**Kiosk Instructions**

* The kiosk is located inside the Sheriff’s Department lobby across from the dispatch window. Address: 107 W. Taylor St.
* You will receive a check-in reminder by text at the phone number that you have provided us with. If you have questions about the Kiosk, please call your case manager.

How to use Kiosk the first time:

1. At the kiosk, you will click Register for your first time
2. Type in first and last name. Hit submit.
3. Type in your Pin Number. Your pin number is the month and date of your birth [EX: if your birthday is May 10th your pin number is: 0510].
4. Put right index finger on scanner. Follow on screen instructions. Once accepted it will say captured.
5. Read the screen about your session being video recorded, click agree and continue.
6. Answer the provided questions.
7. Complete any required testing.
8. Once check-in is completed, you can:
	* Receive a time stamped receipt of check-in by text. You are logged out.
	* Receive a time stamped receipt of check-in by email. You are logged out.
	* Receive a time stamped receipt of check-in that prints at kiosk. You are logged out.
	* Logout

Using Kiosk after the first time:

1. Click login.
2. Place right index finger on scanner.
	* Should this fail three times, you will use your PIN Number.
3. Identity confirmed, then hit continue.
4. Read the screen about your session being video recorded, click agree and continue.
5. Answer the provided questions.
6. Complete any required testing.
7. Once check-in is completed, you can:
	* Receive a time stamped receipt of check-in by text. You are logged out.
	* Receive a time stamped receipt of check-in by email. You are logged out.
	* Receive a time stamped receipt of check-in that prints at kiosk. You are logged out.
	* Logout