



# Raptor University

## Raptor System Kiosk Training

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Instructor:

# Kiosks – Sign In Volunteer

Volunteers can sign in via the kiosk by scanning the 2D barcode that is on their government-issued ID or by entering their name. If *Activate Secure Kiosk* is enabled, volunteers can only sign in by scanning the 2D barcode on their government-issued ID.

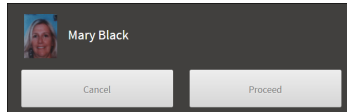
1. On the Kiosk Welcome screen, click **Sign In** and then select **Volunteer**.

2. Select a sign in method: **Type in Name** or **Scan License**.

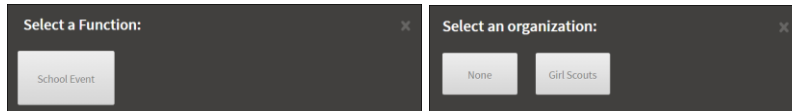
**Note:** The volunteer must have previously been scanned into the Raptor system or have an official record to scan license.

3. Enter your name and click **Find**, or scan the barcode on the back of your ID.

4. Click **Proceed** or select your name.



5. Click the function and organization.



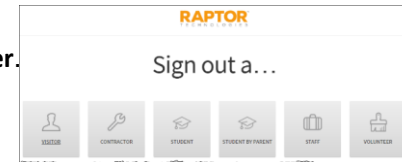
6. Click **OK** on the *Sign In Successful* dialog and a badge is printed.



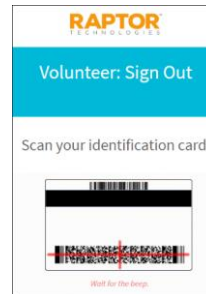
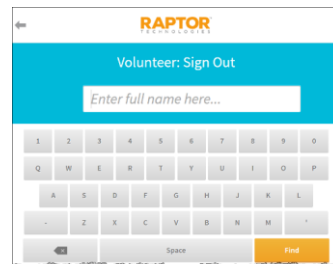
# Kiosks – Sign Out Volunteer

Volunteers can sign out by scanning the 1D barcode that is printed on their volunteer badge or the 2D barcode on their government-issued ID, or by entering their name.

1. On the Kiosk Welcome screen, click **Sign Out** and then select **Volunteer**.
2. Select a sign in method: **Type in Name** or **Scan License**.



3. Enter your name and click **Find**, or scan the barcode on the back of your ID.



4. On the search results dialog, click **Proceed**.
5. Click **OK** on the *Sign Out Successful* dialog.

