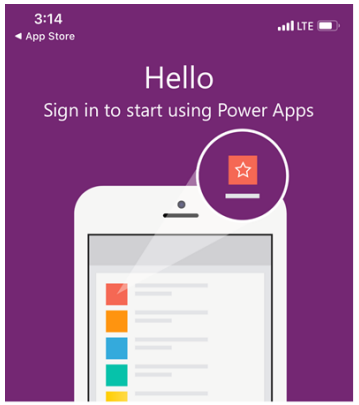
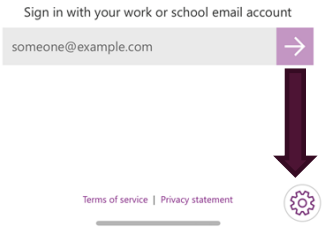
POWERAPPS - ICHECK

HOW TO USE THE POWERAPPS – ICHECK FEATURE

POWER APPS SIGN ON

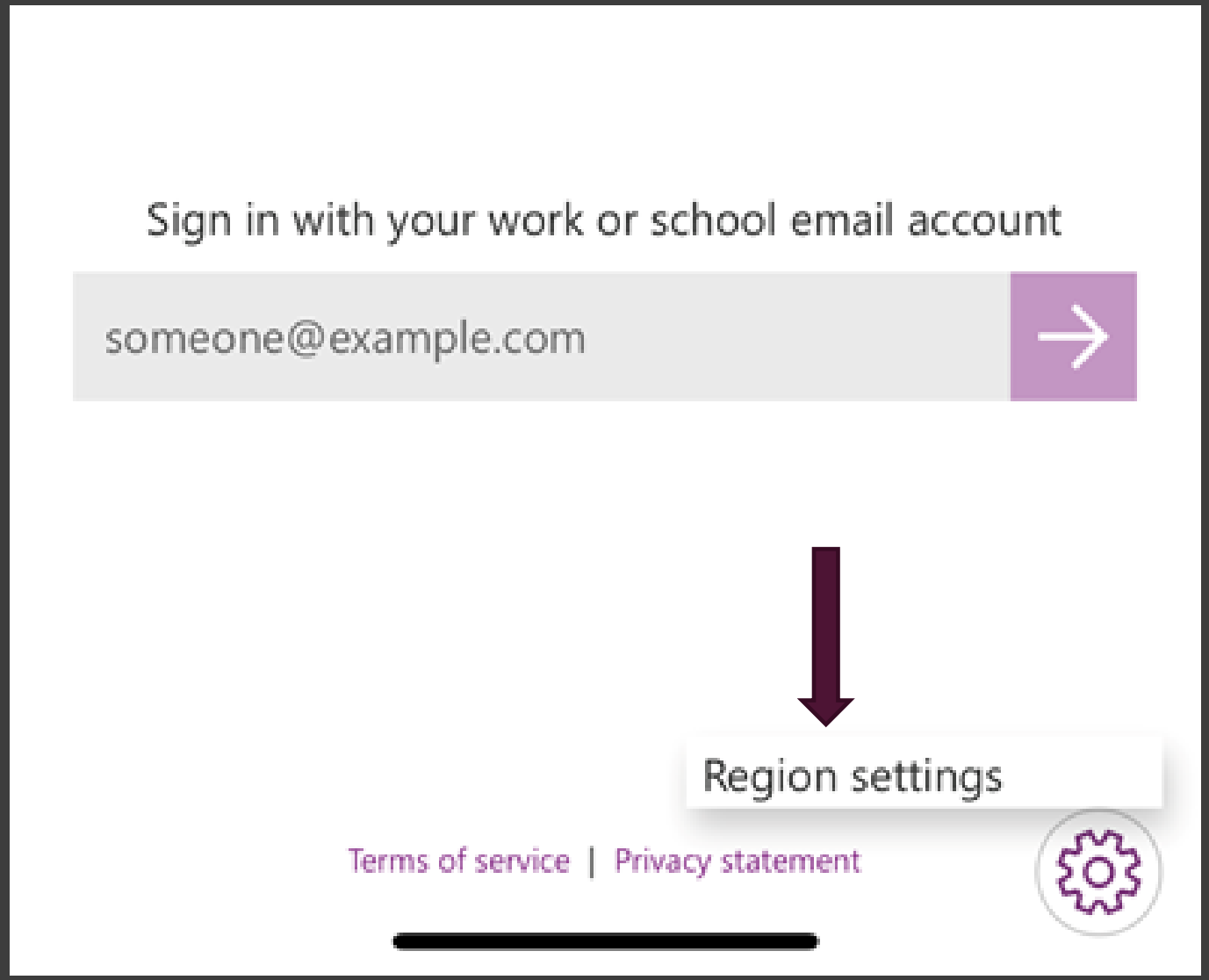
- Once the application has downloaded, please open it.
- The application will open to this page.
- BEFORE you enter your information the next steps are CRUCIAL.
- Select the Settings button in the lower right hand corner.





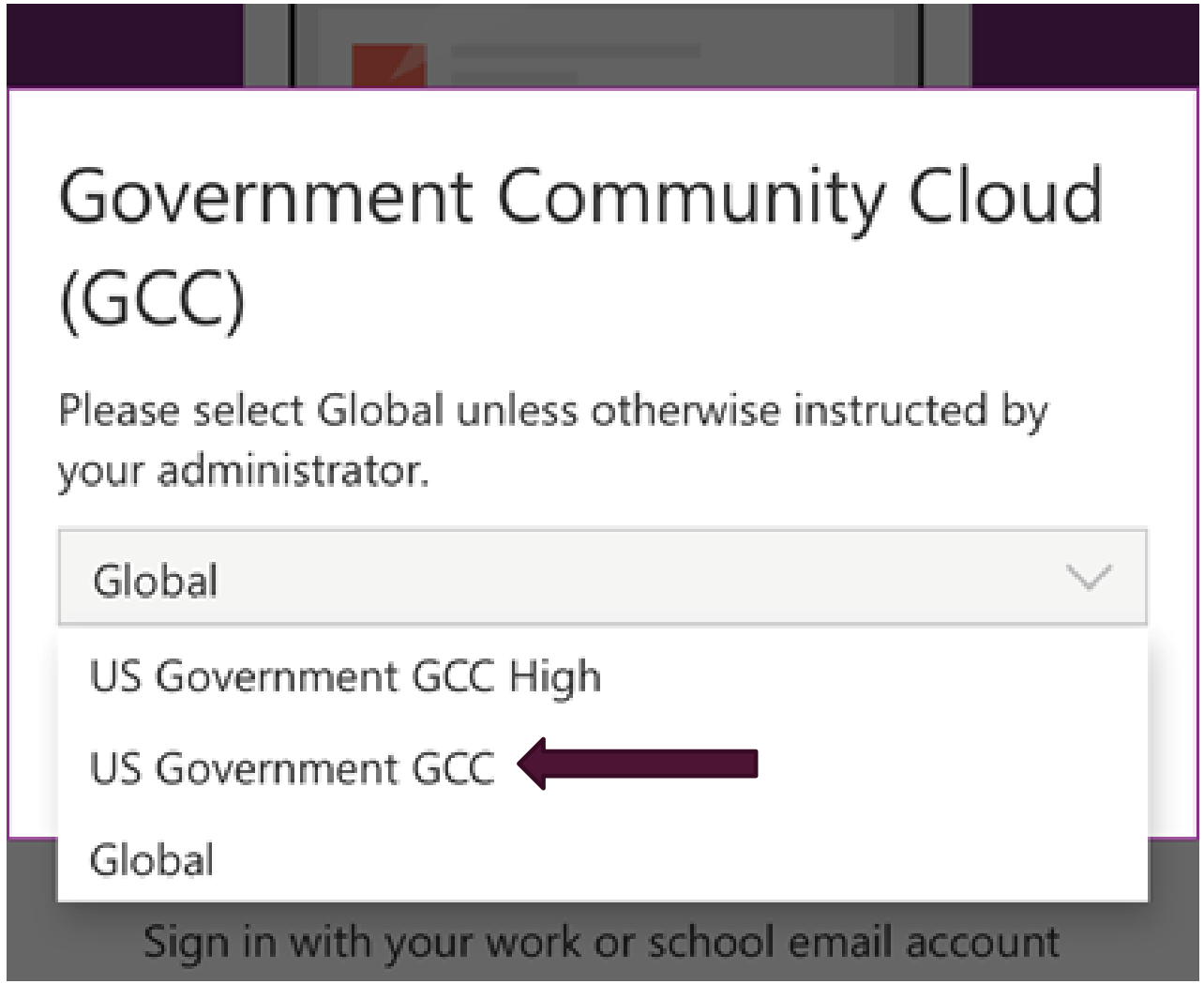
CORRECT SETTINGS BEFORE SIGN IN

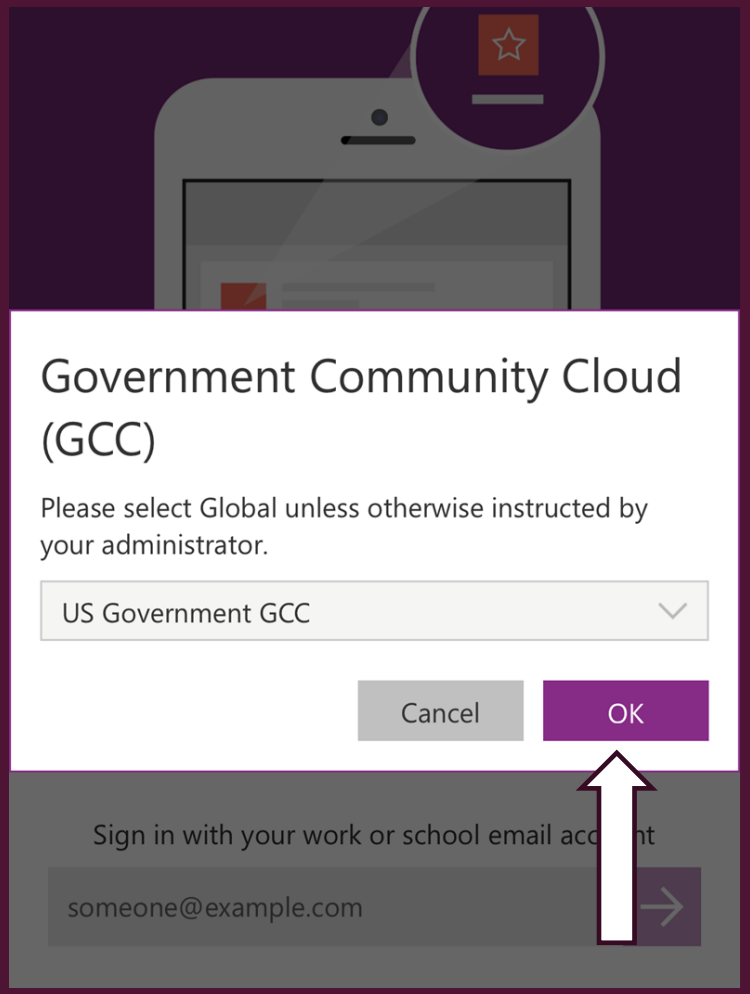
- After selecting the settings button, it should present the option shown on the screen.
- Select Region Settings.



CORRECT SETTING

- After selecting Region Settings, the screen shown should appear.
- **Select US Government GCC**



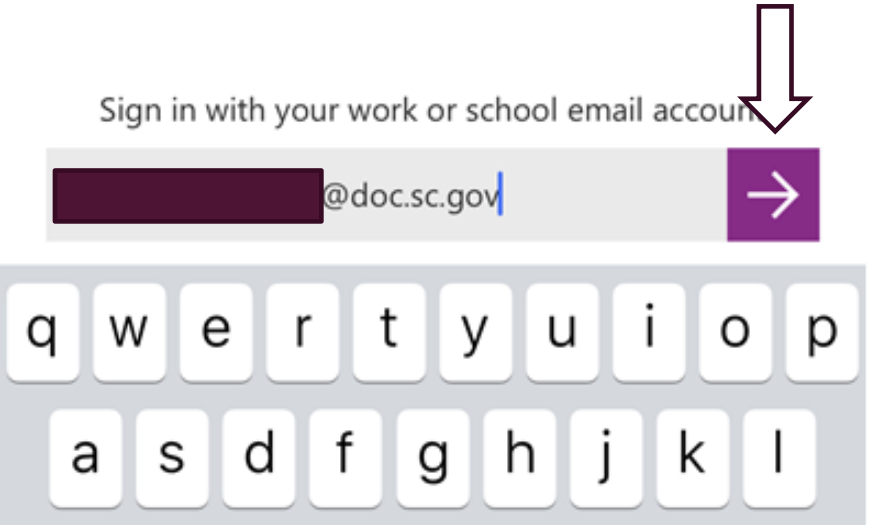


CORRECT SETTINGS CONT.

- After choosing the correct setting: US Government GCC
- Select OK as indicated
- After selecting OK, it will return you to the home screen

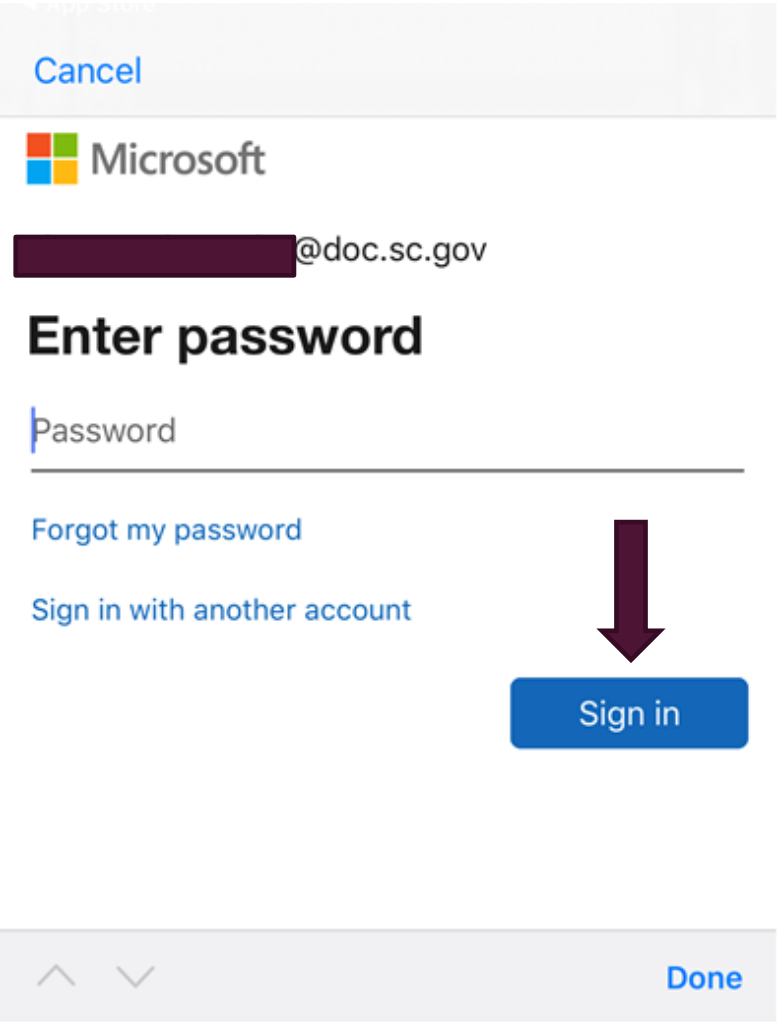
SIGN IN

- Once returned to the home screen, sign in with your SCDC email.
- After typing in your full SCDC email, select the purple arrow.



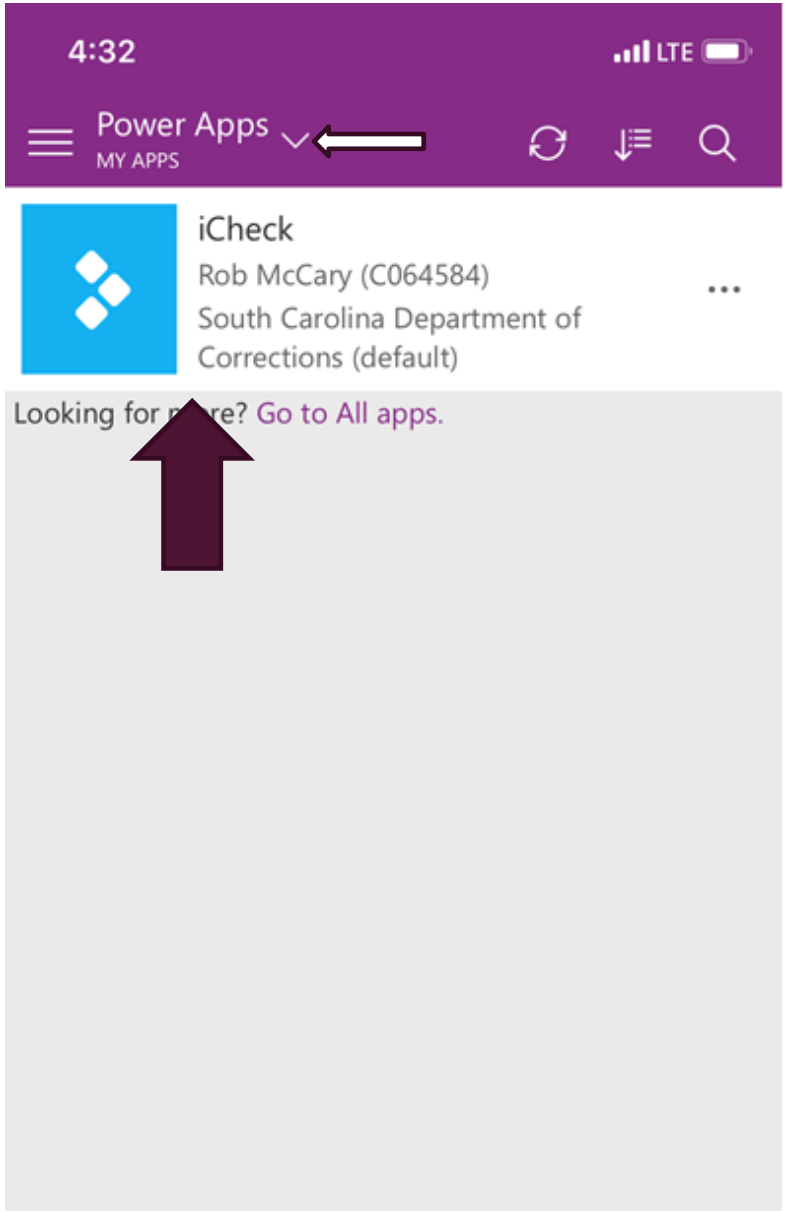
SIGN IN CONT.

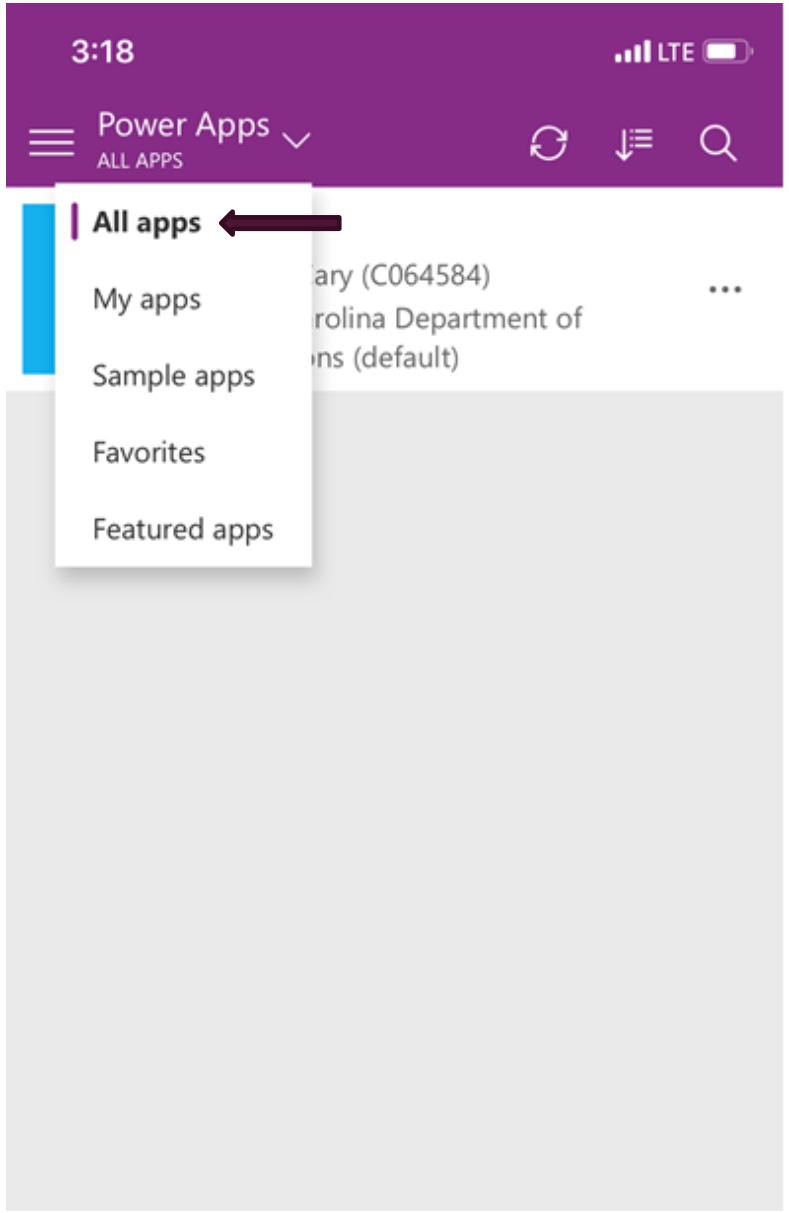
- After entering your email and selecting the arrow, it will direct you to this screen
- Enter your SCDC password
- Select "Sign In"



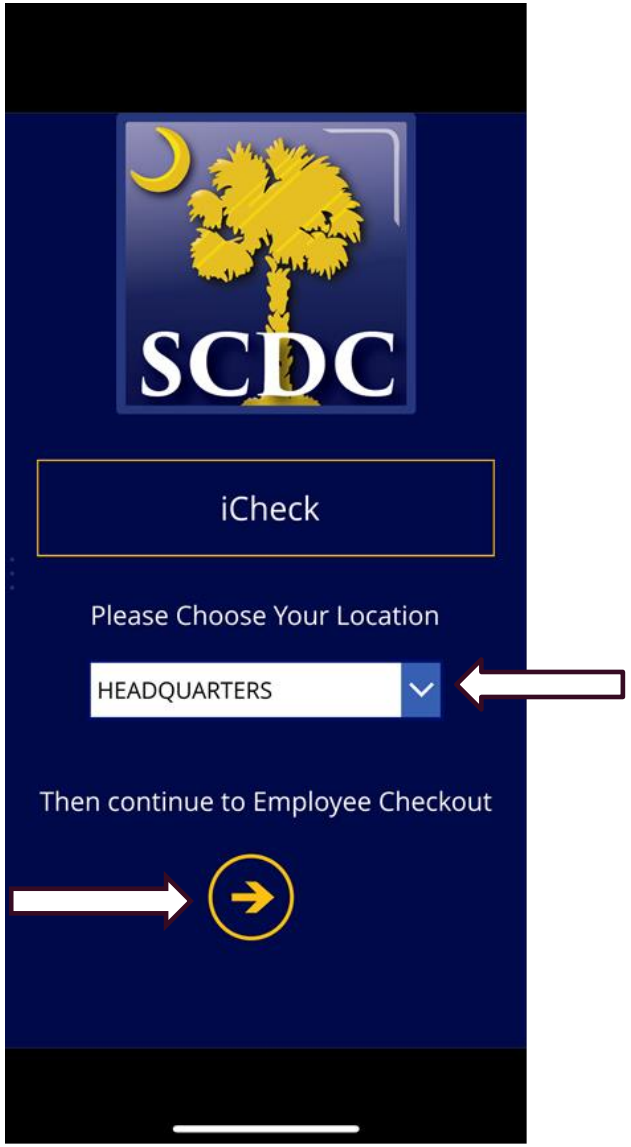
OPEN ICHECK

- The iCheck application should appear on your screen
- However, if it does not you may need to select the All Apps to find it.
- Select the iCheck application to enter





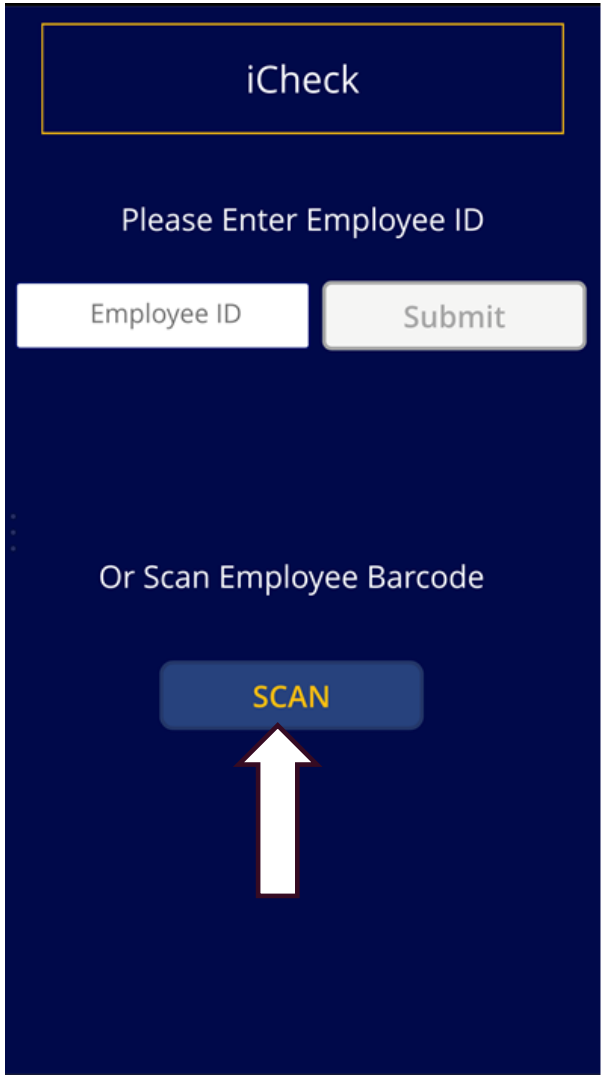
ICHECK APPLICATION

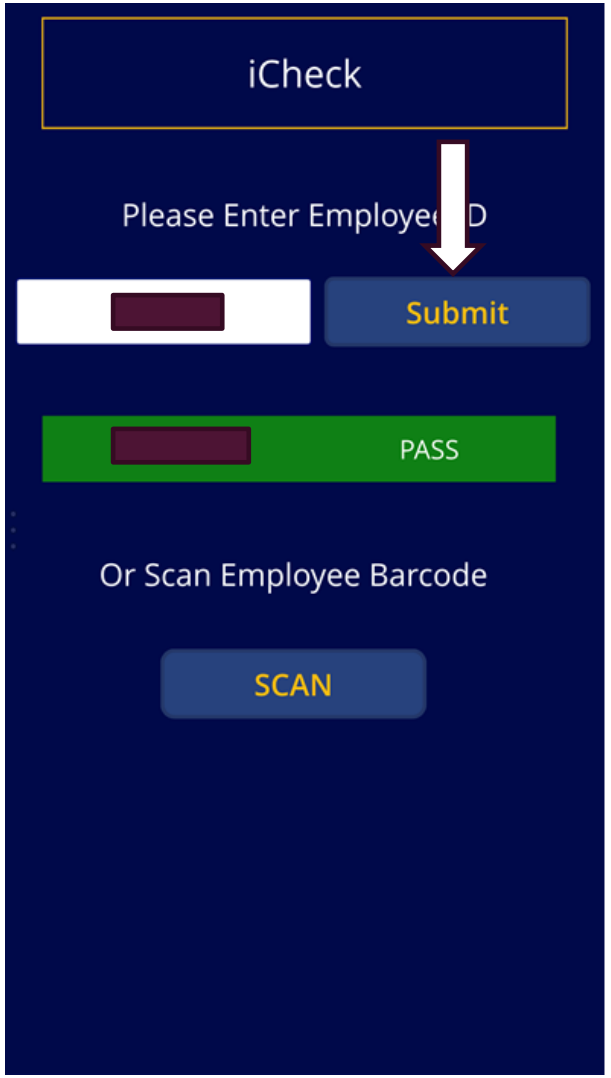


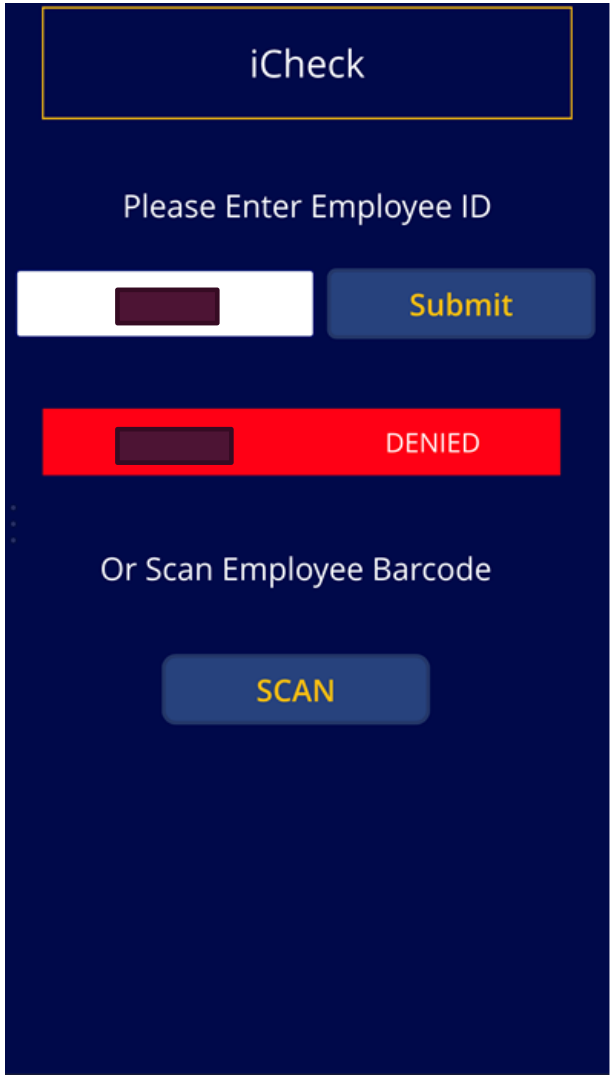
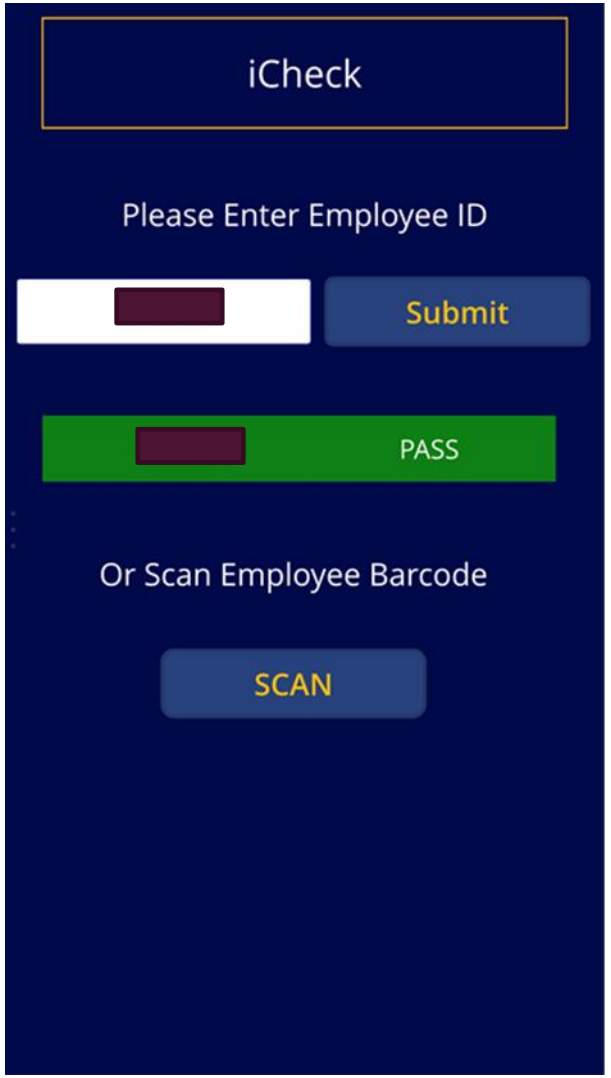
- After selecting the iCheck application it will bring you to this screen.
- From the drop down selection, choose your institution/place of work
- Example: Headquarters
- Select the arrow to move forward

ICHECK APPLICATION

- After selecting the arrow to move forward, you will be brought to this screen
- If an employee has a barcode on their badge then you may choose the scan option
- If there is no barcode, you will need to manually enter the employee ID and select submit
- Note: The Employee ID # is the # found on the employee's badge.





CLEARED/NOT CLEARED

- The screenshots to the left provide an example of what should appear after an ID has been scanned or manually entered.
- If the DENIED appears and is colored RED then that employee should not be granted entrance into the institution and is being monitored by the COVID Call Team
- If the PASS appears and is colored GREEN then that employee is cleared to enter into the institution.