

StudentAccess

Student Tracking Software for the TRiO Community

FAQ

1. Can I use an ID Card scanner?

You can use card swipe devices and card scanners but the right choice will depend on your campus. Student ID cards vary from one school to another and so does the equipment that's required to use/read them.

2. Can I have multiple Lab Sign-In computers?

Yes, you can have many Lab Sign-In computers. One LCA Admin computer is required.

3. Is there an annual fee?

There is a fee for purchasing the LCA. The annual fee is included in your ASP, there are no additional annual fees.

4. What if non participating students use the lab?

The LCA Administrator has the ability to transfer only the students that are in StudentAccess.

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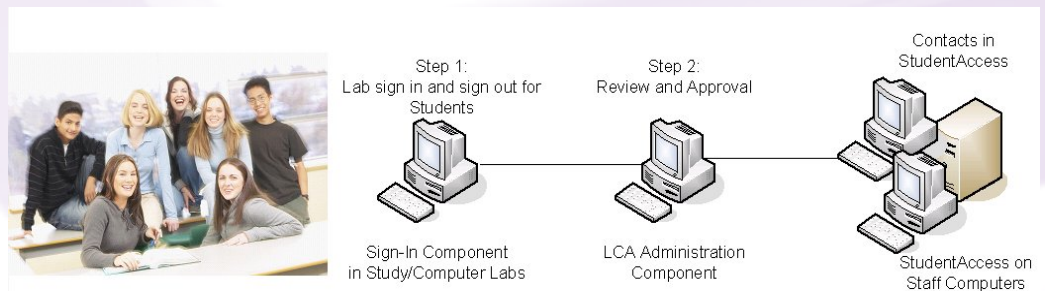
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Lab Contact Assistant

What is LCA?

The Lab Contact Assistant is designed to collect student activity at computer labs or open tutoring halls and transfer the data to StudentAccess. The design of the LCA was established when customers expressed the interest to capture student's lab visits in the Contacts area of their StudentAccess database. Our two component configuration of the LCA allows you to securely import information from computer labs, a valuable resource to your students, and transfer it into StudentAccess. This is all done without compromising the sensitive information your system currently holds.



How does it work?

A sign in station will be setup in your lab or study hall to collect the entrance and exit times of visiting students. When students sign in and out, the information is automatically recorded in the LCA. The LCA Administrator is for reviewing and approving the information. It gives you the opportunity to verify and accept the information before importing it into StudentAccess. This prevents students and others in the lab from having direct accessibility to the StudentAccess data. Approved information is put into StudentAccess where it immediately becomes available to all StudentAccess users!

What do I need?

First, you should have a department that is currently running StudentAccess. Then check with your local IT department to ensure your computer lab has a network connection. The last item you'll need is the LCA itself. Please contact Heiberg Consulting for purchasing information. Upon receiving the software, you will setup the Sign-In and LCA Administrator Components. Upon completion, you're ready to start! Please note that Microsoft Access is required on the Sign-In and LCA Administrator computers.

How do I get started?

Whether you're a StudentAccess customer or not, give us a ring, and we'll walk you through the next steps!