About My Imperial Campus App and Timetable Check-in

The My Imperial Campus app is designed "by students, for students" and is intended to become a central hub for all aspects of campus life. It is part of long-term plans to enhance the student experience through innovative digital solutions. Timetable check-in is the first of many exciting features that will be added to the app . The feature allows you to register your attendance by "checking in" at in-person timetabled event directly on your device.

Steps 1 to 6 in this guide are _one time only tasks_.
Next time you will go straight to step 7 to check in!

1. Download App

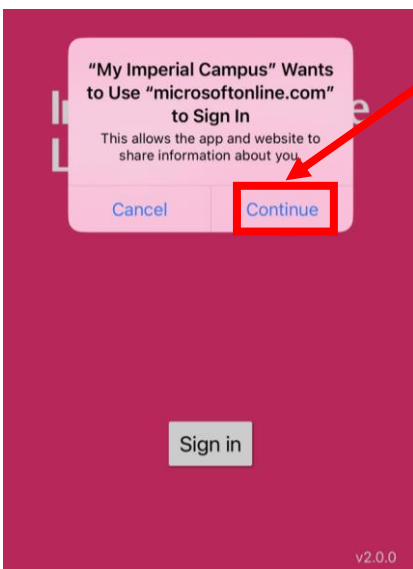**Download 'My Imperial Campus' from the App store**

Once downloaded, open the app and click 'Sign in'

2. Sign in

Click 'Continue' to sign in using your Imperial account

Enter your username@ic.ac.uk

Enter your password when prompted

**If you have not previously used your phone to sign in, you will need to set up Multi Factor Authentication (MFA)**

6. Navigation

The dashboard is the landing page and displays available widgets including 'Timetables & Assignment' and 'Events' Further widgets will be added as the app develops.
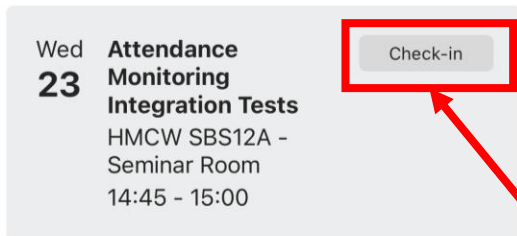
Use the home icon to return to the dashboard.

Use the menu icon to log out. Other menu options will become relevant as the app develops.
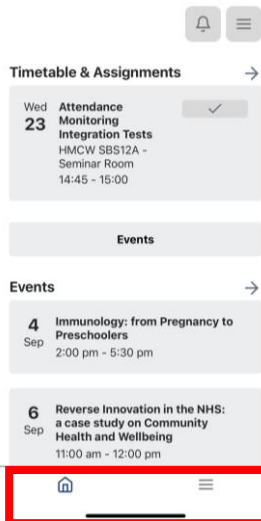
7. Check-in

✓ **Imminent events will be displayed in the Timetable & Assignments widget.**
✓ **You must be at the venue to check in.**
✓ **You can check in 5 minutes prior to and up to 30 minutes after the event starting**

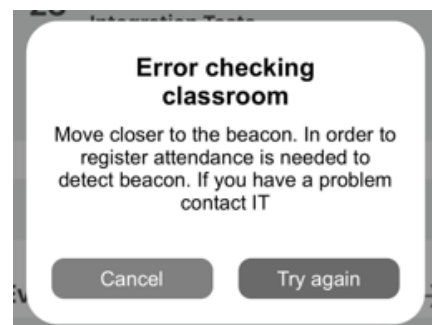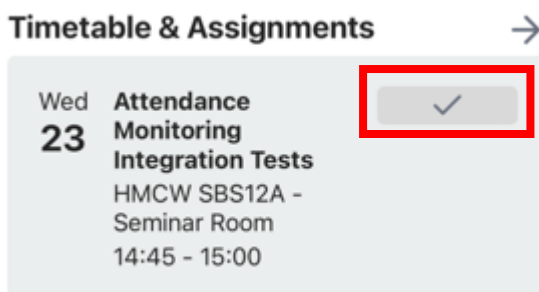**To check in, click the 'Check in' button**

IMPORTANT: Allow the app to use your location and Bluetooth when prompted

It may take a few seconds for the beacon to connect to the App

Successful check in

Unsuccessful check in

Error checking classroom

Move closer to the beacon. In order to register attendance is needed to detect beacon. If you have a problem contact IT

Cancel   Try again

3. Preferred name

What's your preferred name?

Preferred name

Alex

Continue

Your preferred name can be set – note that this is for the app only and does not impact your student record.

Enter your preferred name and click 'Continue'.

4. Personalisation

Personalize Your Imperial Experience

What are your interests? This will be used to curate the events and clubs shown to you. You can change your interests at any time.

Your experience can be personalised. These choices will become more relevant as the app develops.

Academic

+ Medicine   + Leadership

✓ Natural Sciences   + Biology

✓ Chemistry

✓ Mathematics and Statistics

+ Physics   + Sustainability

+ Ecological and Environmental Sciences

+ Geosciences

Continue

Skip

Click on a '+' to expand an area

Click on a '+' within an area to select an interest

Click 'Continue' to save personalisation or 'Skip' to skip the step.

5. Tour

You will be offered a tour of the App

Welcome to the dashboard! Let's show you around

→

Skip tour

Navigate through the tour using the arrows or 'Skip tour'.

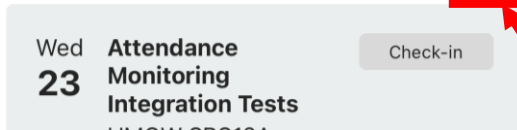**After the tour you will be taken to the dashboard where you can start checking in!**

7. Unable to join

Timetable & Assignments →

Wed 23	Attendance Monitoring Integration Tests	Check-in

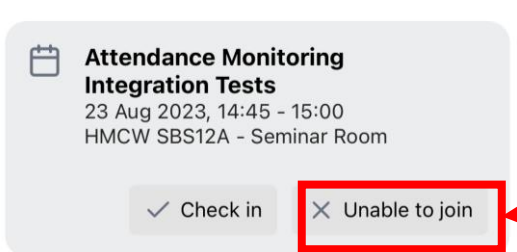**If you are not attending the event, you can indicate that you are unable to join.**

Click the arrow next to Timetable & Assignments

Today's Schedule ⓘ

📅 **Attendance Monitoring Integration Tests**
23 Aug 2023, 14:45 - 15:00
HMCW SBS12A - Seminar Room

✓ Check in ✕ Unable to join

This will navigate to a new screen displaying Today's schedule along with upcoming events.

Click 'Unable to join' against the event.

8. FAQs/Troubleshooting

Others can check in at the venue, but I cannot. → **Check that your phone settings are allowing the app to use your location and Bluetooth. Also try moving around the venue to get closer to the beacon.**

An event that I would like to check in to is not showing in Timetable & Assignments. → **You can only check-in 5 minutes prior to or 30 minutes after the session starting**

The event has started, and it is still not showing in Timetable & Assignments. → **Events are based on the timetabling system. Your department can advise who to notify.**

I was not able to check in to an event that I attended. → **Your department may advise you that a member of staff can update your check-in records**