

Make Sure You Get Credit for Monitoring

To ensure you get credit for monitoring: On the days you monitor, **check to make sure your Rec Card # is highlighted in green on the computer on the desk.**

1. Click the red oval
2. Scan your badge on the Rip N Sew scanner
3. Move to the rec center scanner and scan your badge
4. Click on the Rip N Sew text shown below your rec center picture
5. Then walk around to the other side of the desk where the scanners sit and look for your name and number.

If your number is not green:

1. Go back to the Rip N Sew monitor sign in screen
2. Click the red oval (with the mouse) and
3. Then scan your badge again

If you realize that the person who signed in behind you has credit for your monitoring, sign in correctly, and prepare an IMS Action Form to have the IMS team fix the error on the other person.

Using the Scanners: If you visit in the morning and then again afternoon (or stay all day), you should be scan on both scanners in the morning and afternoon.