



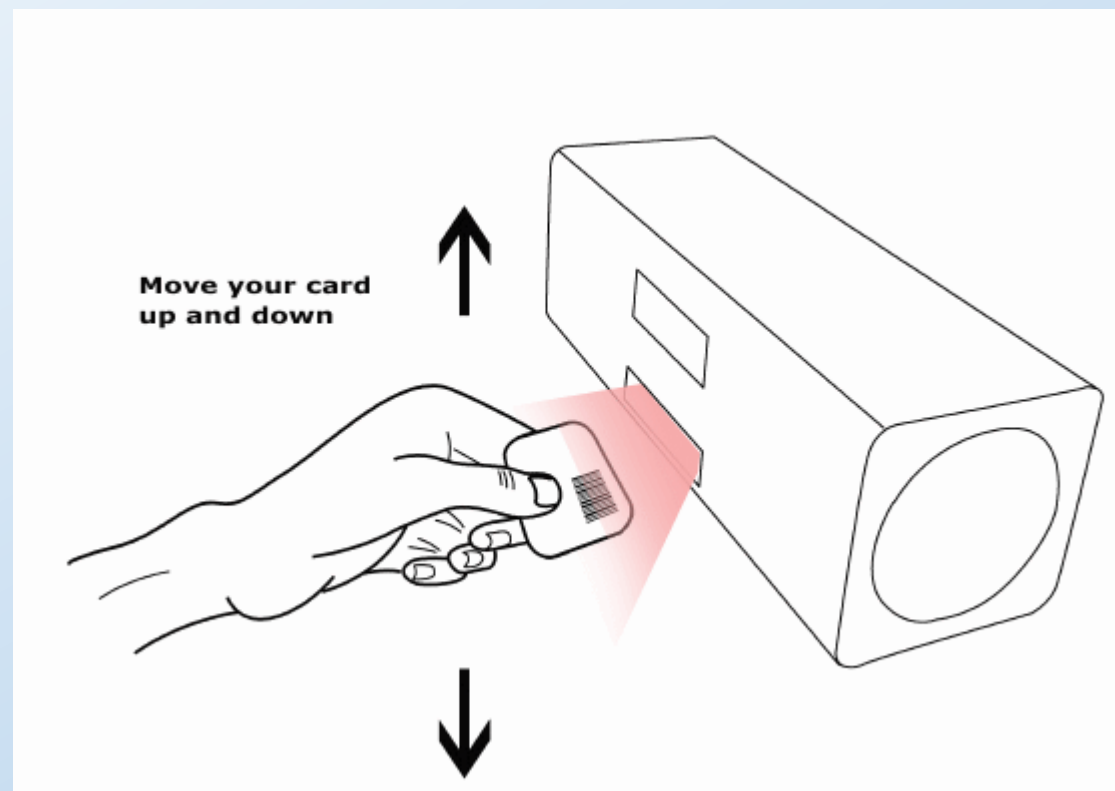
Instructions

www.edulog.hu

Registration of attendance

- Registration of **attendance starts 15 minutes before and finishes 5 minutes after** the start of the lesson. Scanning your card outside this interval will not be possible and you can read ,No Registration' on the screen of the device.
- Your attendance is valid only for that particular lesson.
- **To prevent cheating, additional random checks can be expected.** Sanctions for those caught cheating are determined by each Department individually.

Proper use of the registration device



When scanning your barcode

- **Always check the screen of the device!**
 - The ‚Registration Open‘ sign shows that your attendance can be registered
 - **After scanning the card, your name will be displayed on the screen**
 - If the name is not in our database, your UNIPASS or Neptun code will be displayed
- It is not enough to hear the beeping. It may come from the other device at the entrance and your card may not yet be registered.
- If the device does not display your name or code, try scanning your card again. If still unsuccessful, ask the tech staff present or call the helpline number found on the device.

Acceptable means of identification:

- UNIPASS Card
- On the www.edulog.hu website you can find a barcode generator. You can print a sheet of paper with your Neptun code on it and use it if needed.
- The barcode generated on the website can be displayed and scanned from the screen of your smartphone. **Since this method makes scanning and admission a lot slower, use it in emergency only!**

Rules of attendance monitoring

- Each student can register his/her own attendance only
- There is no way of registering your attendance at a later time
- Registering your attendance is possible only with the eduLog device. You must not ask the lecturer, the technician or the department secretary to make the registration in another way.

The aim of attendance monitoring

- Each Department can determine individually how they monitor and record the attendance of their students on the classes.
- **You can attend a lecture without registering your presence.**
- For compulsory lectures follow the guidelines of the given Department.
- The benefits and bonuses for attending the classes are determined by the Departments individually.