# How to Check-In for a Workshop Using Your Computer

In order to receive credit for attending the workshop, you must use the OmniTrack check-in process. This is similar to a digital sign-in sheet.
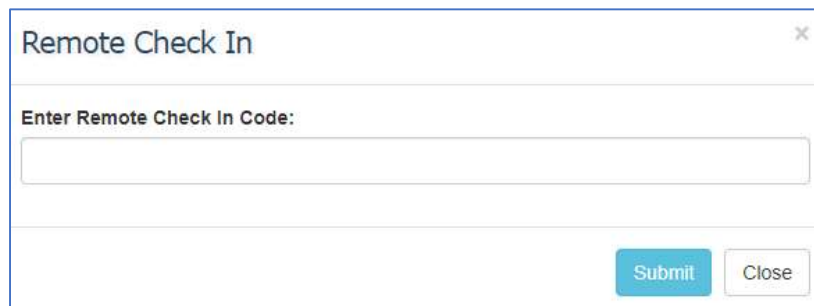
To check-in, login to OmniTrack and click on the **Remote Check In** option in the upper banner:

This will bring you to the remote check-in screen. Here you will see a listing of workshops you are registered to attend. Click the **Check In** button for the workshop:
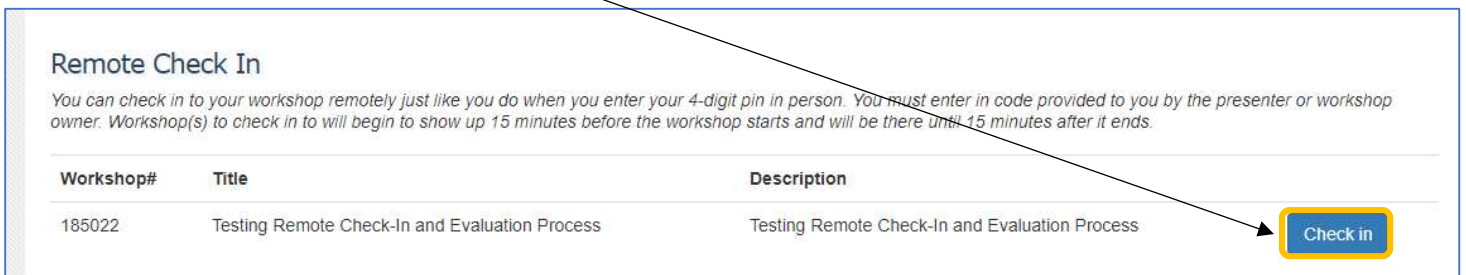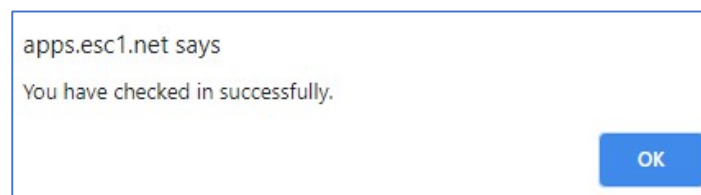

You will receive a pop-up asking you to enter your check-in code. **Enter the check-in code provided to you by the workshop presenter** and click **Submit**:

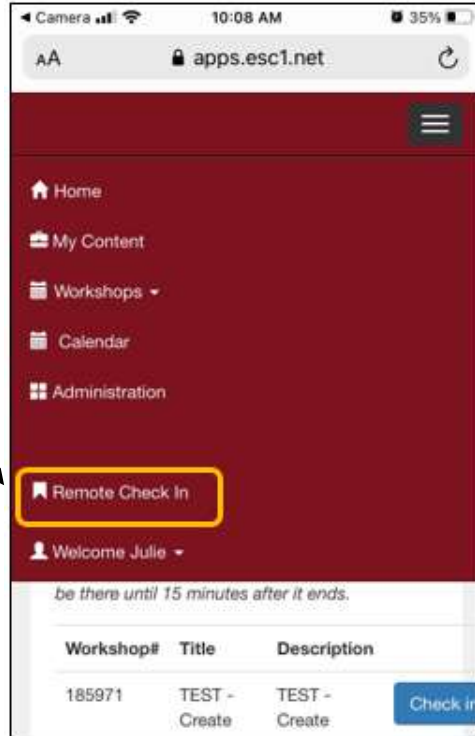You should receive a message that you successfully checked-in:

If you do not have your computer with you, you can perform the same check-in process using your smart phone. The following page will take you through those instructions.
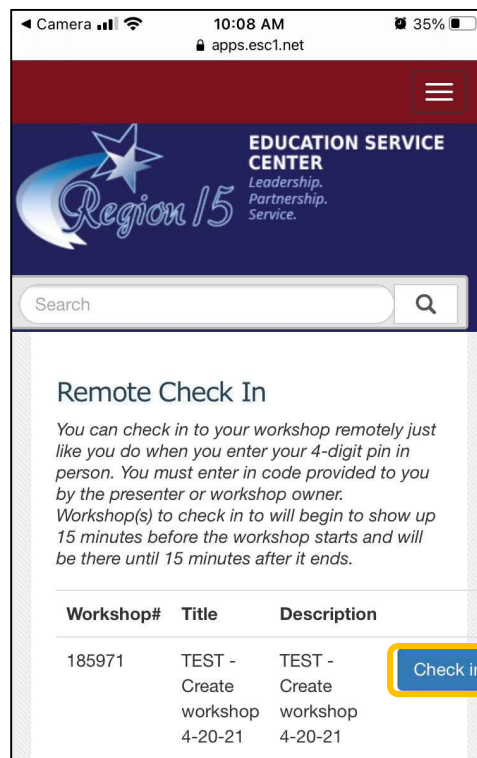
How to Check-In for a Workshop Using Your Smart Phone

Open your internet browser and navigate to the ESC Region 15 website. Login to OmniTrack.
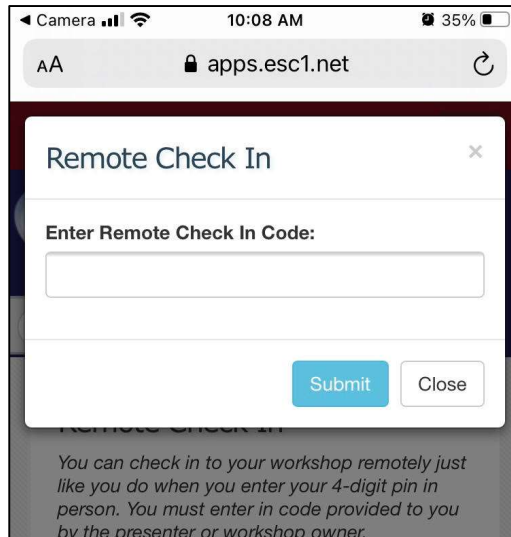
Once you are logged in, click on the three lines in the upper right corner to drop-down the menu options. Select the **Remote Check In** option from the menu:

Next, click on the blue **Check In** button for the workshop you are attending:

The workshop presenter will give you a **check in code** to enter here. Then click **Submit**:

You should receive a message letting you know you checked in successfully: