



AIR Check-In Instructions for Supervisors

Enroll a Participant

Under the Participants tab, click Add Participant.

*Use "Previous" button on bottom of the screen to scroll between tabs.

Choose a Username and Password. This is the username and password the participant will use to log into AIR Check-In.

Corrisoft recommends first initial, last name, last 4 SSN for username and last name and four zeros for password.

For example, rsmith1234; smith0000. Requires 8 characters.

Enter Participant's First and Last Name

Assign a 4 number PIN (if this verification method is used; Participant specific)

Click Add Address and a new window will open. Enter the street address and click Search. Click on the purple marker to mark the location. Click Next.

Confirm text version of the address label. Click Save

Enter participant phone numbers. Click Next

The Enrollment Date defaults to the current date.

The Date of Release defaults to TBD (to be determined).

Select Risk level

Click Next

Select the AIR Check-in Term.

Select Next.

Select "Allow Login on AIR Participant App"

Select Starts and Ends date/time for participant's access to the App.

Ends Date can be left "open" if unknown.

When unenrolled, the unenrollment date becomes the Ends Date.

Select Next.

This summary screen is the last tab to appear.

To modify information, select the PREVIOUS button.

If the Enrollment Summary is correct,

Click Create Participant.

Select **View the Participant Summary** to navigate to the Participant Profile or simply "X" out.