

2022 - 2023

PASS PORT

Handbook



Questions?
Contact Student Life for additional information.

(863) 680-4206
passport@flsouthern.edu

OVERVIEW

Florida Southern College believes that an educational institution based on the liberal arts should expose students to a broad range of issues—aesthetic, moral, humanitarian, spiritual, as well as intellectual.

It is one of the many ways in which the College is committed to providing educational excellence.

One of the primary ways that students are encouraged to extend learning beyond the walls of the classroom environment is through involvement in the institution's Passport Program.

The Passport Program is an involvement curriculum that, starting Fall 2022, is an incentive-based program for full-time, undergraduate, day students.



GET INVOLVED

Are you interested in your organization or department's event being considered for inclusion in the Passport Program?



This request is built into CSI's event registration form on the Engage platform. Scan the QR code to apply on Engage.

Passport-eligible events must meet the following criteria:

Must be open to the entire campus community

Must be free of charge

Must have engaging activities that relate to at least one of the 6 categories

Promotional tabling, information sessions, and organization/department meetings cannot count toward the Passport Program

A member of the Passport Program team will review your request and let you know whether your event has been approved for inclusion in the program. All events must be submitted to Engage at least 14 days in advance to be considered for the Passport Program.

HOW IT WORKS

LEVEL 1: 50 POINTS

FSC Water Bottle

LEVEL 2: 100 POINTS

FSC Backpack

LEVEL 3: 150 POINTS

FSC Hooded Sweatshirt

LEVEL 4: 200 POINTS

FSC Custom VIP Experience

LEVEL 5: 250 POINTS

Points off Housing Selection Number and
Limited Edition Challenge Coin

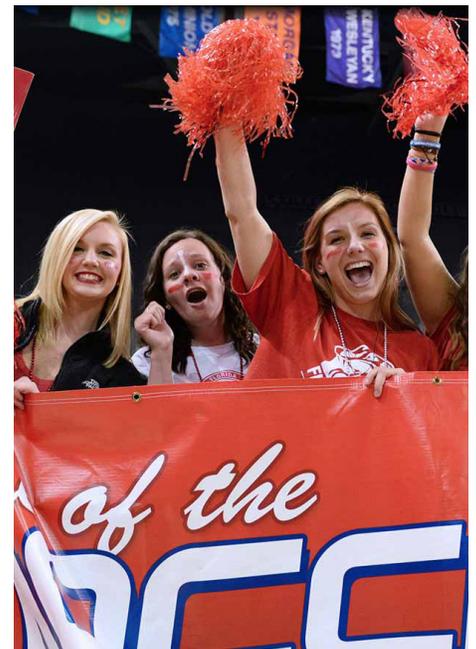
Point values will reset to zero at the end of each academic year. Points do not roll over from year to year. Prizes and experiences are subject to change.

Bonus Points: If a student attends one event in each of the 6 categories, the student will earn 5 bonus points on top of their current number of points. The first two Convocation events will be worth 15 points each, and Founders' Day Convocation will be worth 20 points. Additionally the Center for Student Involvement reserves the right to assign Bonus Points to any event deemed appropriate.

Each event that satisfies one of the six categories for Passport will be worth 10 Passport Points. Students can accumulate points by swiping into events, or by using the Event Pass through the Corq App, supported by the Engage platform.

Use the Check-in App to report student arrivals (*see page 5*). Students are responsible for making sure that they swipe or check-in at events to receive Passport Points. Points will be tracked through the Engage platform by the Center for Student Involvement.

Once students have earned a certain number of points, they will receive prizes for meeting that benchmark. It is the student's responsibility to alert the Passport Team when they have accumulated enough points to earn a prize by calling (863) 680-4206 or emailing passport@flsouthern.edu. The Student Life staff member will verify that the student has earned enough points and has not yet collected their prize.



WELLNESS



The following Passport categories satisfy these areas of the Wellness Wheel:

FINE ARTS

Emotion + Spiritual + Intellectual

HEALTH + WELLNESS

Physical + Emotional

SERVICE + DIVERSITY

Social, Emotional, Spiritual

PATHWAYS TO PROFESSION

Intellectual + Financial

LEARNING BEYOND THE CLASSROOM

Intellectual + Financial

SCHOOL PRIDE

Social

CHECK-IN APP

One of the benefits of the Campus Labs® Event Check-in App is that you don't have to keep track of card swiping hardware. The system leverages smart phones or devices to complete the process. The simple setup requires two main components: an event pass for attending users and the mobile app to scan passes.

The event pass is similar to a mobile boarding pass. It's unique to each user and it's tied to their Engage account. As soon as you enable mobile check-in, users can access their Event Pass through the user drawer in your Engage community.

The other half of the equation is scanning passes and with the Campus Labs® Event Check-in App, this process is a breeze. Users DO NOT need to download an app to be checked in, only administrators who are checking users in.

APP DOWNLOAD

To start checking users in, download the free app on your preferred device.

This app can be downloaded on both Apple and Android Devices, just search "Check-in".

ACCESS CODE

Once you've downloaded the app, open it up! The first screen will ask you to enter an event access code. This code is provided after you create an event within Engage. If you haven't created an event, you'll need to do this first before you can use the app to track a attendance.

1. Sign into Engage.
2. Hover over your group on the far left bar and click the "Manage" button.
3. Click on "Events" and select the event you want the access code.
4. Scroll down to "Access Code" and copy the code to your notes.

APP LOG IN

Enter the code into the mobile app, tap Start Session, and you'll be prompted to sign in. Type in your credentials (the same you use to sign in to Engage) and you'll be directed to the event's check-in page.

CHECK IN WITH EVENT PASS

Tap Start Scanning and you're ready to scan! If your phone asks for permission to use your camera, choose "yes" because it will need the camera in order to scan event passes. Position the edges of the box over the edges of an attendee's Event Pass. As soon as it recognizes the user, it will display a box with their basic details, including their RSVP status. Tap Check In to confirm the user and click OK to continue scanning.

CHECK IN WITHOUT EVENT PASS

If you come across an attendee without a mobile pass, tap *No Pass?* below the scanning area or select Lookup from the bottom menu. Search for the attendee by name or email and when you find the right person, tap their name to confirm their check-in. If searching by email, you will need to enter the complete email address of the user to locate them. If the attendee is not in the system, you can add them by email if you click the plus sign in the top right of the screen, type in their email address, and submit.

ATTENDEES

At any point, you can toggle between scanning passes and the attendee list. Tap *Attendees* in the bottom right of the screen to view the full list of attendees. If you need to remove someone from this list, tap on their name, swipe left, then select *Remove*.

FINAL STEPS

When you're done tracking attendance, there are no additional steps required. You can close the app and all of your attendance information will be saved. While not required, you can end your check-in session if you tap on your profile picture in the top left of the screen, then select End Session.

QUESTIONS?

Contact fscsi@flsouthern.edu

If your department or organization would like more information on how to use Engage or the Check-in app, please email Kirby Thomas, Assistant Director of Student Involvement, at kthomas@flsouthern.edu to setup a training.