

YOUR ROLE IN ID CARD SWIPING CARD SWIPE CONFIGURATOR TRAINING

History of Card Swiping

- Libraries pioneered swiping at most higher education institutions.
- Dining quickly followed as a convenient way to track diners and meal usage.
- Recreation centers thus came aboard and either swiped or scanned bar codes on the back of IDs.
- At UNT, the office of Institutional Research and Effectiveness began to ask the question about other patterns of usage.
- Eagle Access system rolled out in Spring 2008 (Career Center front desk recording student visits).
- The Research, Assessment and Planning (RAP) office introduced training modules for staff to set up card swiping events and for student staff to learn how to collect data through card swiping.

Why UNT Needs Card Swiping

- Helps us have a deeper understanding of our students
- Confirms impact of programming and office visits
- Breaks down barriers and promotes collaboration across UNT departments
- Data can be analyzed to help campus decision makers make good decisions for programming, budgeting, and staffing

Usage of Card Swiping Data

- Visits to campus offices
 - ▣ Patterns of frequency
 - ▣ Patterns of time of day
 - ▣ Patterns of days of week
- Participation in campus events
 - ▣ Attendance counts
 - ▣ Demographic reports (reported as group percentages)
 - ▣ Verification of enrollment
- Data reports can be used to enhance programs and services, bolster budget requests, and ensure office staffing is in place at busy times when students visit.
- Data reports, through the use of statistical analysis, can be used to predict rates of student retention and graduation.

A Word About Privacy

- Maintaining the privacy of students is of paramount importance.
- Staff must undergo training in order to gain access to the card swiping system.
- Access and permissions are based on UNT credentials, including EUID and password.
- Personally identifiable information about students are not used for data analysis.
- Everyone is responsible for maintaining the privacy of students' information.

Your Role as a Configurator

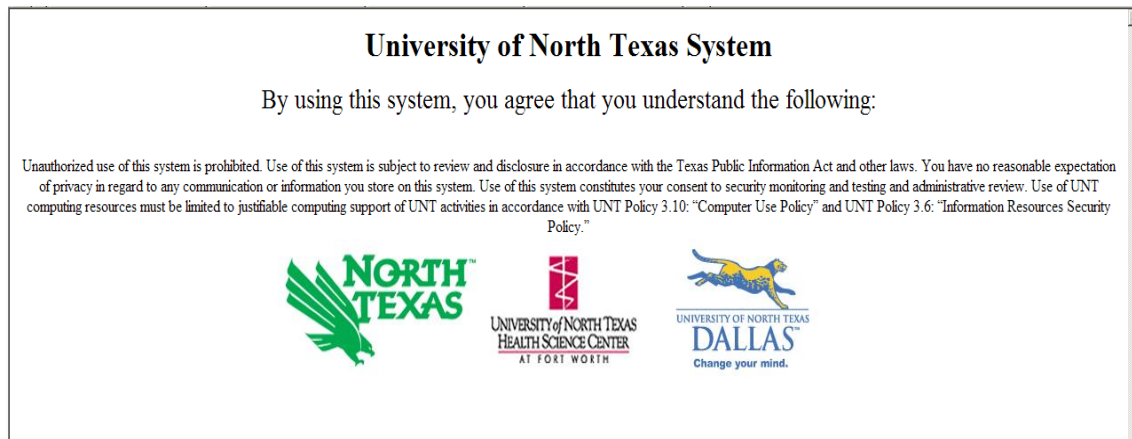
- You will be responsible for logging in to set up the swipe station(s) at your office, per your supervisor's instructions.
- You will be responsible for obtaining the student visitor/user's ID card or EUID to record their visit.
- You will be responsible for reporting any issues with the swipe station to your supervisor.
- You will be responsible for maintaining the privacy of all student information you collect.

Setting Up the Swipe Station

Using a browser, go to

https://myls.unt.edu/psc/lspd01/EMPLOYEE/HRMS/s/WEBLIB_GBGB_UTL.WEBLIB_FUNCTION.FieldFormula.IScript_AutoLogin?KEY=GBCD_EAGACC

You should see this page displayed.



Setting Up the Swipe Station

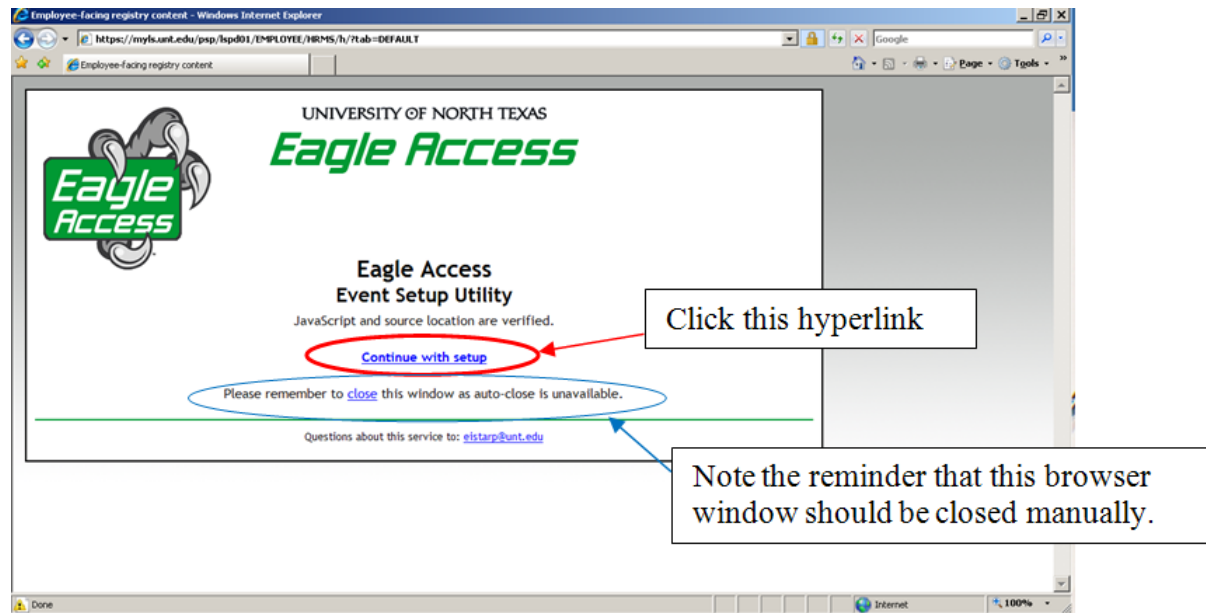
The initial splash screen will refresh to the screen below. Click the large gray button to begin the configuration process.



Setting Up the Swipe Station

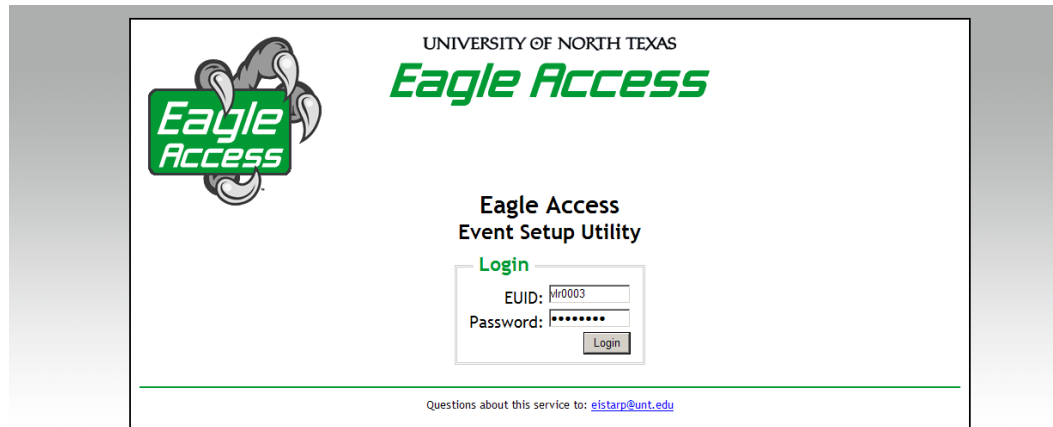
A new page is displayed indicating that the JavaScript and source location have been verified. Click the hyperlink “Continue on to setup” to continue.

Please note that clicking the hyperlink will open a new browser window and that this browser window should be closed manually.



Setting Up the Swipe Station

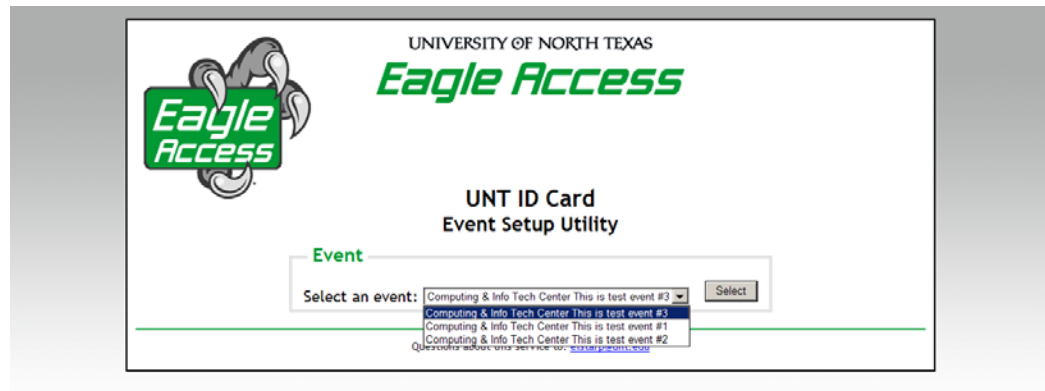
On the next page, login using your EUID and password. You must have been entered on the service/event usage as a person who can set up the data capture.



The screenshot shows the login interface for the Eagle Access Event Setup Utility. On the left is the Eagle Access logo, which features a stylized eagle head above the text "Eagle Access" in a green box. To the right of the logo, the text "UNIVERSITY OF NORTH TEXAS" is displayed above the "Eagle Access" logo in green. Below this, the title "Eagle Access Event Setup Utility" is centered. Underneath the title is a "Login" section with two input fields: "EUID:" containing the text "Hr0003" and "Password:" containing seven asterisks. A "Login" button is positioned to the right of the password field. At the bottom of the page, a horizontal line is followed by the text "Questions about this service to: estarp@unt.edu".

Setting Up the Swipe Station

Select the service/event for which you wish to capture data from the drop down list.



The screenshot shows the 'Eagle Access' web interface for the 'UNT ID Card Event Setup Utility'. The page features the University of North Texas logo and the 'Eagle Access' branding. The main heading is 'UNT ID Card Event Setup Utility'. Below this, there is a section labeled 'Event' with a dropdown menu. The dropdown menu is open, showing a list of events: 'Computing & Info Tech Center This is test event #3', 'Computing & Info Tech Center This is test event #1', and 'Computing & Info Tech Center This is test event #2'. A 'Select' button is located to the right of the dropdown menu.

UNIVERSITY OF NORTH TEXAS
Eagle Access

UNT ID Card
Event Setup Utility

Event

Select an event:

- Computing & Info Tech Center This is test event #3
- Computing & Info Tech Center This is test event #1
- Computing & Info Tech Center This is test event #2

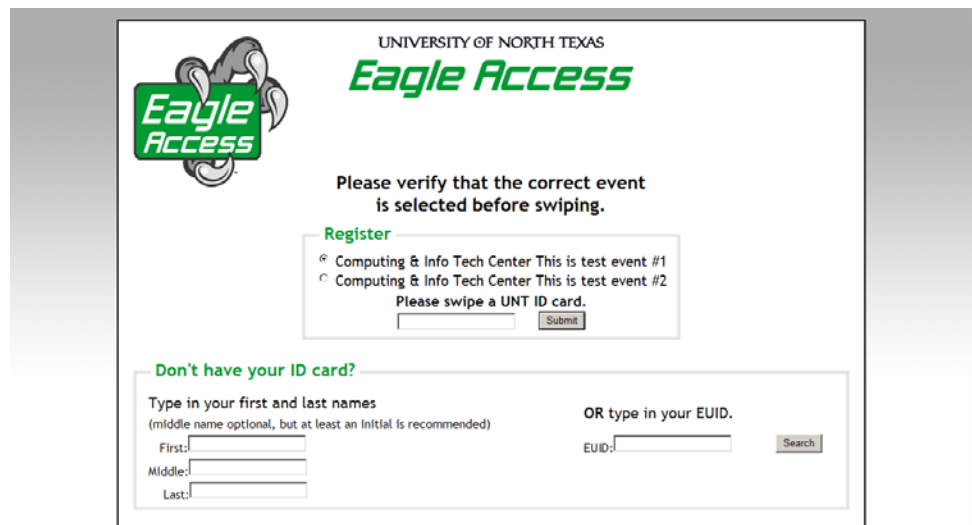
Queue: 10/10/2010 10:00:00 AM Service ID: 10/10/2010 10:00:00 AM

Setting Up the Swipe Station

You are now ready to
capture data for the
service/event!

Using the Swipe Station

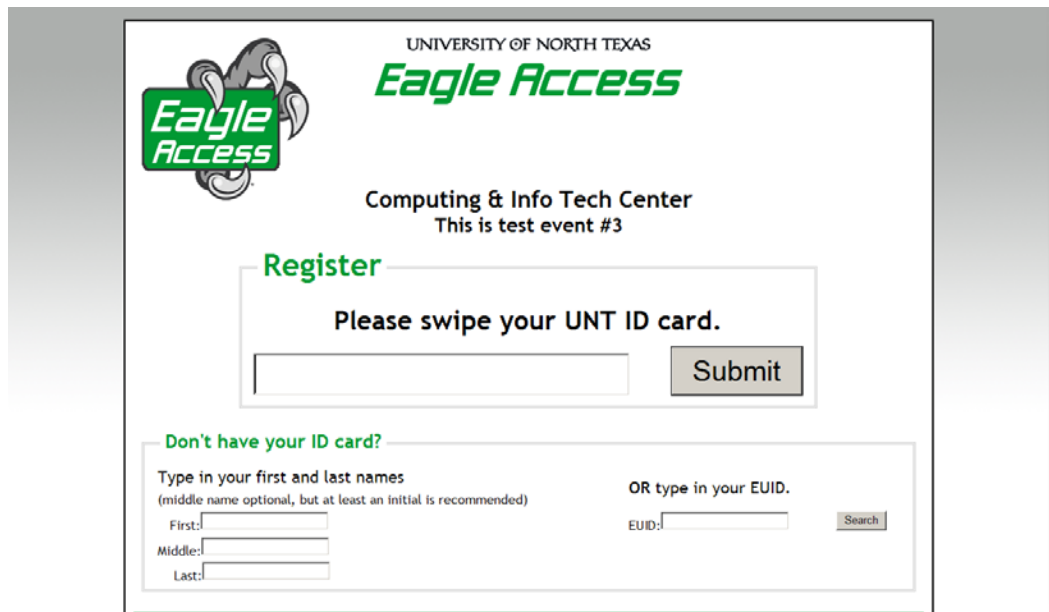
Ask the visitor/user for their ID card or EUID and enter in the information through the card swipe unit or using the lower right-hand box. Be sure to follow any other instructions on the screen per your supervisor, such as greeting the visitor/user by name or asking them the reason for their visit.



The screenshot shows a web interface for the University of North Texas Eagle Access system. At the top left is the Eagle Access logo, and at the top center is the text "UNIVERSITY OF NORTH TEXAS" above the "Eagle Access" logo. Below this, a message reads: "Please verify that the correct event is selected before swiping." Underneath is a "Register" section with two radio button options: "Computing & Info Tech Center This is test event #1" (selected) and "Computing & Info Tech Center This is test event #2". Below the options is the instruction "Please swipe a UNT ID card." followed by a text input field and a "Submit" button. At the bottom, there is a section titled "Don't have your ID card?" with two options: "Type in your first and last names" (with subtext "(middle name optional, but at least an initial is recommended)") and "OR type in your EUID.". The first option includes input fields for "First:", "Middle:", and "Last:". The second option includes an "EUID:" input field and a "Search" button.

Using the Swipe Station

If the service/event was defined for “Kiosk Only Use” (shown below), you will not see a list of service/events. Instruct the visitor/user to swipe their card or enter their EUID in the lower right-hand box.



The screenshot shows a web-based registration interface for the University of North Texas. At the top left is the Eagle Access logo, and at the top center is the text "UNIVERSITY OF NORTH TEXAS" above the "Eagle Access" logo. Below this, it says "Computing & Info Tech Center" and "This is test event #3". A large "Register" button is present, followed by the instruction "Please swipe your UNT ID card." Below this is a text input field and a "Submit" button. At the bottom, there is a section titled "Don't have your ID card?" with two options: "Type in your first and last names" (with fields for First, Middle, and Last) and "OR type in your EUID." (with an EUID field and a Search button).

UNIVERSITY OF NORTH TEXAS
Eagle Access

Computing & Info Tech Center
This is test event #3

Register

Please swipe your UNT ID card.

Don't have your ID card?

Type in your first and last names
(middle name optional, but at least an initial is recommended)

First:
Middle:
Last:

OR type in your EUID.

EUID:

What Happens Next?

- Data from the card swipe entry are collected and stored on a secure server.
- Data reports are made available to certified staff members the next business day.
- Certified staff members can only access the data reports by logging in with their unique credentials, including EUID and password.

QUESTIONS?

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