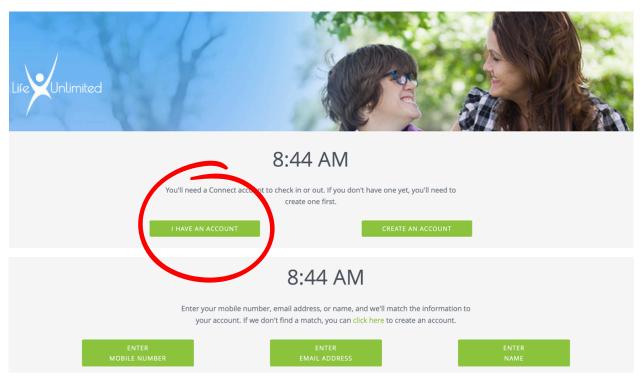
How To: Use The Check In/Out Kiosk

Step 1: Go to the kiosk, the front screen should look like the photo below.

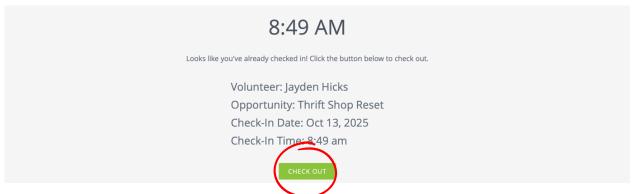
Step 2: You should already have an account in GD so click the button that says "I have an account"



Step 3: Enter your phone number, email, or name associated with your account, then click Submit followed by "This is me" once your information pops up.

	8:48 AM	
Click "Check in" for your current shift. Note that you can also look for opportunities not listed here, and you can view any past shifts you've worked.		
My Upcoming Shifts		VIEW OTHER OPPORTUNITIES
OPPORTUNITY NAME \$	SHIFT BEGINS \$	OPTIONS
Thrift Shop Reset	Oct 13, 2025 @ 2:00pm	CHECK IN
	SHOW PREVIOUS SHIFTS	

Step 4: The opportunity that you are scheduled for should automatically pop up. Click "Check In" then on the next page you click the CHECK IN NOW dropdown to check in at a custom time/shift time



Step 5: **CHECKING OUT-** You will repeat the same process as above to log in, then you will see an green button that says "Check out" then "Check out now"