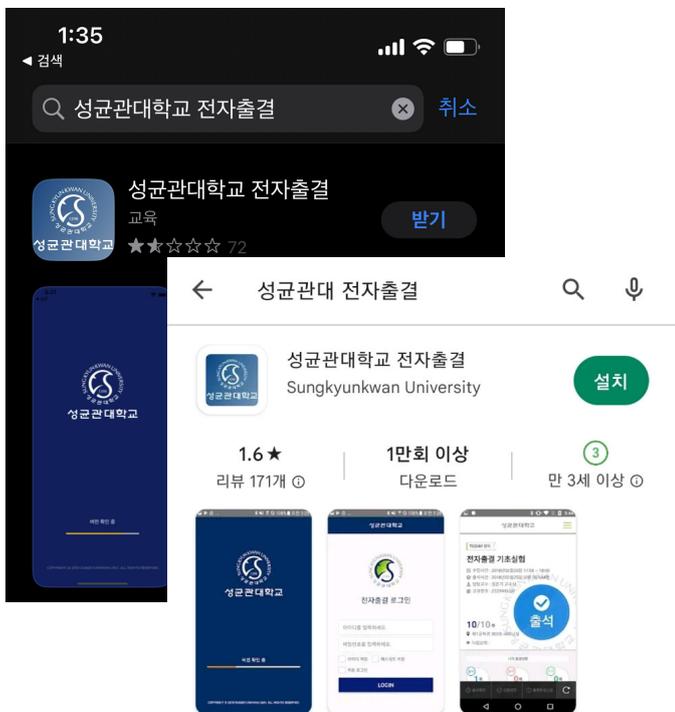


How to check your attendance with the SAM app

1 Install the SKKU-Attend App



성균관대학교 스마트 출결관리 시스템을 통해 학생들이 전자출결을 진행할 수 있도록 서비스를 제공합니다.



Open the App Store
(Google Play Store,
Apple App Store)

Search and install the
Smart Attendance
Management App (SAM)

Search for

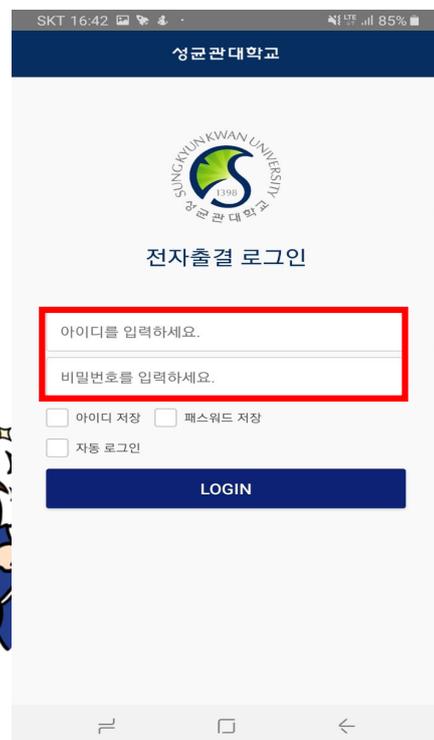
“ SKKU Attendance
(성균관대 전자출결) ”

2 Open the SKKU-Attend App



Due to the device security
policy, only one single
device and ID per day is valid.

Log in the app
With your own
Kingo portal
ID and PW



※ You can also log in with the Kingo Portal ID and PW in the
SKKU smart attendance system website (<https://attend.skku.edu/>)



How to check your attendance with the SAM app

Attendance would be checked properly during the Attendance valid period when using beacon and electronic devices.

1 Check the attendance with Bluetooth (Beacon) on the app

▶ Menu - (APP) Log-IN > Today's Class

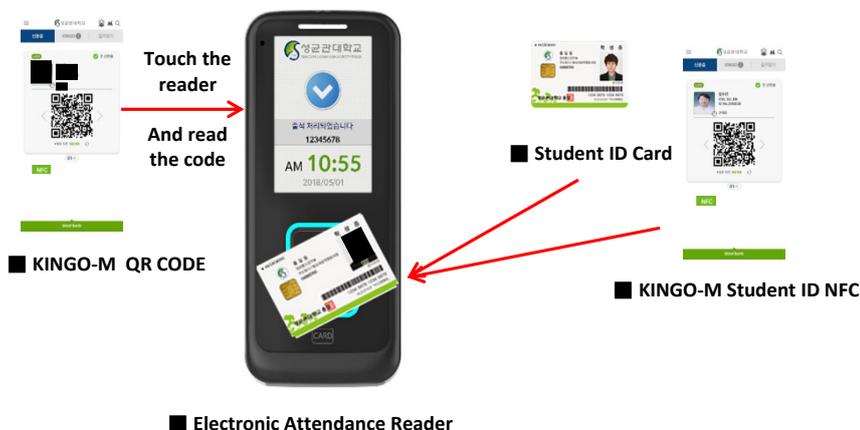


Log in the attendance app and check your attendance conveniently by clicking the "Present" button! Device would automatically read the Bluetooth (beacon) signal which is installed on the ceiling.

※ TURN ON the Wi-Fi + Bluetooth and check the location service status!

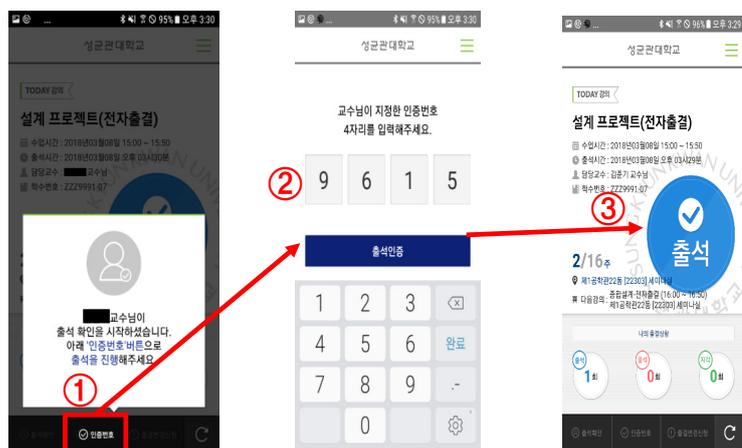


2 Check the attendance with the reader



You can check your attendance by reading your student ID, mobile student ID (QR code from KINGO-M) on the reader!

3 Check the attendance with the verification code



When the professor check the attendance by sending the verification code, button 'verification code' would be facilitated and enter the informed code from the professor and check your attendance!



※ Ask how to use : Academic Call Center 1811-8585 → Check your Campus → Check your college → Regarding Class

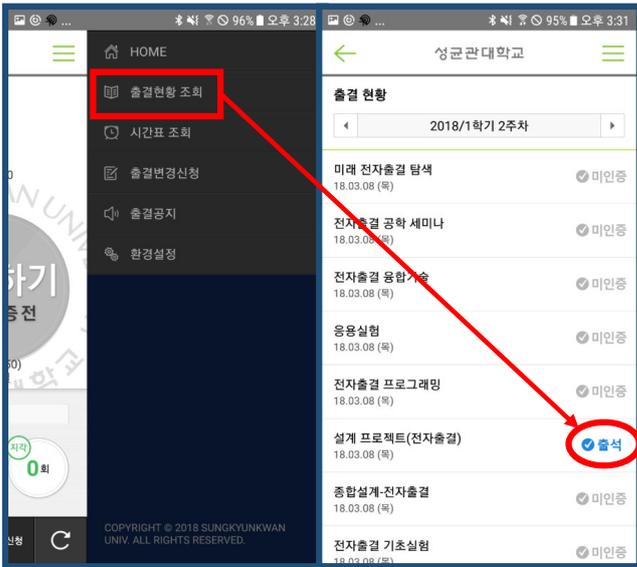
Things to Check when Using SAM App



“ For the details, please check the notice from the Attendance website (<https://attend.skku.edu>) ”
 • Attached Images are from the App. When using app for attendance, please turn on the device's Bluetooth!

1 Check if I am checked 'Present'!

▶ Menu - (APP) View Attendance Status / (WEB) View Attendance Status



Please check the attendance **during the attendance valid period** with the SAM app and **check if there's any issue right after it!**

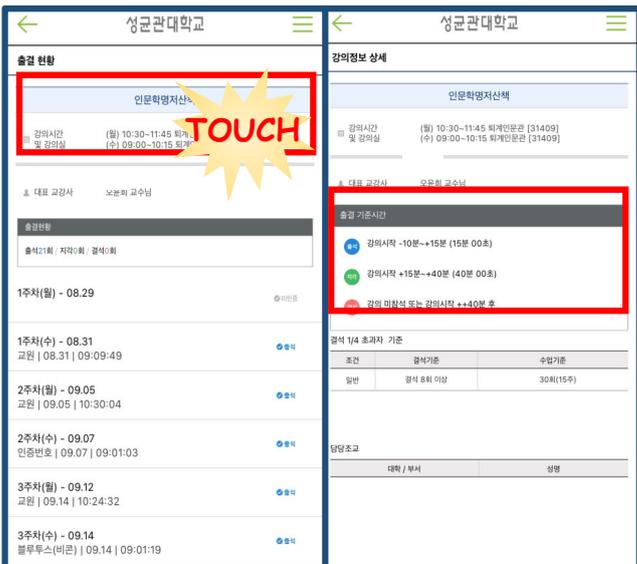
→ If there's any issue, please ask the professor to confirm the attendance. After class, the professor would also be difficult to check it!

Then when is the **attendance reference period?**



2 When is my course's attendance reference period?

▶ Menu - (APP) View Attendance Status > Select the course > Touch the Course Information / (WEB) > View the course information > Select the course



Attendance Reference Period is **usually set by the professor**
10 minutes before class
to 15 minutes after class

Let's check the attendance reference period for each courses we registered and don't miss the attendance!



3 Apply for changing attendance status with SAM!

▶ Menu - (APP) Request for Attendance Change / (WEB) Request for Attendance Change

* Changing attendance status is only available with valid reasons, and it is accepted by the professor.

If you couldn't attend the class for inevitable reason, request to change attendance status with an evidence document after class!

*evidence document e.g. medical certificate

