USB Card Reader Instructions

You will need:

- ❑ ProfLink ([http://www.rowan.edu/proflink)](http://www.rowan.edu/proflink) account with an approved event and access to track event attendance (any officer roles for example)

- ❑ Internet access while tracking attendance

- ❑ A USB card reader:
  - o Contactless reader - [HID OMNIKEY® 5427CK](): available on Amazon
  - o Swipe reader - IDMB35XX MiniMag Duo, MagStripe Reader USB card reader: Available on Amazon or complete a requisition directly with International Technologies & Systems Corp. (vendor #916199319)

Card swipe attendance tracking in ProfLink:

1. Plug in the USB card reader. No additional configuration is needed.

2. Log in to ProfLink and switch to the Manage application, https://rowan.campuslabs.com/engage/actioncenter.

3. In the Action Center click on your organization or search for it.

4. On your organization's Action Center page, click the menu and select Events:

Click the menu here →
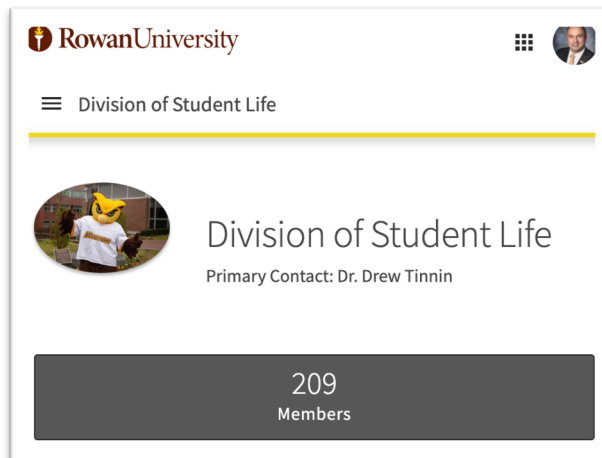
5. Navigate to your event on the Manage Events page and click to view event details:

6. Click on the link next to the Access Code field ("Click here to visit the Swipe URL and enter this code"). Note the Access Code is different for each event, make sure you are using the correct unique Access Code for your event.

7. On the Event Access Code page, click Submit:

8. The Swipe Access page will then confirm what event you are tracking attendance at and is ready to accept Card scanner input:

Swipe Access
Card scanner input

SUBMIT

Volunteers for Rowan-Glassboro Neighbors Table

📅 **Date and Time**
Friday, January 22 2021 at 3:30 PM EST
Friday, January 22 2021 at 7:00 PM EST

📍 **Location**
Parking Lot C & D

9. Swipe or tap cards using the USB card reader. "Ready to swipe" will quickly change to "Processing…" and then "Success!" with each swipe. You can swipe the next card as soon as "Success!" appears:

n / Freshman Leadership Involvement Program Info

⟳ Processing…

Submit

ProfLink

Leadership Rowan / Freshman Leadership Involvement Program Information Session

🖒 Success!

Submit

10. If you have any difficulty capturing the card swipe, make sure the cursor stays in the white text input box (just click it).

11. If students do not have a card to swipe, they can manually type their 16 digit ISO number and click Submit. You can also use ProfLink's Track Attendance > + Add Attendance > Text Entry function to manually enter Rowan student e-mail addresses.

12. You can view individual user attendance information at the bottom of the Track Attendance page. To download the event attendance, click the Export button:

Track Attendance

Return to Rowan: Spring Semester Update

⬇ EXPORT   + ADD ATTENDANCE

51	2	0	0
INVITEES	ATTENDED	ABSENT	EXCUSED

Swipe Access Code

M75JBGM   📋

Swipe page:
https://rowan.campuslabs.com/engage/card-swipe?accessCode=M75JBGM

Attendees

🔍

Attendees ⇕	Attendance				Comment
Joe Lizza (lizzaj@rowan.edu)	**Attended**	Absent	Excused	NA	ADD
Melissa Ulmer (ulmer@rowan.edu)	**Attended**	Absent	Excused	NA	ADD