Martin Luther King, Jr. Day
UC Merced Closed, January 21, 2019
No classes/Admin office closed
Step 2

Students who select to check in using their student ID # will see this screen
Step 2

Students who select to check in without using their student ID # will see this screen.
Step 2

Students can also check-in with Single Sign On. This is done from anywhere on campus and is not offered in the SFC Lobby iPad.
Step 2

Second part of Single Sign On Check In. This is done from anywhere on campus and is not offered in the SFC Lobby iPad.
Confirmation shown to student after successful check-in.
REQUEST RECEIVED
Your check-in to the Students First Center has been confirmed. You will receive a text or email when it is time for you to meet with a representative.

Case Number: {!Case.CaseNumber}

Step 3
Auto-response sent to the student when the case is created in Salesforce.
First text sent to student

Busy Days

Non-Busy Days

Use kiosk to indicate you have returned

Proceed to counter for assistance
Step 5

After receiving the text or notification, the student will return to the iPad and click on the Return Icon.
The student will enter the case #, student ID# or email to search for case.
If case is found, then student will confirm by saying ‘Yes! I’m Here.’ If not, then they can cancel and search again. Cases will only display on this page if they are “New,” “First Notification Sent,” “Second Notification Sent,” or “No Show” and case was last updated within the past 2 days.
Step 6

Student did not return

Student Returned

Yes

No

Return to step 5
The Web Check-In Tool is currently unavailable, please revisit this web site during the hours below.

Students receive this message if they try to create a case using one of the webforms outside of normal business hours.

The SFC Case Check-in Return web site is available during the hours of:

Monday - Thursday 8am - 4pm
Friday - 8am - 2:30pm

Thank you,
UC Merced Students First Center