Region 7 - How To Remote Check In

You can now "Check In" to an online workshop even if you are attending virtually! That's right, if you are not in person, that's not a problem!

All you do, is register for your Webinar and distance learning workshop and attend! During your online workshop, a "Remote Check-In Code" will be shared with you. Simply log in to the Professional Development System, click on "Remote Check In" and Check in using the code provided. Follow the step-by-steps notes below to check in remotely.

To Check-In for a Webinar or Distance Learning Workshop:

1. Register for the Workshop.

2. Receive "Remote Check-In Code" from the Workshop Presenter/Contact

3. Log in to Region 7.

4. Click on "Remote Check In" (This will appear on the Region 7 Menu bar)
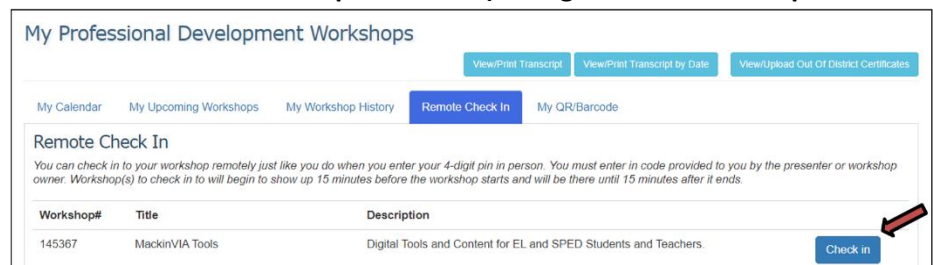   *You will be directed to the Remote Check-In page.*
   A listing of your registered online workshop that will be starting within the next 15 minutes will appear.
   The online workshop will appear 15 minutes before the workshop start time (throughout the workshop and will remain visible for 15 minutes after the session end time)

5. Click on "Check In"

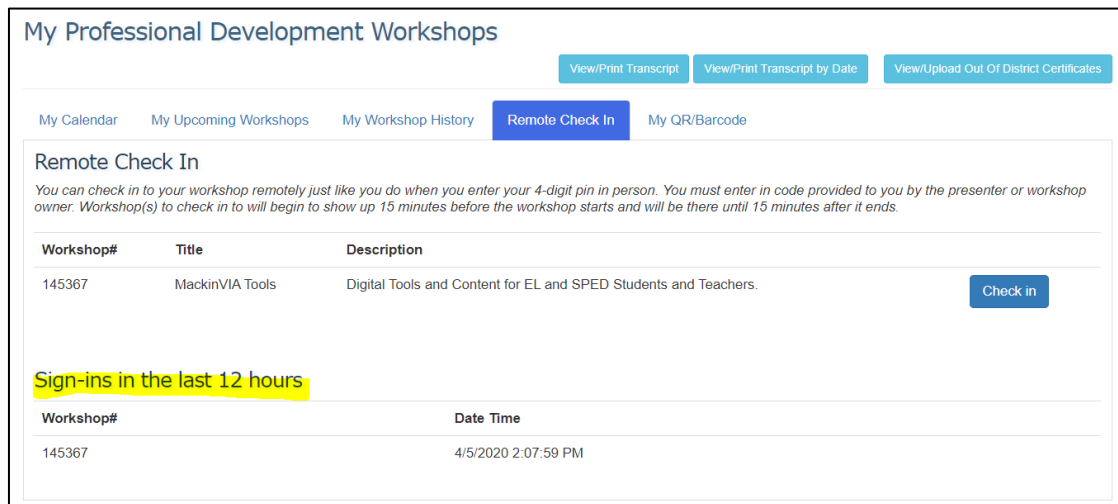6. Enter the Remote Check-In Code and Click Submit

   A message will display to confirm you have checked in successfully.

Frequently Asked Questions:

1. How do I receive the code to check in for a webinar or distance learning workshop?
    a. During your webinar or distance learning workshop, the "Remote Check In Code" will be shared with you.
2. When can I check in for a webinar or distance learning workshop?
    a. The "Remote Check In" tab will appear 15 minutes before the workshop start time, throughout the workshop, and 15 minutes after the session end time.
3. Can I check in for the webinar or distance learning workshop without registering for the workshop?
    a. You MUST register for the workshop in order to have the option to "Remote Check In".
4. How can I confirm that I checked in for the webinar or distance learning workshop?
    a. You will receive a message that says you have successfully checked in. Within the Remote Check In tab, you will also see a listing of "Sign-ins in the last 12 hours" that you have signed in for.

    (see image below)

5. What if I attended the webinar or distance learning workshop, but did not use the "Remote Check In Code" to check in and do not have credit for this workshop?
    a. Please contact the designated Workshop Contact(s) from the Workshop Details page to request to be checking in manually.