**Sign in Teacher Instructions**

1. Type in **YOUR** code in the space provided (if necessary, use the mouse to click inside the space to start typing). Codes are **case** **sensitive** and consist of a series of one capital letter and two numbers.
2. Use the mouse to **click** on the “**SIGN IN**” button (Enter key will not work). If accidently clicked on “**Print Absent/ Tardy Teachers**” do not worry. Just **click** on the **X** of “**Enter Administrator code**” window.
3. You will be prompted to answer whether or not you are the person whose code you have entered. Either click on “**Yes**” or “**No**”.

**NOTE**: Clicking “**Yes**” will sign in the person shown. “**No**” will cancel the sign in process and start over.

1. The printer will begin printing, Screen will clear on its own and will be ready for the next person.

**Printing Absent/Tardy Teachers**

1. To print Absent/Tardy Teachers, **click** on “**Print Absent/Tardy Teacher**” button.
2. You will be asked to input **administrator code** ***Administrator code is “-1”***
3. **Click** on “**Enter**” button to print list of teachers.
4. **Click** on “**Exit**” button to close the program. (**Last**)
5. When retrieving list from printer press on the “**FEED**” button on the printer to feed in some paper for proper cutting. **Press** for around 2 seconds.
6. **Carefully** rip list from printer.

**NOTE**: Computer can be left **ON** as it will reset itself once program exits.