

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”

Life Unlimited

8:44 AM

You'll need a Connect account to check in or out. If you don't have one yet, you'll need to create one first.

I HAVE AN ACCOUNT CREATE AN ACCOUNT

8:44 AM

Enter your mobile number, email address, or name, and we'll match the information to your account. If we don't find a match, you can [click here](#) to create an account.

ENTER MOBILE NUMBER ENTER EMAIL ADDRESS ENTER NAME

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	ACTION
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

8:49 AM

Looks like you've already checked in! Click the button below to check out.

Volunteer: Jayden Hicks
Opportunity: Thrift Shop Reset
Check-In Date: Oct 13, 2025
Check-In Time: 8:49 am

CHECK OUT

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”