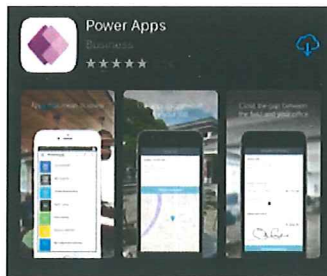


how to **get** the **Check-In Check-Out** Power App

Step 1 - Download App

From an iPhone

Download the PowerApp app from the **App Store** (Search for "Power Apps")

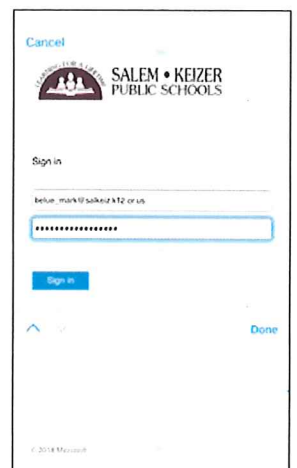
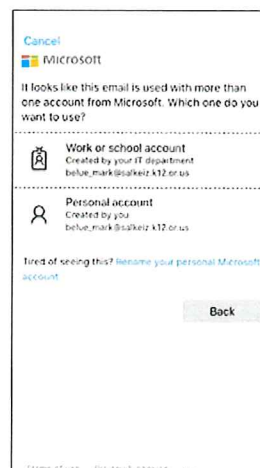
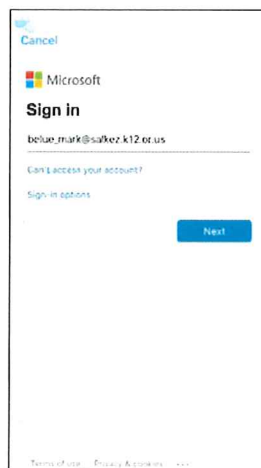


From an Android

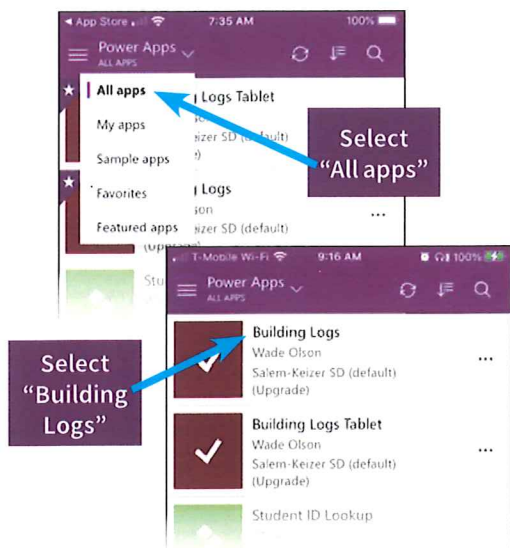
Download the PowerApp app from the **Play Store** (Search for "Power Apps")

Step 2 - Log in

1. Open the App and follow the prompts to login. **Use your full district email address**
2. You will need to progress through a couple of different screens, enter your district email address a second time, and finally enter your password where you see the Salem Keizer Public Schools Sign in



how to use the **Check-In Check-Out** application



Step 1 - Open Power App

1. Open the **Power App** application on your mobile device.
2. Be sure to select **All apps** from the drop-down in the upper left
3. Select **Building Logs** to open this Power App
➔ If you receive an “Almost there ...” message like this click “Allow” (This message appears the first time you use the App)

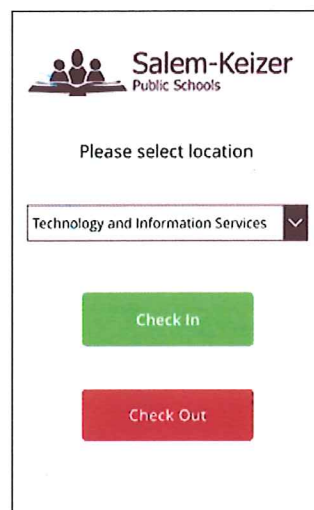


Step 2 - Select Location

1. Open the Location Selection pull-down box
2. Scroll through options to find and select your location

Step 3 - Check In

Click on the **Check In** button



Step 4 - Check Out

Click on the **Check Out** button