How to use the CORQ & the Check-In Apps

Download the App

This app can be downloaded on both Apple and Android Devices, just search "Corq App"



Find your School & Sign In





- 1. Select Florida Southern College
- 2. Click Sign in
- 3. Sign in with your Single Signon (SSO) Information

Your login information will be SSO username and the password

Download & Save Your Event Pass

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- 1. Once logged in, click on the arrow
- 2. Click on event pass
- Add to apple or android wallet, or a screenshot. You will need this for all CSI and Passport sponsored events

How to Sort & RSVP for Events

1. You can sort through the events by tapping on "filter" located in the upper right hand corner.

2. By using this feature you will be able to find student events based off distance, perks, and themes

3. Click on the event you are interested in and you can RSVP

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Center for Student Involvement, Student Government Association

How to Join organizations

- Go back to the CORQ settings and click on "Organizations.
- 2. Go the search bar or use the filter feature to find an organization you are interested in.
- 3. Click Join to send a membership request
- You can also contact the organization directly by clicking the "contact" button in the top right of the organizations page

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| | | Admissions (Admissions) | > K L | | | | President's Circle and organization the student pers | e meetings, SGA fosters al development. SGA se pective with faculty, adn | leadership eks to share ninistration |
| A Pick a Campus | > | Allies | N > O | Entertainment | | | and the Board of events, SGA see | Trustees. With fun and ks to keep students eng | interactive aged and |
| →) Sign Out ○ Give Feedback | > | Alpha Chi Omega (GSACO) | P Q R S T | Environmental | | | increase student | retention. | |
| | | Alpha Delta Pi (ADPi) | > ¥ | Honor Societies | | | Categories Department Service | | |
| | | Alpha Epsilon Delta: Pre-Health Honor Society (AED) | > | Pre-Professional | | | Special Interest Leadership Environmental | | |
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| Privacy Policy | | American Marketing Association | > | Social | | 6 | | 🚑 Join | |
| Version 1.5.5 (153) | | American Sign Language Club | > | Special Interest | | | | | |

Reasons You Should Download The CORQ App







Students can easily access events right from their mobile phone

Majority of events on campus will ask you to sign in with an "event pass" that can be found on CORQ app The Event Pass allows you to be checked in to events that you attend so that you may receive credit for passport

Downloading the Check-In App

The Check-In app is used to scan passes and sign people into an event.

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



Finding Your Event Access Code

← Back to Events List

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



Logging into the Check-In App

- 1. Enter Event "Access Code"
- Sign in with Single Sign On (SSO) information
- 3. Click on "Start Scanning"

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Checking Students In

- 1. Use the QR scanner to scan a students Event Pass
- 2. It will populate the students information Confirm it is them then click "Check-In"
- 3. The system will confirm they are Checked-In. Hit "done" to return to QR Scanner.





No event pass

If a student does not have their event pass you can use the search feature.

- Click search on the event check in app
- 2. Search for the student via name or Mocs Email
- 3. Click on the student and then click check-in



Checking in Guest (Non-FSC guest)

If a student brings a non-fsc guest with them you are able to check them in as a guest.

- 1. Click search on the event check in app
- 2. In the top right corner click add guest
- 3. Enter the guests email
- 4. Click check-in

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Why should we use this?







You can easily check in students from your phone or tablet If your event will counts as a Passport event using the check-in app will be a requirement You will get real time data of who is attending you event and will have their contact information

Questions?

Contact <u>fsccsi@flsouthern.edu</u>

- Come visit us in the Rogers Building 2nd floor – we are located at the end of the hallway
- We look forward to seeing you get invovled

Find us on Social Media!

