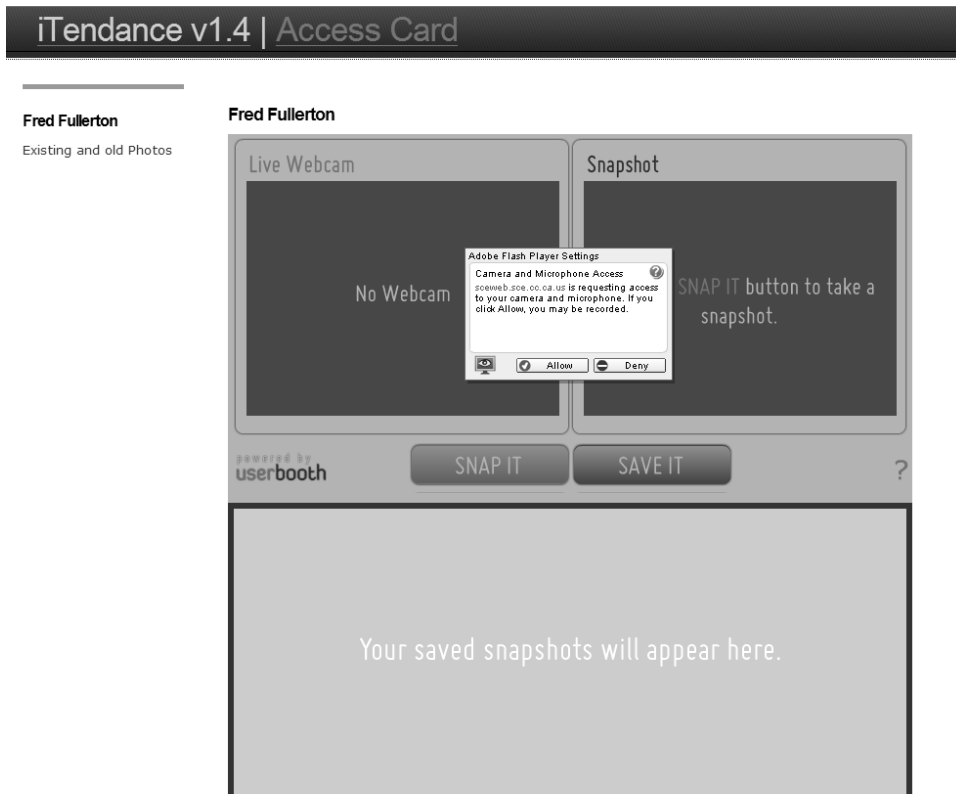
If the student has declined to have their photo taken, click on *STOP ASKING FOR PHOTO* and the Access Card will appear *WITHOUT* the Banner ID number even if the student is *VERIFIED*. With your mouse, right click anywhere on the page and click on Print.

Logo Student Access Card



**STEP 6**

Make sure you have the webcam connected to your computer. When you click on *YES* to *Take a Photo*, the following will appear:



Click *Allow* to get Camera Access. If the student already has a picture in the system, it would show on the left-hand side under his name. Adjust the webcam and click on *Snap New* to take the picture. Once you have an acceptable image, click on *Save It*. It will say (on top of the Snapshot) “Your snapshot was saved. Thank You” and the image will be displayed on the bottom. Click on *Send Photo to ID System* to have the picture uploaded.


**iTendance v1.4 | Access Card**

**Fred Fullerton**  
Existing and old Photos



**Fred Fullerton**

Live Webcam





Snapshot



powered by userbooth

SNAP NEW SAVE IT ?



ts will appear here.

After sending the photo to the ID system, you will be directed to the Access Card to print out. With your mouse, right click anywhere on the page and click on Print.

Logo

Student Access Card

**Fred Fullerton**

Access Number 555555

