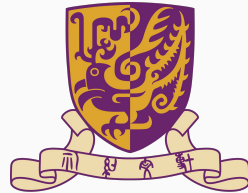




KEEP Attendance

Quick Start Guide for CUHK students



KEEP

Before we start...

Please make sure:

- You can access the Internet
(e.g. you are connected to WiFi properly)
- Your Android/iOS version is not too old
- You use a common browser to sign up
(e.g. the latest versions of Chrome, Firefox, Safari)
- You remember your CUHK student ID and CWEM password



Set up your KEEP Account to use KEEPAttendance

You are recommended to use a modern browser (e.g. Chrome)

You can

- create a KEEP Account using your personal email, then link it with your CUHK account; or
- create a KEEP Account using your CUHK account



I. Sign Up for KEEP



Scan the QR code; or click Sign Up at <https://keep.edu.hk/>

Use your personal email:

- Fill and **Submit** form
- Click link in activation email
- Click the **Pencil icon** for *University Account* at <https://account.keep.edu.hk/account/profile>
- Click **Link with university account** and select CUHK

Use your CUHK account:

- Click **University account** below the form
- Click **University account** and select CUHK.

- Login to CUHK
- Click Accept to allow CUHK to release information to KEEP

- Enter your intended username, and click **Create**.

Visit <https://poll.keep.edu.hk/account/attendance>



KEEP Attendance

II. Prepare to Take Attendance

For smartphone:

Install the KEEPoll app or
other QR code reader app.

For laptop:

Open a web browser to
enter the upcoming URL.



KEEPoll Android



KEEPoll iOS



Take attendance in class

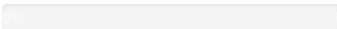


1. Teacher will project the QR code onto the classroom screen.


example:

ENGG0001 Problem Solving By Programming LEC

Current Attendance: **0** / 4



Time now: Mon Jan 11 09:00:00 2016

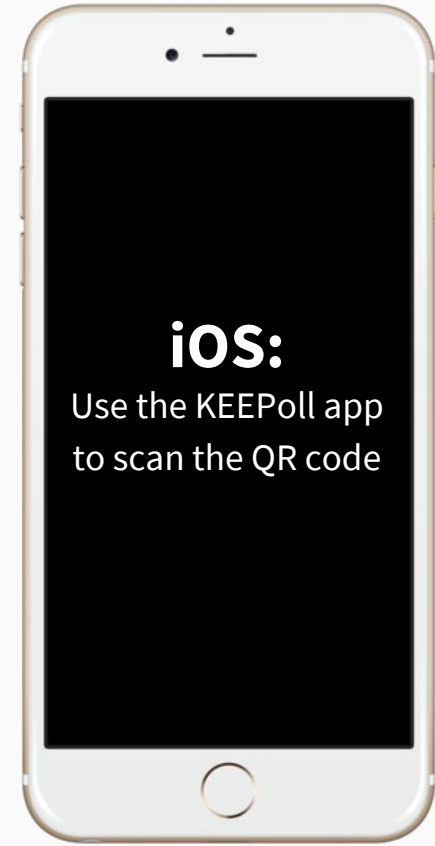
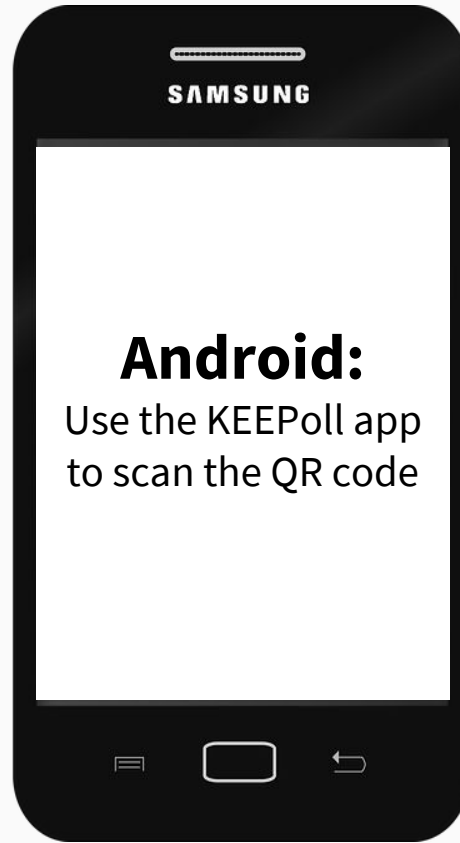


URL: <http://poll.keep.edu.hk/a/1>

Stop Roll Call

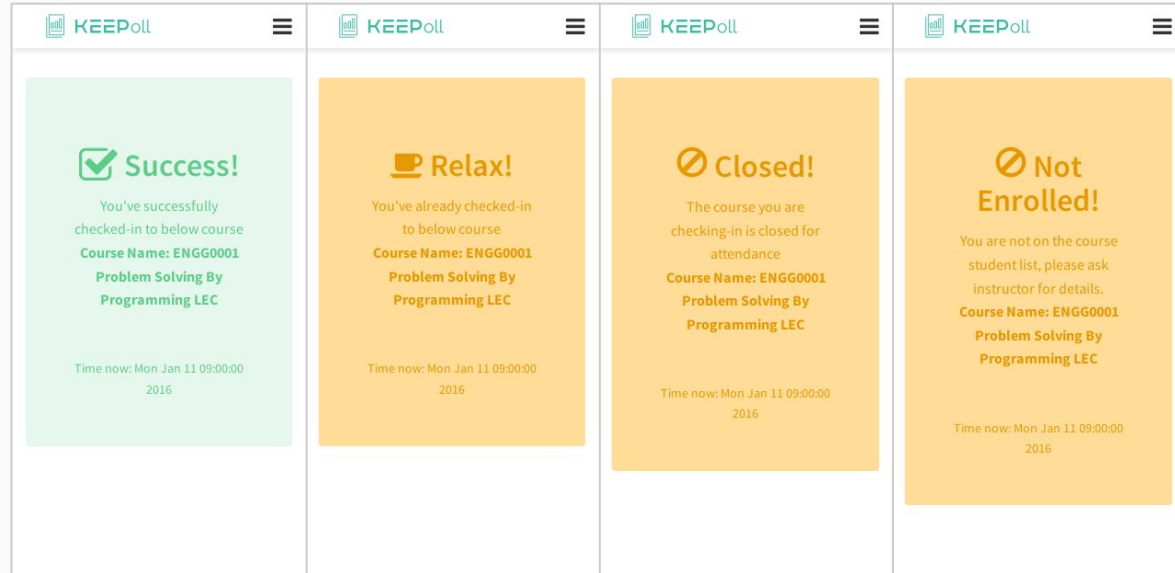
2. Scan the projected QR code using either the KEEPoll app or another QR code reader on your smart devices.

Alternatively, enter the URL in a web browser.



3. Sign in with your KEEP account.

4. You will be notified of your status:



You've successfully checked-in to the course.

You've checked-in the same course for more than once.

Either the course has not yet started, or the teacher has closed the attendance taking.

You are not on the course student list.



Questions?

support@keep.edu.hk

Sign Up for KEEP using CUHK account



1. Scan the QR code; or click **Sign Up** at the top right corner at <https://keep.edu.hk/>.
2. Click create account with **University account** below the form.
3. Click **University account** again and select **CUHK**.
4. Login to CUHK with your credentials.
5. Click **Accept** to allow CUHK to release information to KEEP.
6. Enter your intended username, read and accept the Terms and Conditions, and click **Create**.
7. You can now login to KEEP with your University account.
8. Visit <https://poll.keep.edu.hk/account/attendance> to make sure your KEEP Account is ready for KEEPAttendance



Sign Up for KEEP with your own email



1. Scan the QR code; or click **Sign Up** at the top right corner at <https://keep.edu.hk/>.
2. Enter your intended username, your real name, a valid email address, and a strong password.
3. View and check Terms and Conditions, and click **Sign Up**.
4. Open the email "Activate your KEEP Account", and click the link inside that email to activate your KEEP account.

Please activate your KEEP account within 72 hours.
If you do not see the activation email, please check your Spam folder.
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(continued)
Link CUHK account



5. Scan the QR code to go to your KEEP Profile; or **Login** to <https://keep.edu.hk/>, then click your name on the header and then select "**Profile**".
6. Look for "**University Account**" in your profile.
7. Click the icon then **Link with university account**
8. Select the **CUHK** icon.
9. Login to CUHK.
10. Click **Accept** to release information to be provided to KEEP for verification of your identity.
11. You can now login to KEEP with your University account.
12. Visit <https://poll.keep.edu.hk/account/attendance> to make sure your KEEP Account is ready for KEEPAttendance