

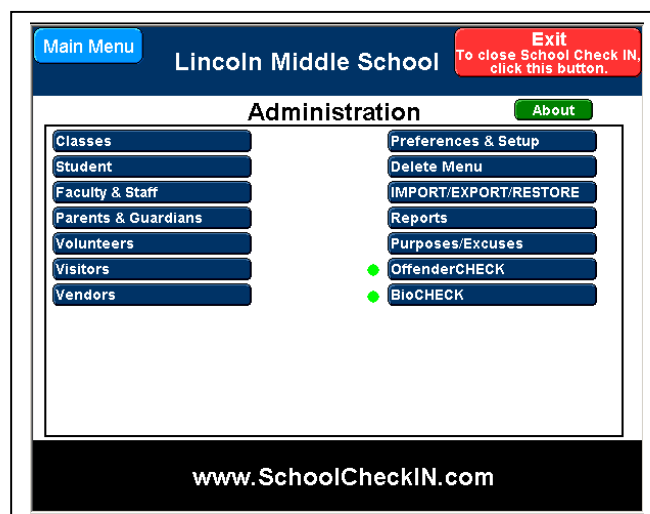
School Check IN's

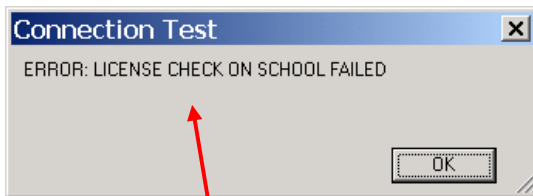
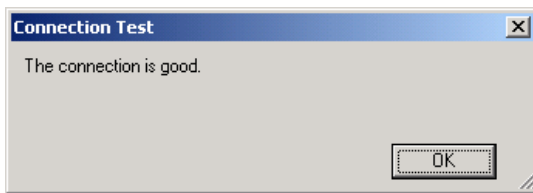
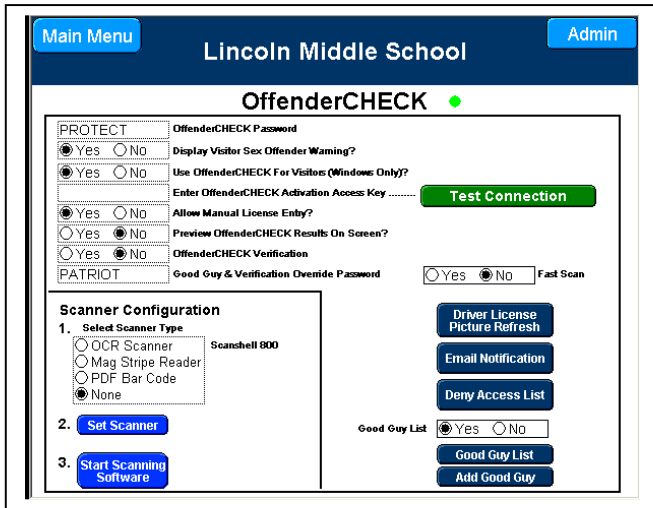
OffenderCHECK

School Check IN's OffenderCHECK has many features. Insure that your school is getting the maximum amount of protection that OffenderCHECK offers. Many schools are not aware that these options are standard and in School Check IN. Please take full advantage of all these OffenderCHECK options. Should you require assistance and/or have any questions, please contact us. help@schoolcheckin.com

OffenderCHECK options

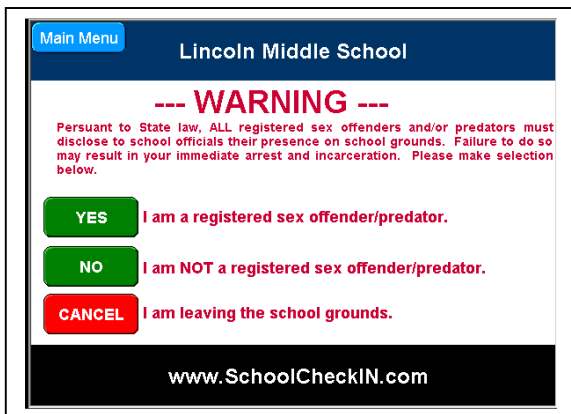
- OffenderCHECK Configuration
- OCR Scanner Configuration
- Email Alert Configuration
- Deny Access List Configuration
- Good Guy List Configuration





If the above message displays, the possible causes are:

- Port 3306 through school or district firewall is closed. Port 3306 must be open to send & receive data.
- Access ID# is incorrect.
- MyODBC software was not installed (step #3 of the installation instructions). Please refer to the OffenderCHECK Installation Instructions on how to install MyODBC.



OffenderCHECK Configuration

1. Access the ADMIN section.
2. Click on the OffenderCHECK button.
3. Click the Continue button.
4. Enter password = **PROTECT**. (default password)
5. Set option for Display Sex Offender Warning. (see screen picture of offender warning below).
6. Click YES for Use OffenderCHECK.
7. Enter your school's unique Access Key #. Contact tech support help@schoolcheckin.com to obtain your Access Key #.
8. Click the TEST Connection button. This should result in the "**Connection is Good**" message.
9. Click YES to allow Manual Entry.
10. Click NO for Preview on Screen.
Recommendation: Set Preview on Screen to YES only if the visitor **CANNOT** see the screen results will immediately display on the screen.

Scanner Configuration

1. Select Scanner Type.
2. Select OCR Scanner.
3. **Click the Set Scanner button.**
4. Click the Start Scanning Software button to start the ID Scanning software. Daily start-up of the ID Scanning software is done by clicking the shortcut on the Windows desktop.
5. When the ID Scanning software icon is visible in the service tray, then the scanner is ready to use.
6. Insert driver license -- Test that the license is drawn through scanner.

Good Guy Configuration

1. Click YES (recommended). Using the Good Guy List will significantly reduce the number of false positives that may occur. See Good Guy instructions below.

After installing & starting the ID Scanning and OCR Software, the ID Scanning icon (blue swirl) will be visible in the systems tray in the Windows Task Bar.

Right Click on ID Scan Software icon in the system tray and **select** any of these options.

1. **UPDATES** -- The ID Scanning software should be periodically updated to stay current with each state's driver license information. Updates should be done about every 4 to 6 weeks.
2. **CALIBRATE** -- The Scanshell 800 OCR scanner needs to be calibrated. Special calibration paper is included with scanner. Follow the onscreen instructions. Calibration should be done about every 4 to 6 weeks.
3. **CLEAN** -- Right click on ID Scan Software icon and select Clean. A special cleaning pad was included with the scanner. Add 1 to 2 drops of alcohol on cleaning pad and follow the onscreen instructions. Cleaning should be done about twice a year.
4. **PRINT** -- If a checkmark appears to the left of this option, then click on PRINT to remove checkmark. There should be **NO** checkmark.

Email Alert Configuration

Email Alert Notifications –Using this option will result in instant email and/or text message alerts being sent to school administrators, school security, SRO (school resource officer), etc.....

SMTP Host – Check with your school’s network administrator to obtain this setting.

From Email Address – Enter the email address that will send out the Offender/Trespasser Alert.

New Email Address – Click this button to enter a recipient’s email or text message address. Do this for each recipient you wish to send this alert to. A maximum of five (5) recipients are allowed.

Clear – Clicking this button will remove the recipient.
Test – Clicking this button will send a test email alert to the recipient. Check with the recipient to insure the test was successful.

Authentication Type – This may not be required. Check with your school’s network administrator to obtain this setting.

Authentication Account – This may not be required. Check with your school’s network administrator to obtain this setting.

Authentication Password -- This may not be required. Check with your school’s network administrator to obtain this setting.

Email versus a Text Message

Sending email is generally slower than sending a text message. Sending a text message is nearly instant. The recipient will receive a text message in as fast as 30 seconds, provided the recipient’s phone is turned on, and they have a signal. Email requires the recipient to be at a computer and/or checking email.

Depending upon the phone plan the recipient has, sending a text message may result in an additional charge on the recipient’s phone bill. Also, to send a text message, enter the recipient’s phone or PDA text message address. It is similar to an email address, and should have the recipient’s phone # -- for example: 9645231234@verizon.net

Alert Types

There are two types of alerts that are sent.

Code 55 – Possible Sex Offender on Campus.

Code 22 – Trespasser Alert

Each alert contains an active web link that the recipient can click on. Then enter the HIT_ID# that is contained in the alert that is sent. Once the HIT_ID# is entered, then the recipient will see the same report that is either displayed on or printed at the School Check IN computer.

Deny Access List – DAL

Purpose – The purpose is to alert administrators that people with issues are trying to enter the school. These may include people that are ex-employees; have court orders against them; parents with custody issues, etc....

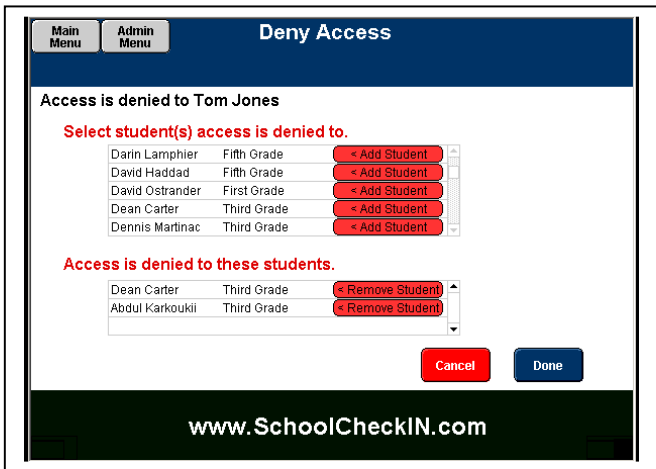
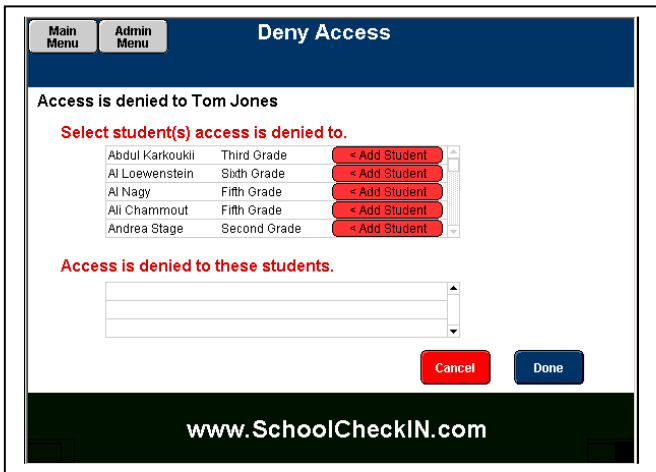
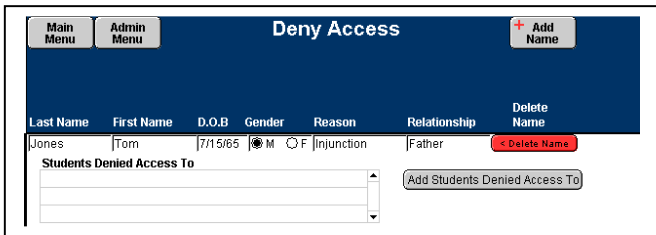
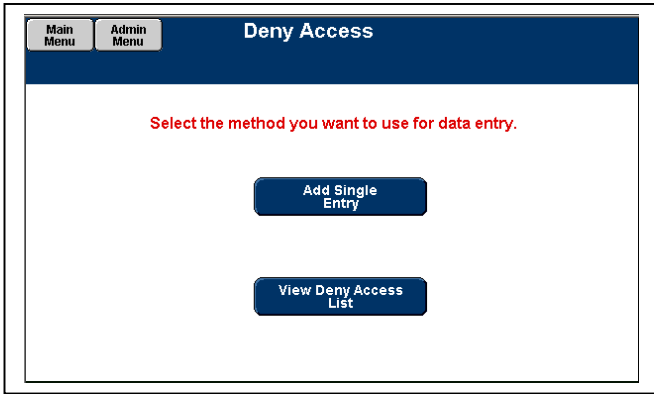
DAL Configuration

- Click the Deny Access List button.
- Click the Add Single Entry button.
- Enter the information.
- **All information is required.**
- Click the Submit button when finished. The Submit button must be clicked to save the data.
- Click the Done button after all entries are completed.

CAUTION: Be positive the person's last name is spelled correctly and that it is the same **EXACT** last name that this individual has printed on his driver license. If the name is incorrect, then no match will be made and this individual may not be detected.

ALL DATA IS REQUIRED and MUST BE ENTERED.

Click the Submit button to save the record.



Deny Access List – DAL

Schools can associate students with people on the Deny Access list. Schools find this very helpful when a DAL hit occurs as the alert displays the student name and the reason why the alert is in place.

Adding Students

- Click the View Deny Access List button.
- Click the Add Students Denied Access To button.
- Scroll the list to select a student.
- Click the Add Student button to tag this student to this person's denied access information.
- Click the Done button for all students that have been selected.

Note: The Add Students feature will only work if student information is currently in School Check IN.

Good Guy List Configuration

Purpose – to reduce false positives. A false positive is an individual that checks in by scanning his/her license and is identified as a possible sex offender.

False positives are caused by the poor sex offender data provided by some states. Approximately 1/3 of all state sex offender lists provide little more than the offender's name. School Check IN aggressively searches each state list and uses very sophisticated searching techniques to avoid false positives. But the searches and subsequent results are only as good as the sex offender data provided by each state.

Good Guy List

- Click the Add Good Guy button.
- Individuals may be added to the school's Good Guy List either by scanning their license, or manually entering the required information.

Scan Driver License

- Clicking the Scan Driver License button will result in the Scan Driver License instruction screen being displayed.
- Insert license into scanner.
- Review the scanned data and insure that the data EXACTLY matches the information contained on the driver's license.
- Select the length of time this person will be active on the Good Guy List.
- Click Done to add this person to the school's Good Guy List.

Manual Entry

- Click the Manual button.
- Enter the data required.
- Select the length of time this person will be active on the Good Guy List.
- Click Done to add this person to the school's Good Guy List.

CAUTION: -- The driver license number entered into the Good Guy List must EXACTLY match the driver license number on the license. If the number entered is "123456789" and the number printed on the license is "123-45-6789", then there will be **NO MATCH**.

People on the Good Guy List will no longer be checked against the sex offender database. These people will still be checked against the Deny Access List.