

ARISE Attendance Application – Using the Arise Attendance App to mark your Child’s Attendance

Registering as a family user on the Arise Family Portal allows users access to the Arise Attendance application as well. Once the user’s application has been approved, eligibility has been determined, and child has been placed in a subsidized childcare facility, the attendance app may be used to check-in and check-out of the facility, as required.

This check-in and check-out process is used to mark the child’s attendance records.

How to access the Arise Attendance Application?

The Arise Attendance app may be downloaded onto your mobile devices just like any other application. Once downloaded, you will need to log into the app to be able to use it.

How to log into the Arise Attendance Application?

Opening the Arise Attendance app leads to the following screen –

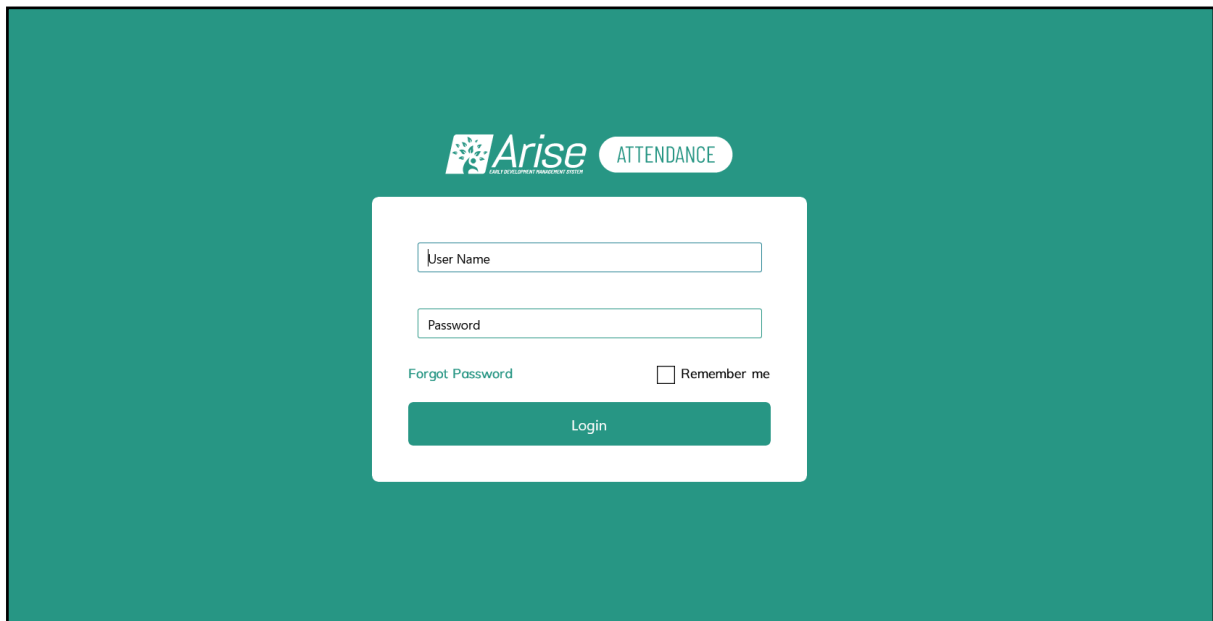
The image shows the login screen of the Arise Attendance mobile application. The background is a solid teal color. At the top center, there is a logo for 'Arise' with a stylized star icon to its left, and the word 'ATTENDANCE' in a white rounded rectangle to its right. Below the logo, there is a white rectangular box containing the login form. Inside this box, there are two input fields: 'User Name' and 'Password'. Below the 'Password' field, there is a link that says 'Forgot Password' and a checkbox labeled 'Remember me'. At the bottom of the white box is a teal button with the word 'Login' in white text.

Figure 1: Login Screen

On this screen:

1. Enter the same credentials that you have used to register on the Arise Family Portal (the email id and password that allow you to log in to the family portal)
2. Click on the 'Login' button to be taken to the Roll Call Management screen

How to Check-in to a Childcare Facility using the Arise Attendance Application?

Logging into the application will automatically take you to the Roll Call Management screen where you will be able to check into the facility when you are dropping your child off for the assigned duration.

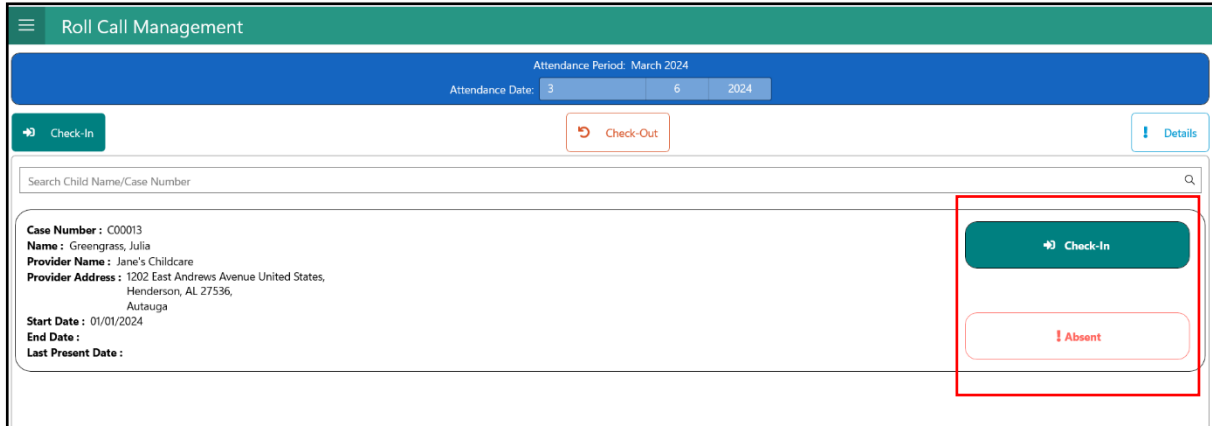


Figure 2: Roll Call Management Screen

On this screen:

1. Click on the 'Absent' button on the right in case your child will not be attending the childcare facility on any particular day
2. A pop-up will appear asking you to confirm your child's absence – Click on 'OK' to confirm the same

OR

3. Click on the check-in button on the right for the following pop-up to appear:

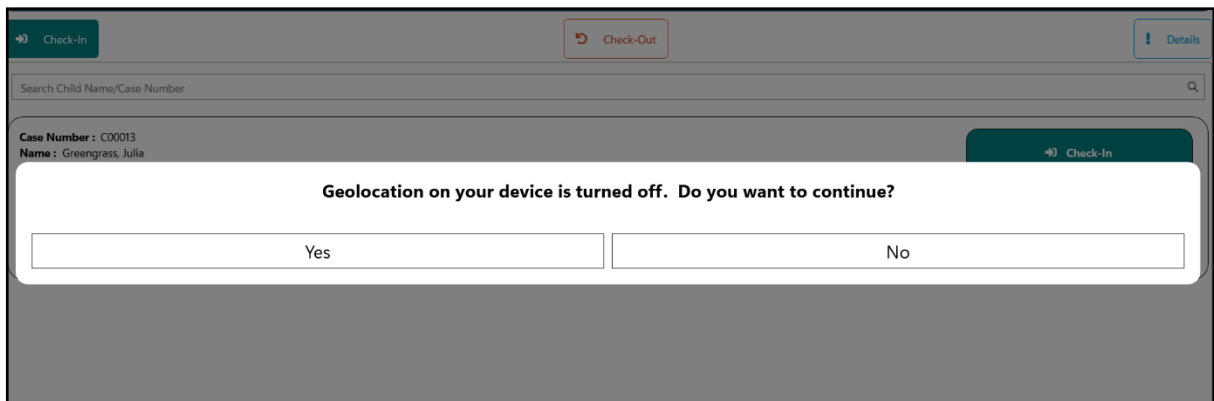


Figure 3: Geo-location confirmation pop-up

4. Click on 'Yes' to proceed OR turn on your device's geolocation settings, if preferred, to proceed without this pop-up
5. Clicking on 'Yes' will lead you the app to activate the camera scanner on your mobile device
6. Using the camera scanner, you will need to scan the barcode provided by the childcare facility to confirm your child's attendance

- Once the barcode has been scanned, your child's attendance will be automatically recorded

How to Check-out of a Childcare Facility using the Arise Attendance Application?

- Log into the Arise Attendance App to access the Roll Call Management Screen
- Click on the 'check-out' button towards the top of the screen to be directed to the following screen:

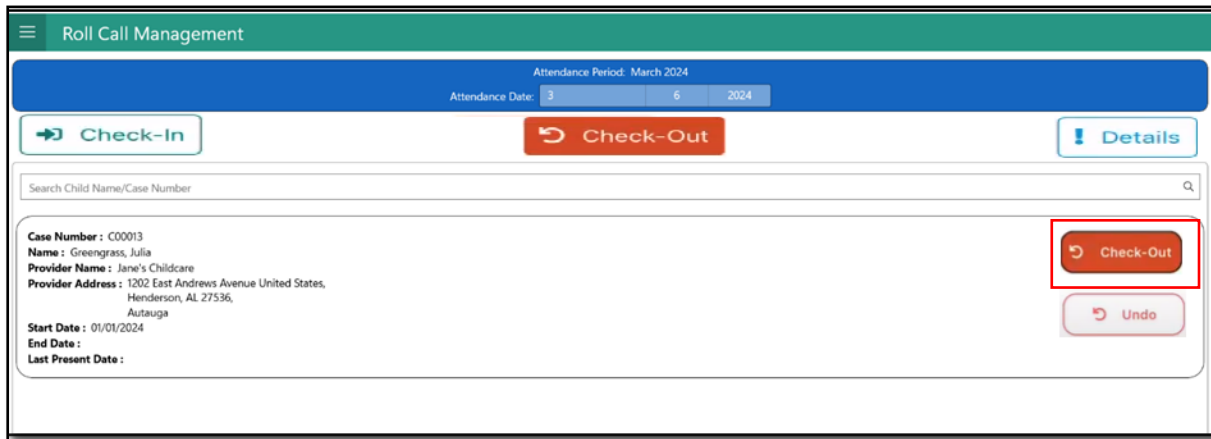


Figure 4: Check-out screen

On this screen:

- Click on the check-out button on the right side of the screen for the app to activate the camera scanner on your mobile device
- Using the camera scanner, you will need to scan the barcode provided by the childcare facility to confirm that you are checking out of the facility
- Once the barcode has been scanned, your child will be automatically checked out of the facility

How to view Attendance Details using the Arise Attendance Application?

- Log into the Arise Attendance App to access the Roll Call Management Screen

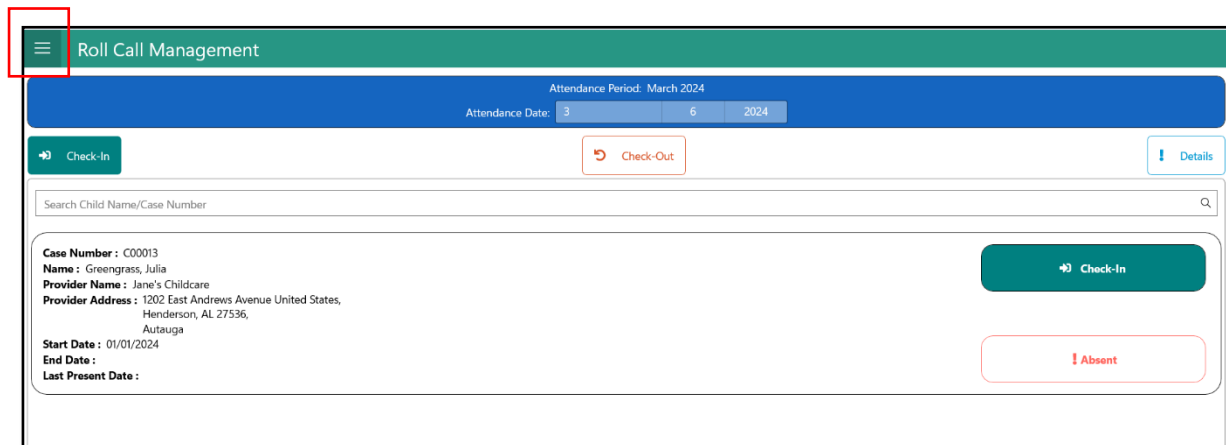


Figure 5: Roll Call Management screen

On this screen:

1. Click on the menu button on the top left corner of the screen to view the following options:

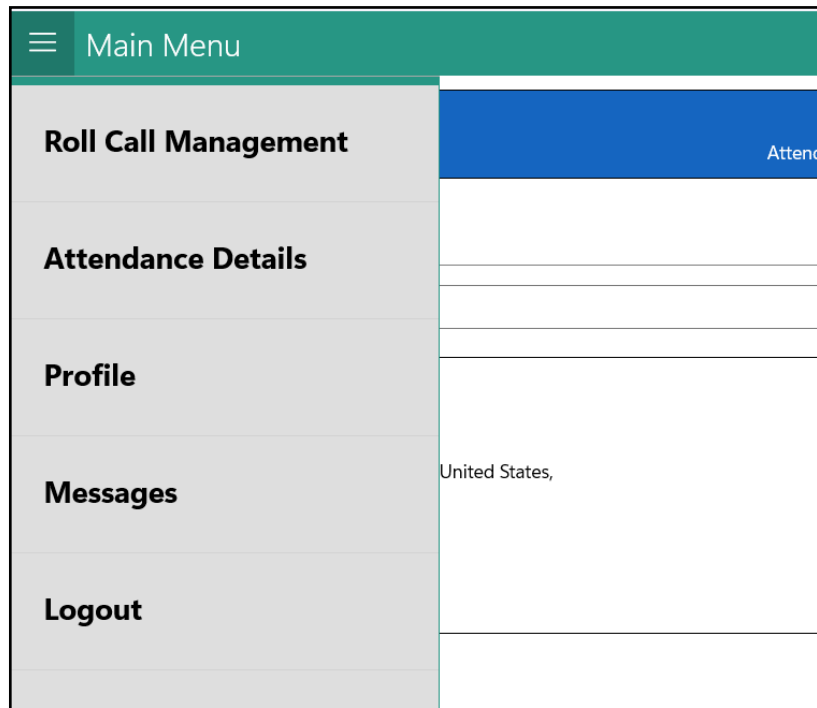


Figure 6: Main Menu options

Of these options:

1. Click on Attendance Details to be taken to the following screen:

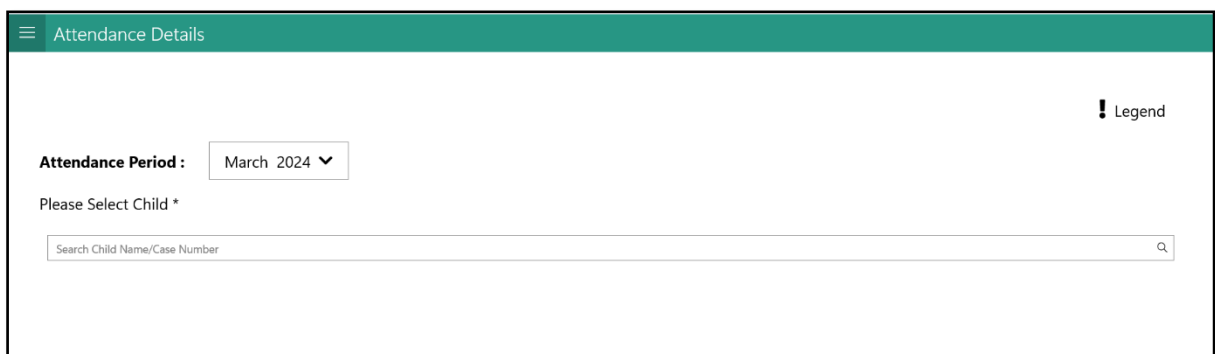


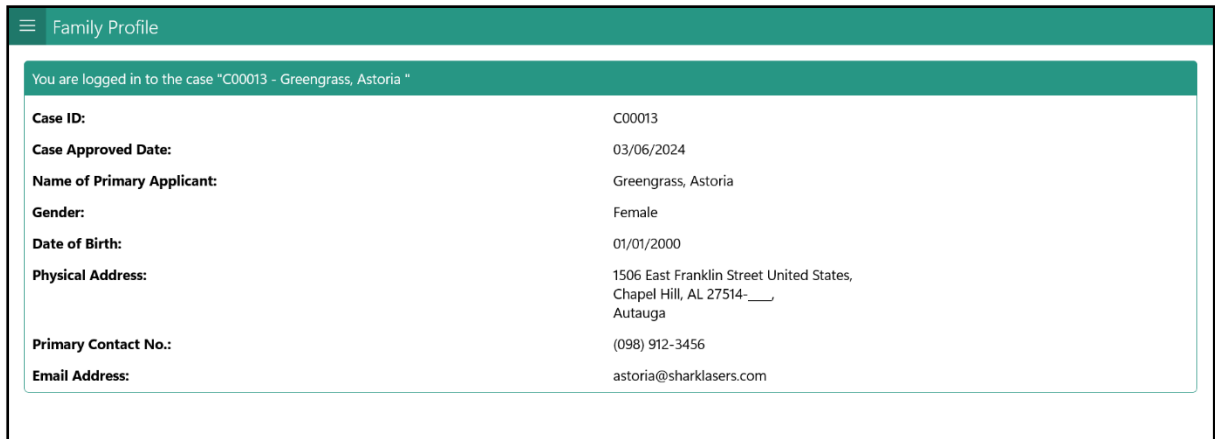
Figure 7: Attendance Details screen

On this screen:

1. Select the appropriate attendance period using the dropdown menu to view attendance details of a specific month

How to view your Profile/Messages using the Arise Attendance Application?

1. Log into the Arise Attendance App to access the Roll Call Management Screen
2. Click on the menu button on the top left corner of the screen to access the main menu options (Refer to Figure 6)
3. Click on Profile to view your family profile as follows:



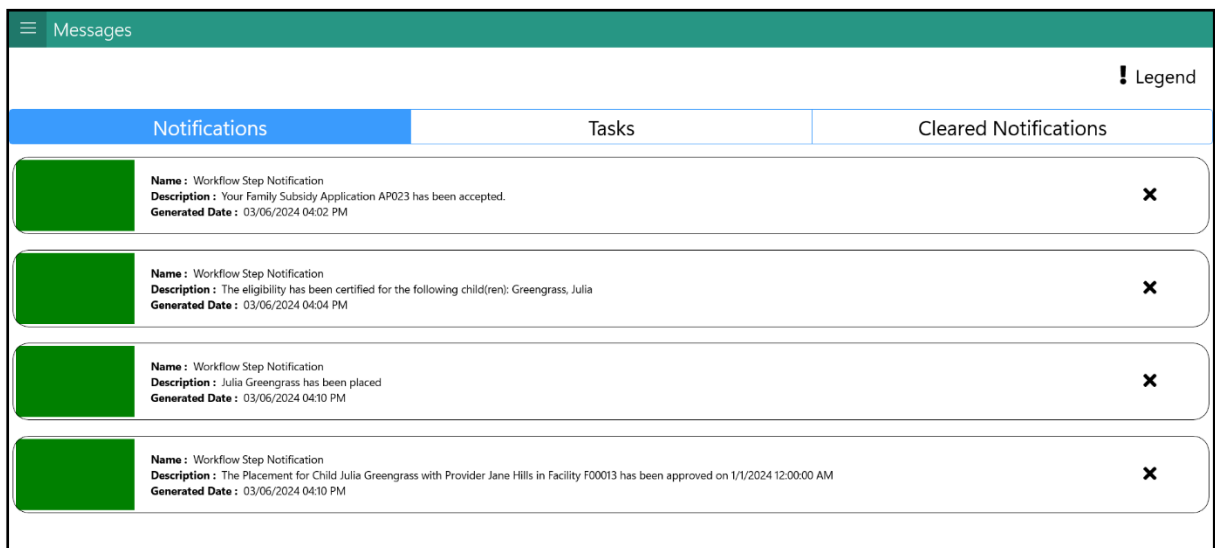
You are logged in to the case "C00013 - Greengrass, Astoria"	
Case ID:	C00013
Case Approved Date:	03/06/2024
Name of Primary Applicant:	Greengrass, Astoria
Gender:	Female
Date of Birth:	01/01/2000
Physical Address:	1506 East Franklin Street United States, Chapel Hill, AL 27514-____ Autauga
Primary Contact No.:	(098) 912-3456
Email Address:	astoria@sharklasers.com

Figure 8: Family Profile

Any changes made to your profile on the Family Portal will be reflected on this screen as well.

Similarly, using the same main menu options (Refer to Figure 6):

4. Click on Messages to view your messages as follows:







Messages		! Legend
Notifications	Tasks	Cleared Notifications
 <p>Name : Workflow Step Notification Description : Your Family Subsidy Application AP023 has been accepted. Generated Date : 03/06/2024 04:02 PM</p>		X
 <p>Name : Workflow Step Notification Description : The eligibility has been certified for the following child(ren): Greengrass, Julia Generated Date : 03/06/2024 04:04 PM</p>		X
 <p>Name : Workflow Step Notification Description : Julia Greengrass has been placed Generated Date : 03/06/2024 04:10 PM</p>		X
 <p>Name : Workflow Step Notification Description : The Placement for Child Julia Greengrass with Provider Jane Hills in Facility F00013 has been approved on 1/1/2024 12:00:00 AM Generated Date : 03/06/2024 04:10 PM</p>		X

Figure 9: Messages

All tasks and notifications, as seen on the landing page of the family portal, will be visible on this screen as well.

How to log out of the Arise Attendance Application?

1. Click on the menu button on the top left corner of the screen to view the main menu options:

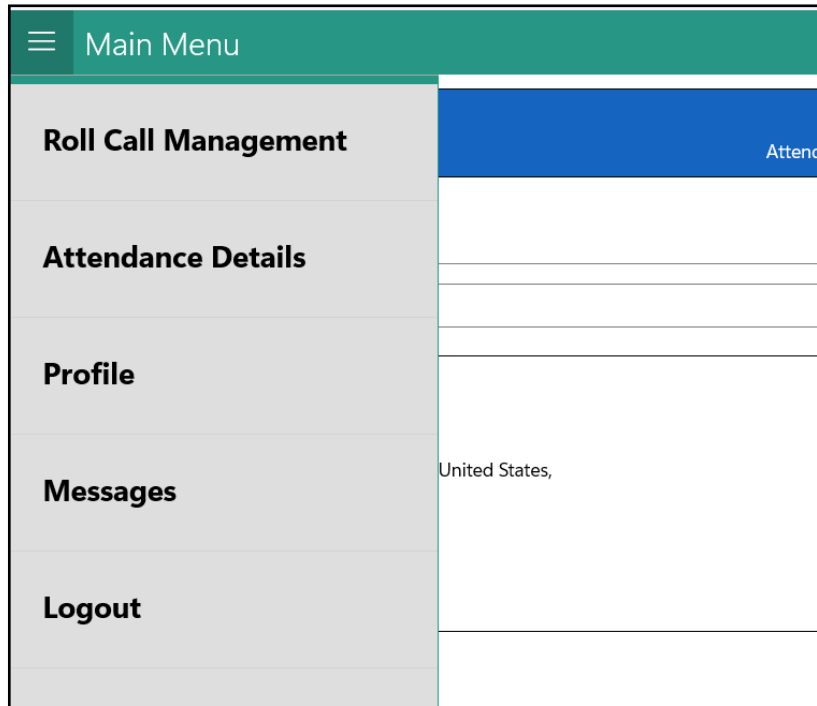


Figure 10: Main Menu option

2. Click on 'logout' to log out of the application and be directed back to the log in screen