



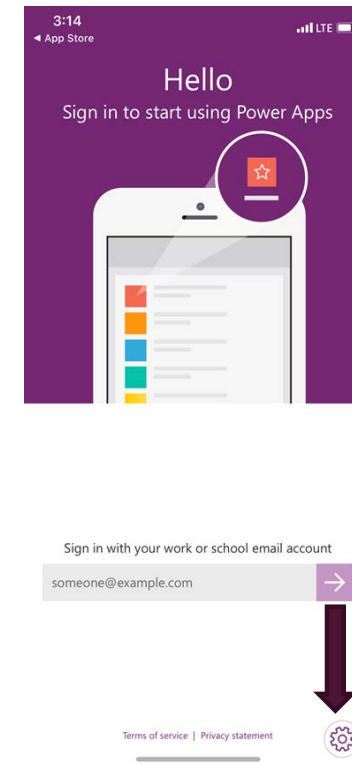
POWERAPPS - ICHECK

HOW TO USE THE POWERAPPS – ICHECK FEATURE



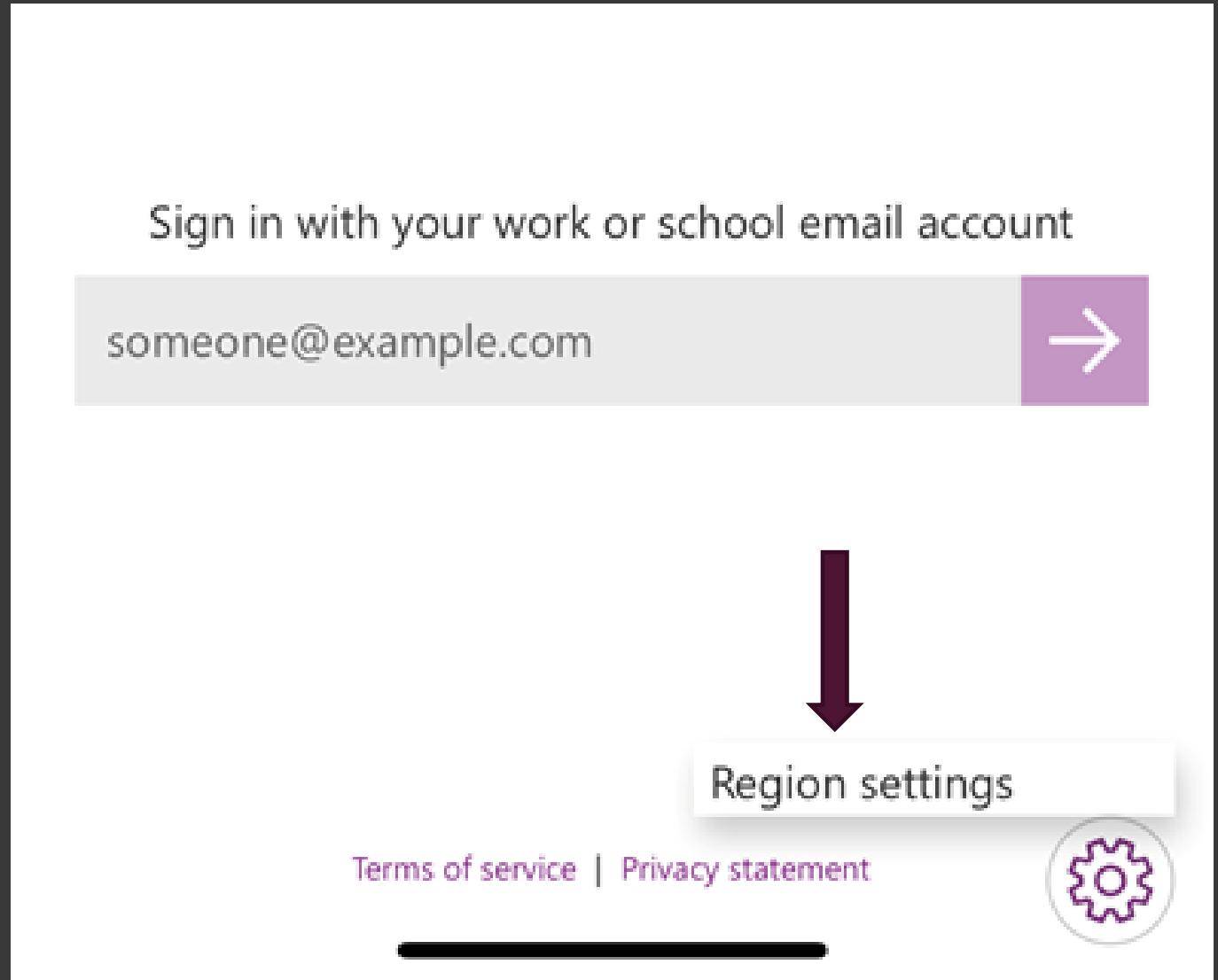
POWER APPS SIGN ON

- 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**

Government Community Cloud (GCC)

Please select Global unless otherwise instructed by your administrator.

Global



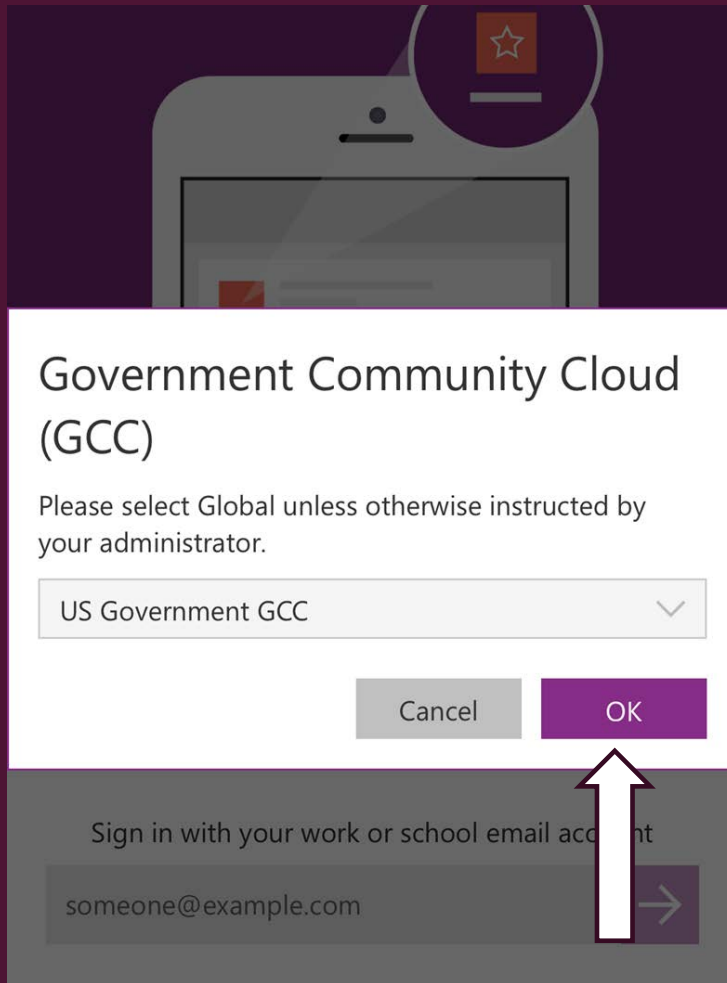
US Government GCC High

US Government GCC



Global

Sign in with your work or school email account



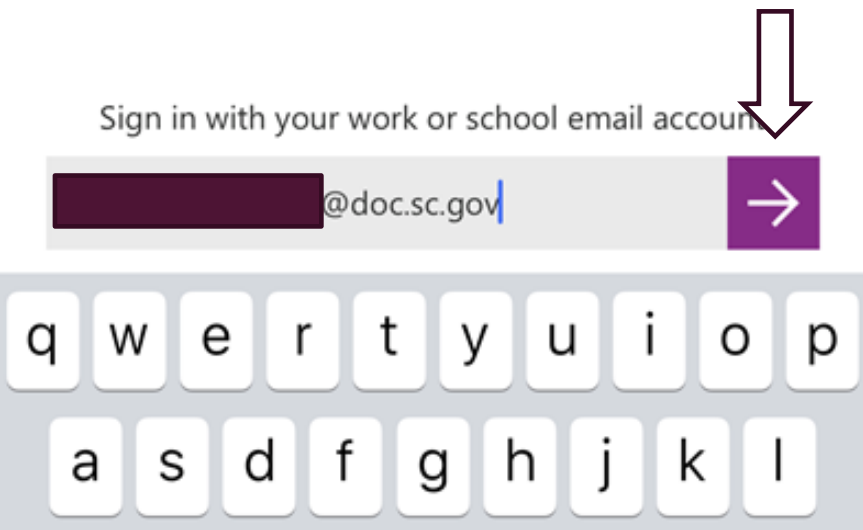
CORRECT SETTINGS CONT.

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



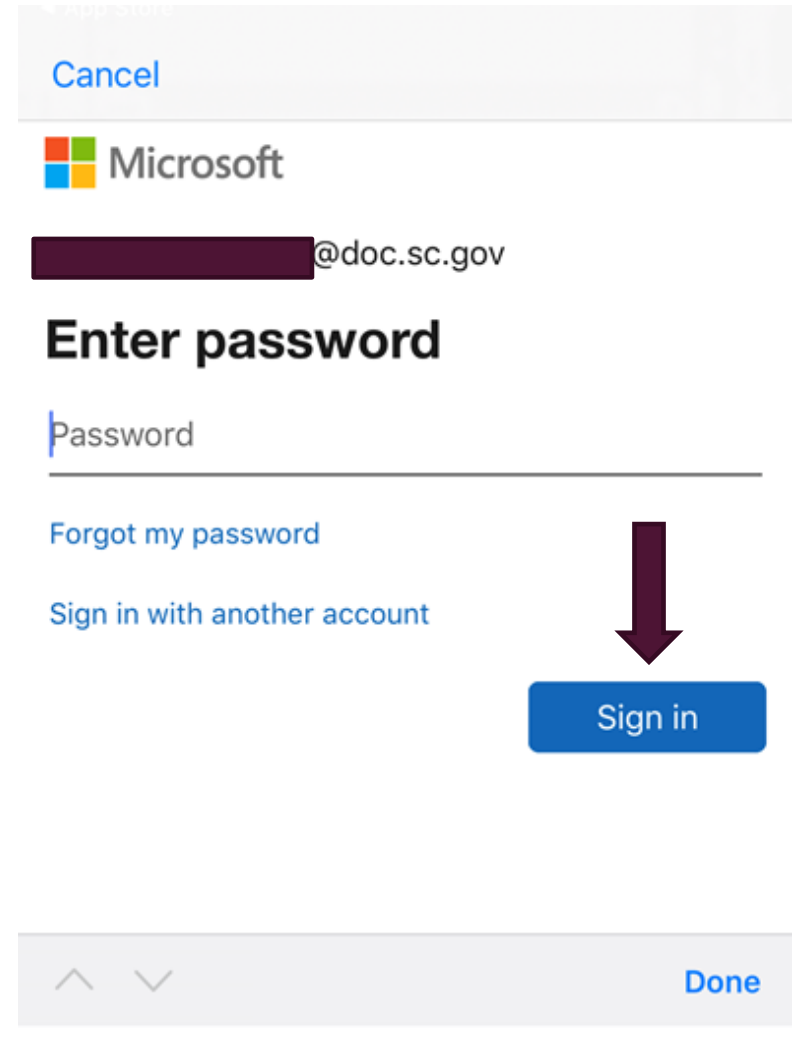
SIGN IN

- 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”



A screenshot of a mobile application's sign-in screen. At the top, there is a light gray bar with a blue "Cancel" button. Below this is the Microsoft logo. The email address is partially visible as [redacted]@doc.sc.gov. The main heading is "Enter password" in bold black text. Below the heading is a password input field with the placeholder text "Password" and a blue cursor. Under the input field are two links: "Forgot my password" and "Sign in with another account". A large dark blue arrow points down from the "Sign in with another account" link to a blue "Sign in" button. At the bottom, there is a light gray bar with two small gray arrows (up and down) on the left and a blue "Done" button on the right.

Cancel

Microsoft

[redacted]@doc.sc.gov

Enter password

Password

[Forgot my password](#)

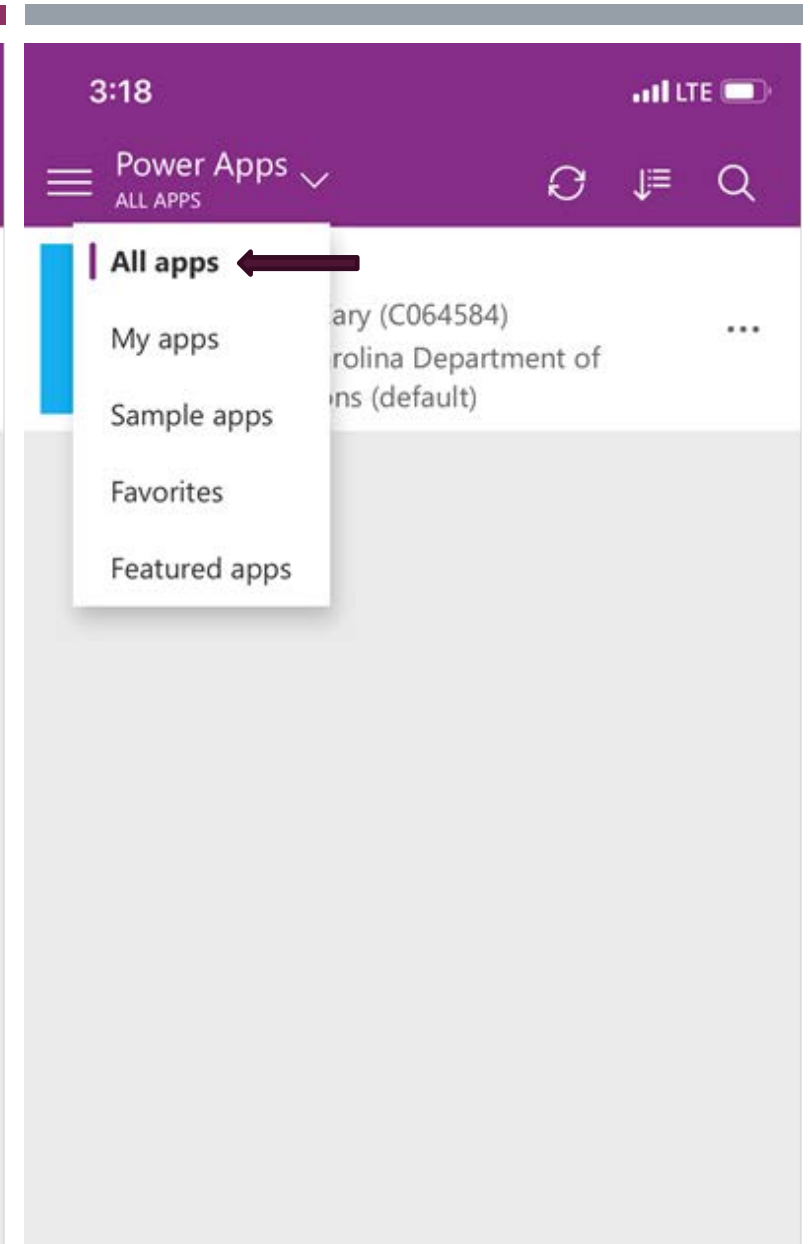
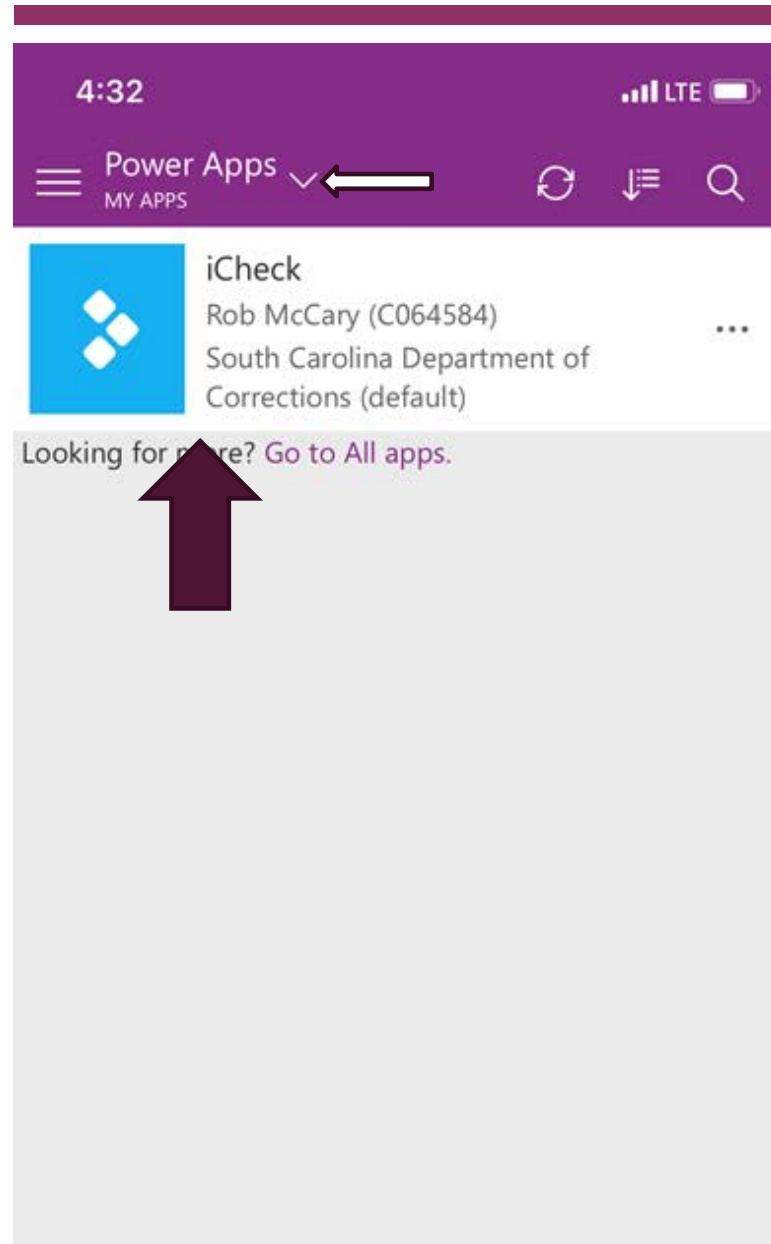
[Sign in with another account](#)

Sign in

Done

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

SCDC

iCheck

Please Choose Your Location

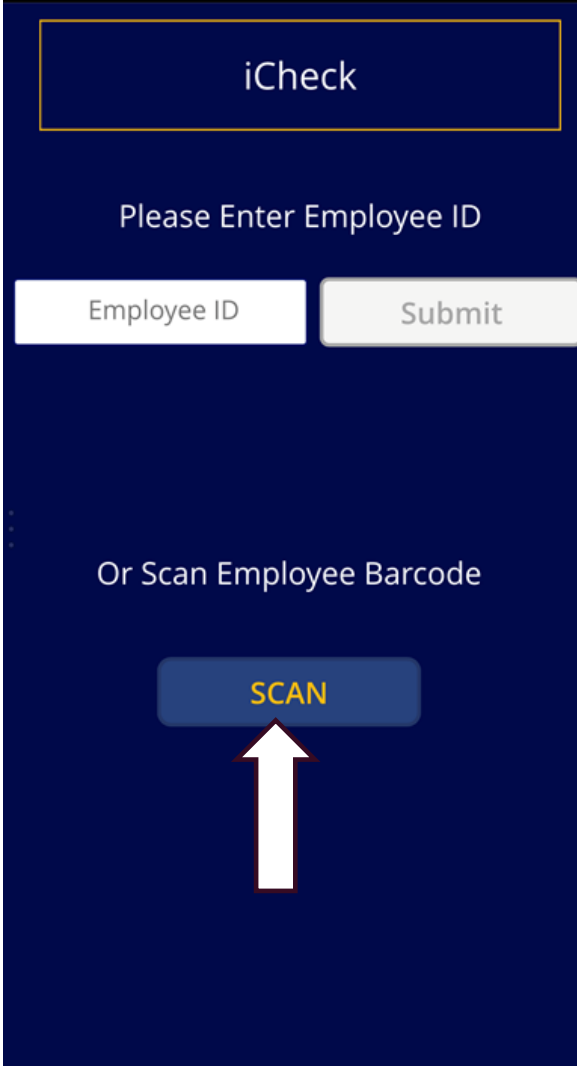
HEADQUARTERS

Then continue to Employee Checkout

- 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.



iCheck

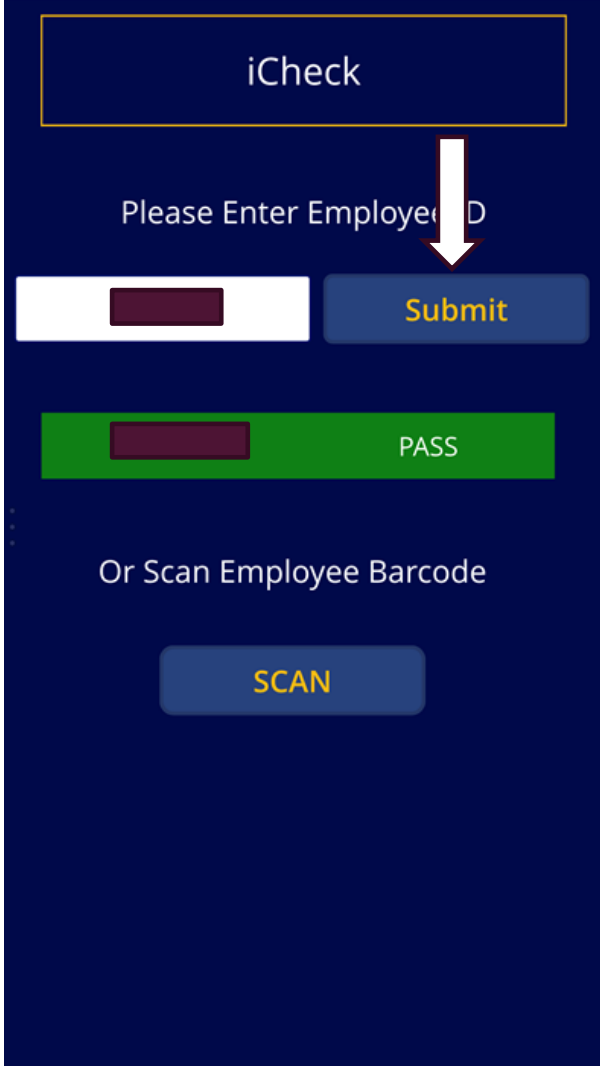
Please Enter Employee ID

Employee ID Submit

Or Scan Employee Barcode

SCAN

A white arrow points up to the SCAN button.



iCheck

Please Enter Employee ID

Submit

PASS

Or Scan Employee Barcode

SCAN

A white arrow points down to the Submit button.

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.

The screenshot shows the iCheck app interface. At the top, the title 'iCheck' is displayed in a dark blue box. Below it, the text 'Please Enter Employee ID' is centered. There is a white input field with a dark red placeholder bar and a blue 'Submit' button. Below the input field, a red horizontal bar contains a dark red placeholder bar and the word 'DENIED' in white capital letters. At the bottom, the text 'Or Scan Employee Barcode' is centered, followed by a blue button with the word 'SCAN' in yellow capital letters.

The screenshot shows the iCheck app interface. At the top, the title 'iCheck' is displayed in a dark blue box. Below it, the text 'Please Enter Employee ID' is centered. There is a white input field with a dark red placeholder bar and a blue 'Submit' button. Below the input field, a green horizontal bar contains a dark red placeholder bar and the word 'PASS' in white capital letters. At the bottom, the text 'Or Scan Employee Barcode' is centered, followed by a blue button with the word 'SCAN' in yellow capital letters.