



School Visitor Check-in Logbook Guide

Everything you need to know about
the School Check-in Logbook and how
to access it.

Summary of steps

STEP 1:

For SAMs and Principals

You have access to the Logbook by default. Go to Step 3.

If you are a SAM and did not get default access, please follow the step for SAOs and other SASS members below.

For SAOs and other SASS members

Request access to the logbook using **MANAGE MY ACCESS (MMA)**.

STEP 2:

Principals (and SAMs with delegated authority)

Approve staff requests for access to the Logbook using Manage Staff Access (MSA).

STEP 3:

Add the Logbook to **MyEssentials** in the staff portal.

STEP 4:

Download the Logbook to your phone for evacuation purposes. (optional)

Did you know?

Manage My Access

MMA has been developed for school staff to submit access requests. Check out the [MMA user guide for staff](#).

Manage Staff Access

MSA has been available to principals and their delegates since December 2019. Principals can add it to My Essentials on Staff Portal and are then able to see it in Essentials when they're in the Staff Portal app on their mobile.

Check out the [MSA user guide for principals and their delegates](#)

It's all part of the [Access Management Experience](#).

Detailed steps

STEP 1: Request access to the Logbook

School Principals and School Administrative Managers have **automatic** access to the 'School Visitor Check-in Logbook'.

Other School Admin staff will need to request access via the **'Manage My Access'** app.

Go to the MMA app which you'll find under **'My Essentials' in your Staff Portal**.

Or, go to mma.education.nsw.gov.au

Select your school name from the search bar in the top right corner. **1**

Scroll down until you find **"Check-in Logbook"** **2** and then click the button **NONE** to the right of it

Under **"Access Permissions"**, check the box next to **"View Logbook"**

Then select **'submit'** to send the request to your principal or delegate to approve.

If your school's name is not automatically available to select, type it in the search bar then select **individual access, next** and scroll down until you find **"Check-in Logbook"**.

You can also [watch](#) the video to see these steps in action.

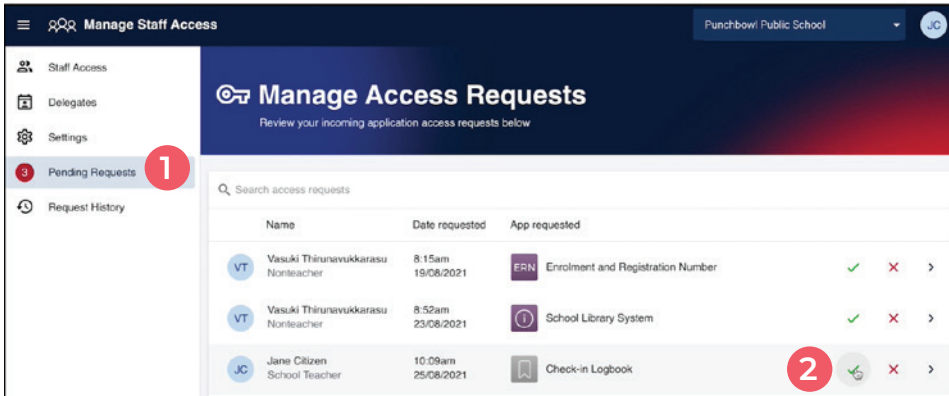
The screenshot shows the 'Manage My Access' app interface. At the top, there is a search bar with a magnifying glass icon and the text 'ATP QA PS (pending)'. A red circle with the number '1' is placed over the search bar. Below the search bar, there is a list of apps under the heading 'Other apps'. The 'Check-in Logbook' app is highlighted with a red circle and the number '2'. To the right of the 'Check-in Logbook' app, there is a button labeled 'NONE' and an edit icon. The 'Access' column for all apps shows 'NONE' and an edit icon.

Other apps	Access
(PLAN2) - Assessing Literacy and Numeracy application	NONE
Assisted School Travel Program	NONE
Check-in Logbook 2	NONE
Curriculum Reference Database	NONE
EMU Educational Management Utility	NONE
Electronic Screening Tool	NONE

Detailed steps

STEP 2: Approve requests

Principals and their **delegates** (see **delegation** below) can approve requests using the **'Manage Staff Access'** - MSA app in the 'Staff Portal' or by visiting msa.education.nsw.gov.au

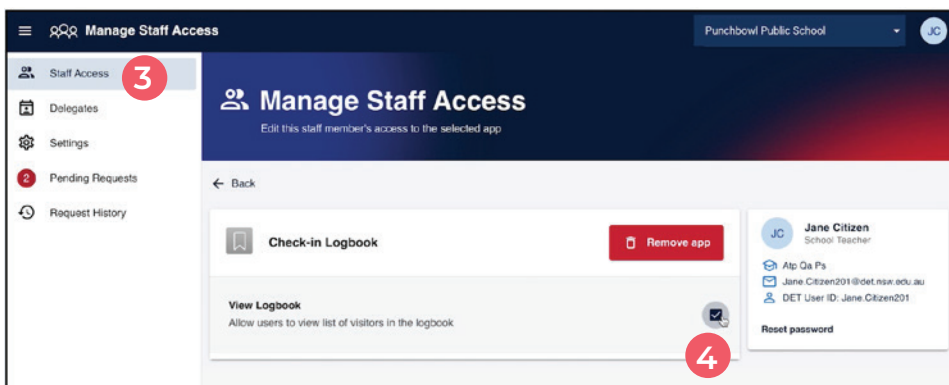


'Pending Requests' can be found in the menu on the left. 1

To approve a request, choose the staff member and 'Check-In Logbook' as the requested app.

Click the green tick to accept their request. 2

A confirmation email will notify staff members of approvals.



Principals can also grant access to the Logbook using MSA without having to wait for any request.

Select **'staff access'** from the menu on the left, find the staff member they want to give access to 3

Then look for 'Check-in Logbook' and tick the box to change their access from none to full. 4

You can also [watch](#) the video to see these steps in action.

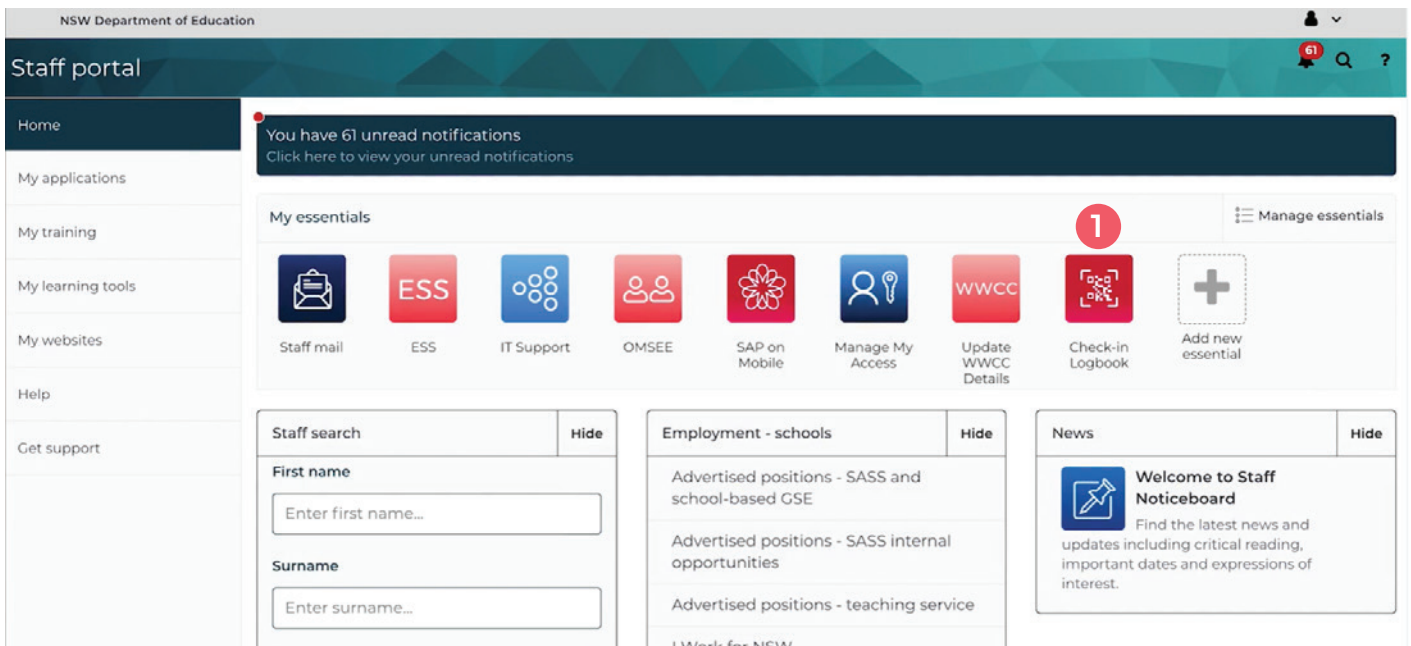
You are now ready to go to step 3 and add the Logbook into MyEssentials.

DELEGATION

- SAMs can only approve requests if the school principal has delegated that authority to them via Manage Staff Access (MSA).
- Principals wishing to delegate authority to a SAM and manage requests for the Logbook can visit the MSA instruction guide and follow the steps under Manage Delegates.
- Once that is done, please ask your SAM to follow the same instruction outlined in Step 2 of this document to manage staff requests or add staff members to the logbook.

Detailed steps

STEP 3: Add the School Check-in Logbook to MyEssentials in the Staff Portal

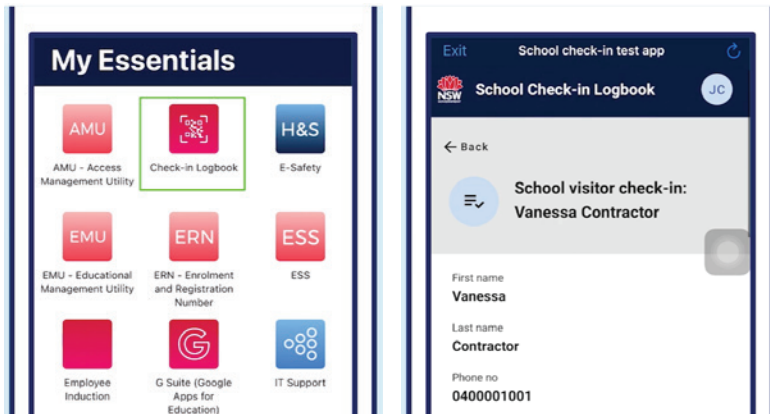


- Go to the Staff Portal by visiting portal.det.nsw.edu.au
- Go to: **My Applications**
- Type **“Logbook”** in the search field
- Look for the **“Check-in Logbook”** app **1**
- Click on the **show details** button
- Click on **‘add to my essentials list’**
- Go to the **“home”** bar on the left hand side menu. Click on **“add new essential”**
- Click on **“add to essentials”**

Warning: You must have permission to the Logbook before you can add it to MyEssentials.

Detailed steps

STEP 4: Download the Logbook to your phone



The Logbook has an evacuation list feature so that you can use the logbook to contact visitors from your mobile phone when you are at your muster point during an evacuation event.

If you have poor mobile coverage we suggest you use the 'print evacuation list' in the logbook. Please jump to [EVACUATION LIST](#) on page 8 of this guide.

You can use the Check-In Logbook on your phone in 2 ways:

Option 1: Through the Staff Portal app

Option 2: Through the Staff Portal web page.

OPTION 1: Use the Logbook through the Staff Portal app

The Staff Portal **app** delivers a smoother experience than the Staff Portal web page.

If you already have the Staff Portal **app** downloaded on your phone, you can find the **Logbook** in **MyEssentials**.

Follow these instructions if you **do not** have the Staff Portal **app** downloaded on your phone.

Download the Staff Portal app onto your mobile device:

- Go to the **Apple Store** or **Google Play** store
- Enter "**NSW DoE Portal**" into your search bar
- Go to **My Essentials**
- Click on **School Check-In Logbook**

If you cannot find the Staff Portal **app** using these instructions, it means your phone does not support the app. In this instance, you can access the Logbook through the Staff Portal web page. (see option 2 below)

OPTION 2: Use the Logbook through the Staff Portal web page.

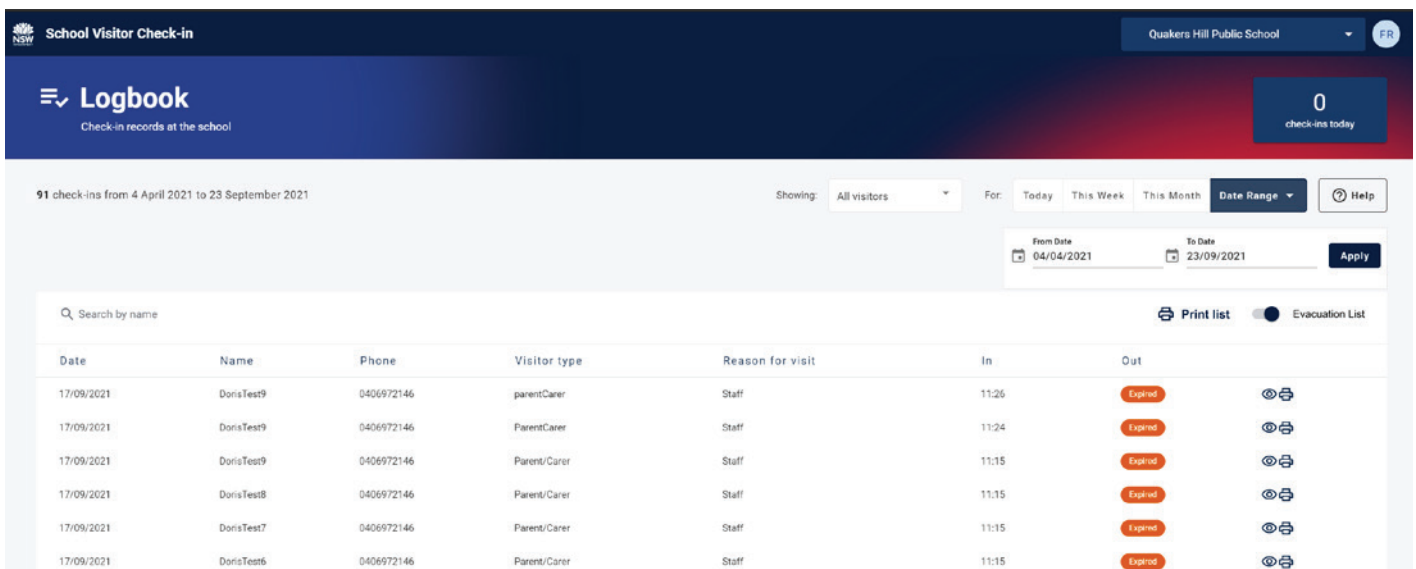
- Go to portal.det.nsw.edu.au
- Go to **My Essentials**
- Click on **School Check-In Logbook**

CONGRATULATIONS!

You are now ready to use the School Check-In Logbook on your school device or mobile phone.

MAIN INTERFACE

- The main interface will show a list of visitors that have checked into your school via the Service NSW app or webform.



The screenshot shows the 'School Visitor Check-in' interface for Quakers Hill Public School. The top navigation bar includes the NSW logo, the school name, and a user profile icon. Below this is a 'Logbook' header with a sub-header 'Check-in records at the school' and a '0 check-ins today' badge. The main content area displays '91 check-ins from 4 April 2021 to 23 September 2021'. It includes filters for 'Showing: All visitors', 'For: Today, This Week, This Month', and a 'Date Range' selector with dates '04/04/2021' to '23/09/2021'. A search bar is present with the text 'Search by name'. Below the search bar is a table of visitor records with columns for Date, Name, Phone, Visitor type, Reason for visit, In, and Out. The table contains six rows of data. To the right of the table are buttons for 'Print list' and 'Evacuation List'.

Date	Name	Phone	Visitor type	Reason for visit	In	Out
17/09/2021	DorisTest9	0406972146	parent/Carer	Staff	11:26	Expired
17/09/2021	DorisTest9	0406972146	Parent/Carer	Staff	11:24	Expired
17/09/2021	DorisTest9	0406972146	Parent/Carer	Staff	11:15	Expired
17/09/2021	DorisTest8	0406972146	Parent/Carer	Staff	11:15	Expired
17/09/2021	DorisTest7	0406972146	Parent/Carer	Staff	11:15	Expired
17/09/2021	DorisTest6	0406972146	Parent/Carer	Staff	11:15	Expired

SCHOOL BAR

- You can see the name of the school you have access to in the top right corner of the application.
- If you manage more than 1 school, you will need to request access to the Logbook for each school. See Step 1 of this document – request access to the Logbook.
- The use the drop-down in the search bar to see the records for each school.



This screenshot shows the top right corner of the 'School Visitor Check-in' interface. The school name 'Quakers Hill Public School' is displayed in a dark blue bar, with a red circle highlighting the text.

VISITOR NUMBERS

- You can see the name of the school you have access to in the top right corner of the application.
- If you manage more than 1 school, you will need to request access to the Logbook for each school. See Step 1 of this document – request access to the Logbook.
- The use the drop-down in the search bar to see the records for each school.



This screenshot shows the top right corner of the 'School Visitor Check-in' interface. The '0 check-ins today' badge is highlighted with a red circle.

DATE RANGE

- You can select use the date-range function to search for check-ins in a specific period.
- You can also choose between THIS WEEK or THIS MONTH

The screenshot shows the 'School Visitor Check-in' interface for Quakers Hill Public School. The 'Logbook' section displays '91 check-ins from 4 April 2021 to 23 September 2021'. The 'Date Range' filter is highlighted with a red circle. Below the filter, a table lists check-in records:

Date	Name	Phone	Visitor type	Reason for visit	In
17/09/2021	DorisTest9	0406972146	parentCarer	Staff	11:26
17/09/2021	DorisTest9	0406972146	ParentCarer	Staff	11:24
17/09/2021	DorisTest9	0406972146	Parent/Carer	Staff	11:15

CHECK-IN AND CHECK-OUT

- Check-in and check-out times are automatically registered against a visitor and will be shown on the main interface.
- If the visitor does not check-out, the check-out time will remain empty for that day but the record will be updated and labelled as expired. We explain that next.

In	Out
11:15	11:26

EXPIRED

Expired

- A visitor record will show up with an expired label if the visitor does not check-out by 3am the following day. This will help every school manage an evacuation list.

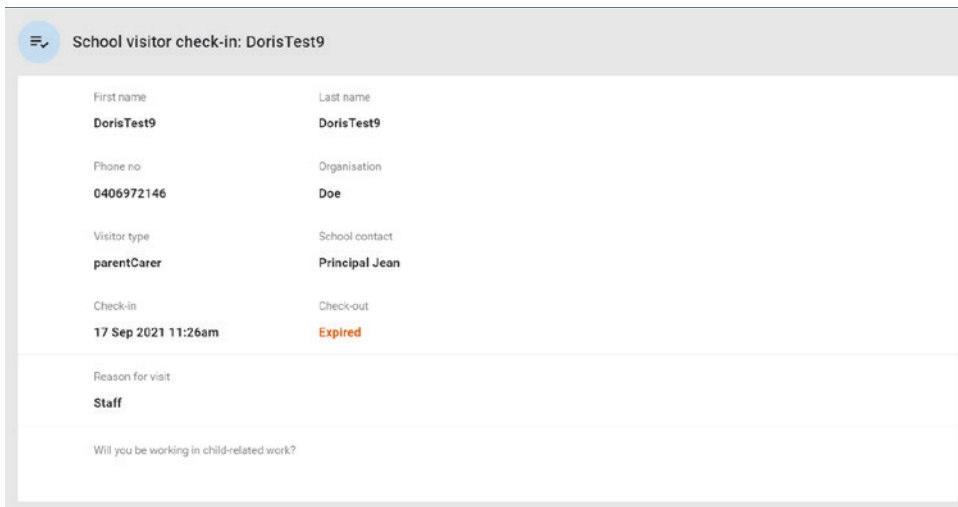
EVACUATION LIST

- The logbook provides an easy way to filter visitors that may be on the school grounds via an Evacuation List.
- Select the evacuation list to display all visitors that have checked in for the day, but have not yet checked out through the Service NSW app. **1**
- Select the print list button to print the evacuation list if you have poor reception and can't use your mobile phone at a muster point. **2**

The screenshot shows the 'School Visitor Check-in' interface for Quakers Hill Public School. The 'Logbook' section displays '91 check-ins from 4 April 2021 to 23 September 2021'. The 'Evacuation List' toggle is highlighted with a red circle **1**, and the 'Print list' button is highlighted with a red circle **2**.

MORE DETAIL

- The logbook provides a more detail option, which allows users to see more information on a specific record.



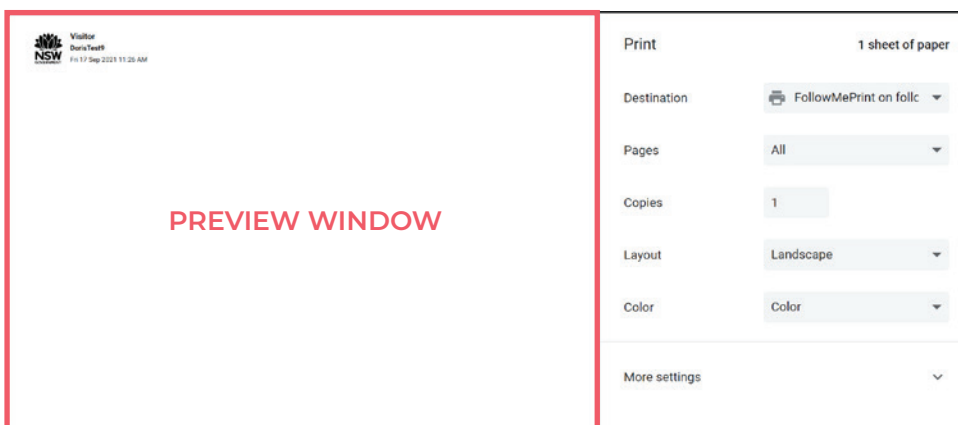
First name	Last name
DorisTest9	DorisTest9
Phone no	Organisation
0406972146	Doe
Visitor type	School contact
parentCarer	Principal Jean
Check-in	Check-out
17 Sep 2021 11:26am	Expired
Reason for visit	
Staff	
Will you be working in child-related work?	


PRINT

Use the print button to print out a label as visitor ID.

Steps for printing:

- Select an available label printer connected to your computer. (DYMO Labelwriter is recommended)
- Select **Landscape** in layout.
- Select **More Settings**.
- Go to **Paper Size** and select **30321 Large Address (89 x 36 mm)** if you are using a **DYMO Labelwriter** or use a **similar size** if you are using a different printer.
- When you select a different paper size, you will notice that the **preview** on the left hand-side of your screen changes. Use this feature to help you see how your label will be printed before you print.



Print	1 sheet of paper
Destination	 FollowMePrint on folc
Pages	All
Copies	1
Layout	Landscape
Color	Color
More settings	

About printers and labels

- If you experience a high volume of visitors then we recommend purchasing a DYMO Labelwriter or other label printer and using a label roll.
- Label printers can be purchased through EdBuy.
- The print option feature in the Logbook is for optional use and not required to be adopted. It was built in so that schools who do have a label printer, or would like to print labels for their visitors can easily do so. Your school may choose to use lanyards as Visitor ID instead.

More information:

Watch the [Logbook video](#)

Watch the [demo video](#)

Use our [Technology QRG](#) to
troubleshoot common issues or
escalate to EDConnect.

