Greetings!

Thank you for registering with SSICA! We are sure your organization will benefit from this powerful App and Website Service. SSICA is an app that allows staff, faculty, and administrators the opportunity to use their smartphone to scan student identification cards and provide feedback to the person scanning the ID card. For what purpose? To provide immediate information (consequences or rewards) to the user. Our app reads the following barcodes:

Aztec, Codebar, Code 39, Code 93, Data Matrix, Ean 8, Ean 13, ITF, Maxicode, PDF 417, QR Code, RSS 14, RSS Expanded, UPC A, UPC E, and UPC Ean Extension.

Most schools already have barcodes printed on their ID cards. If this is your organization's case, you are ready to use SSICA. If your school ID cards don't have barcodes, you can still use SSICA since with this app you are able to "Look Up" students by either student ID number or first and/or last name. If you need ID cards with barcodes, let us know.

If you haven’t downloaded SSICA to your smartphone, please do so now. You can download it from your favorite app store. In the search bar, type SSICA and you will find our app.

When you download the app, you will need to create your credentials to log in to the app by going to ssica.org. You will find the instructions below in Step 2 on how to create Staff members that will be scanning ID cards. When you log in to your app, please go to Settings and make sure Sound, Automatic Next Scan, and Clear History are On.

**SSICA.ORG - STEP 1**

The first thing you want to do is Create a Roster or a Database on ssica.org. I recommend you download a student spreadsheet from Power School, Aeries, Zangle or whatever school program you are using at your school. This will be much faster. Here is the template that your CSV file needs to follow in order to upload all of your students to your account in ssica.org (Please make sure you follow this layout and that your headers match the example below. Leave out words in parenthesis in row 1. Those are there to help you):
Column A will be the student ID number, Column B will be the first name, Column C will be the last name, Column D will be the grade level, Column E will be the Validity (the color you want to come up on the App once the barcode is scanned by your school official), Column F (this is optional) any notes you wish the User to see, Column G (this is optional) any notes you wish the User to see, Column H (this is optional) any notes you wish the User to see, and Column I (this is optional) any notes you wish the User to see. You will need to create a name for this Roster or Database. I recommend you name it “School Roster mmddyyyy”. For example, this Roster would be named “School Roster 12252013”. This way you know when this Database was created. You are welcome to create as many Databases you may need on your account.

So using the example above, if the User scans 10003456 ID card, this is what the app user will see:

![Image of app interface]

Column E is critical because the number you select (1-4) will determine the color of the screen. Here are the Validity codes:

1 = Red (Invalid)
2 = Green (Valid)
3 = Brown (e.g. Lunch Detention)
4 = Yellow (e.g. Saturday School)

Really, you can determine what each color signifyes to the person scanning at your school. You, as the administrator, will need to determine what color or consequence you want the result to be for each student. You can always change the outcome later on the website under Roster and selecting Edit and changing the student outcome. You are able to search by ID number or student name. If you need help creating this spreadsheet, please contact us, we would be more than happy to assist you. Keep in mind that all the information shared with us is confidential and encrypted.

**STEP 2**

Creating Staff or Users that will use the app. These are the school officials that will be using the App to scan ID cards. You (the Administrator) will need to create a Username and Password for each staff member that will be scanning. My recommendation is that you use their first initial and last name. Each staff member will have his or her Username and Password. For example, if the principal’s name is Paul Smith, his username will be psmith. You will also need to create a password. I recommend you create a password with 2 letters and 6 numbers. The password will be case sensitive. Here is an example:

**Username:** psmith  
**Password:** Pw345673
For the free trial, you will be able to create up to 50 users. If you decide after the 30 days that SSICA works well at your school (and I’m sure it will), you will need to select one of the 4 packages we offer (e.g. Elementary (10 users), Middle School (15 Users), High School (25 Users), or University Package (50 Users). If you need pricing or wish to order our service, here is the website: [http://drssica.com/Plans-and-Pricing/](http://drssica.com/Plans-and-Pricing/)

### STEP 3

**Creating the Button.** This is the Service that your school officials will be using on the app. So let’s say you wanted to create a Service to see if students are able to go off campus. You will do the following on the Website once you log in:

1. Click on “Buttons” found on the upper part of the Menu in your Administrator account in ssica.org. Then, “Create a Button”.

2. Click on “Validate Scans with a Roster”. I recommend you use Online and you select the Database you want to use. (Keep in mind that this Button will require Internet on the smartphone or tablet to function.):

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Create a Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Nite</td>
<td>Validate Scans Online</td>
</tr>
<tr>
<td>2. Off Campus ONLINE</td>
<td>Validate Scans Online</td>
</tr>
<tr>
<td>Late After Lunch</td>
<td>Validate Scans On Device</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Account</th>
<th>Buttons</th>
<th>Rosters</th>
<th>Staff</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scans</td>
<td>Buttons</td>
<td>Rosters</td>
<td>Staff</td>
<td>Questions</td>
</tr>
</tbody>
</table>
3. Name the Button and include your instructions so staff understands what they will be doing when scanning the student’s ID card. I recommend you keep this under 25 words. When finished, click “Save and Continue”:

4. Next, select the Users that will use this Button. Make sure each User has a check mark.

5. Skip this part for now. This is for advanced users. Simple “Save and Continue”:
Step 6. To finalize, “Save and Continue” and you are finished. No need to do anything on this screen.

Now you are done and ready to use SSICA. You need to repeat the steps listed above for any other Button you wish your staff to scan student ID cards (e.g. Saturday School Check In, Student Leaving Campus, Lunch Detention, Dance Event, Sports Event, Band Check Out Equipment, Free or Reduce Lunch, or etc.). You are welcome to use more than one Button.

**GENERATE REPORTS**

To generate a CSV file of all Scans for the day, I recommend that Administrator go to the Scan page on the Website and click “Download Data”. This report will provide you the time the student’s ID card was scanned, who scanned the ID card, and other pertinent information. You can save this file as an Excel file and extract the information you need.
WELCOME!

We are sure your organization will enjoy SSICA and all of the benefits the will come along for keeping students accountable for their actions. I’m sure the culture at your school will change and will have a positive impact on student behavior on your campus and not to mention that your campus will be a safer campus especially if you are scanning students as they come back from off campus.

If you are having issues with tardies at your school, when you begin to tie school privileges with attendance, this has a big impact on student behavior. At Mt. Whitney High School located in Visalia, CA and which serves a population of 1,540 students, they have done this. Administration has decided that if a student receives 3 or more tardies in a week, that student will not be able to go off campus at lunch until lunch detention is served. Students are now running to class because most students want to go off campus for lunch. Students who receive a lunch detention are now going on their own to serve lunch detention because they are anxious to go off campus with their friends. Students even come up to staff to have their ID scanned to see if they owe a lunch detention. Mt. Whitney’s tardies have decreased dramatically since using SSICA.

Teachers and staff at Mt. Whitney High School gave a big round of applause when it was announced to them at the beginning of the school year the new plan on keeping students accountable for their actions. Why were they so happy? Mt. Whitney last year (2012-2013 school year) averaged about 190+ students with 3 tardies or more per week. Now they average about 60 students per week, which is much more manageable for 3 assistant principals. As of February 2014, administration decided to implement the following: if a student owes any fines in the library, athletics, or in any other area; that student will not be allowed off campus during lunch until all of their fines have been cleared. This is only one prime example on how Mt. Whitney High School is using SSICA at their school and I’m sure your school would also benefit from using SSICA. The uses are endless with SSICA!

If you ever need assistance or ideas on how you can use SSICA at your school, please contact us at (855) DRS-SSICA or email us at support@ssica.org or contact me directly at (559) 393-7322 or by email at pchavez@ssica.org. Keep in mind that I served as an Assistant Principal and I understand the needs that your school has in regards to discipline and safety so don’t hesitate to reach out to me for assistance. I look forward on working with you!

Best regards,

Pete Chavez

Dr. Pete Chavez
President/Owner