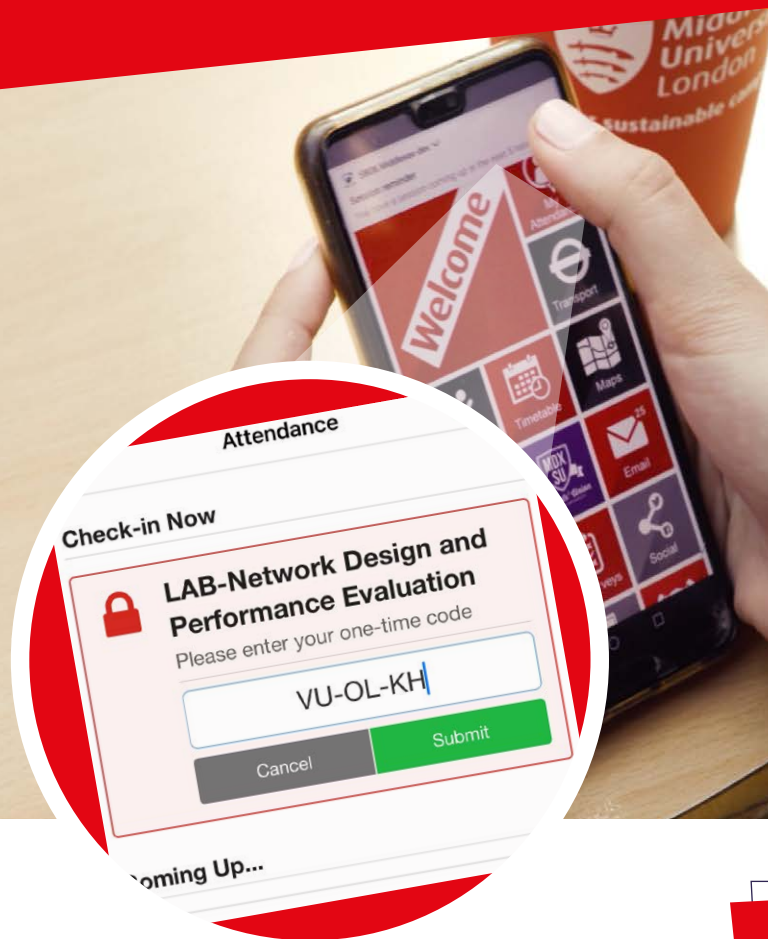




Middlesex
University
London

MDXAPP

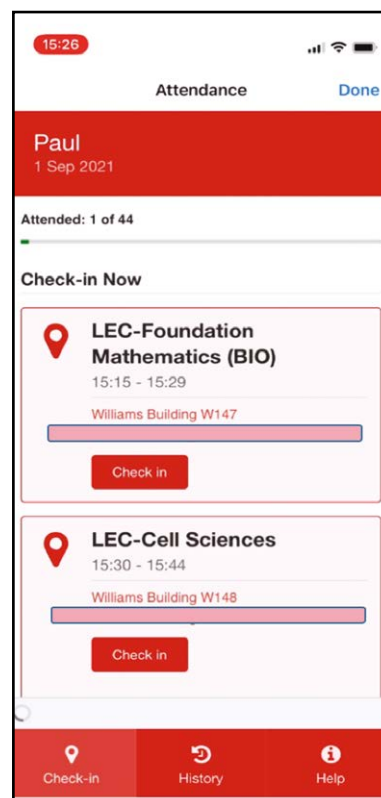
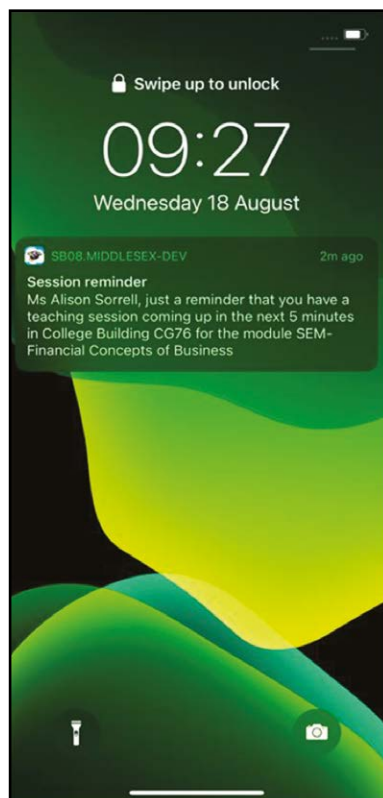
MDXapp Attendance One Time Code (OTC) Check-in



Guide for students

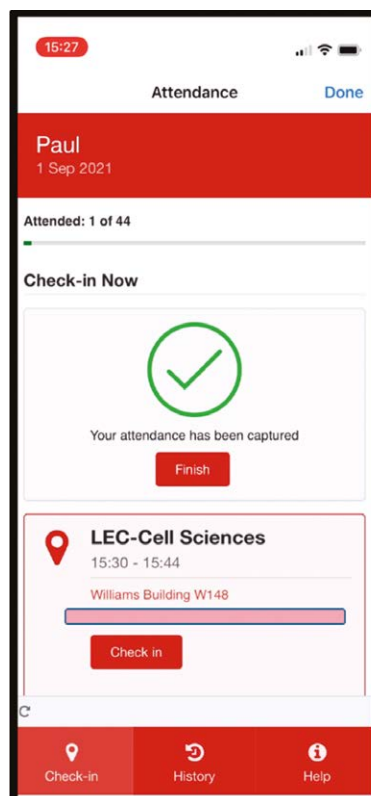
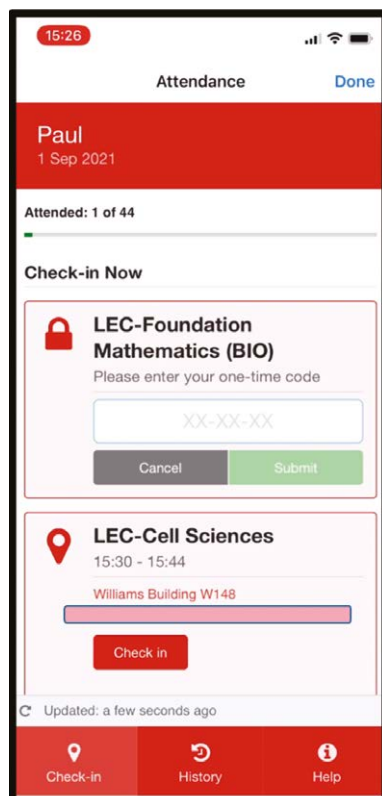
REMINDERS OF UPCOMING TIMETABLED SESSIONS

- ➔ You must download the MDXapp on to your device to check-in to your timetabled sessions.
- ➔ Download the MDXapp onto an Apple or Android mobile phone or tablet device. A web version of the MDXapp can also be accessed on Apple or Android devices, and any laptop or PC.
- ➔ The MDXapp will send you reminders of your upcoming timetabled sessions 5 minutes before they are scheduled to start. You will not receive session reminders on the Webapp.
- ➔ You will also be able to see your upcoming timetabled sessions for the day in the 'My Attendance' tile found in the MDXapp.



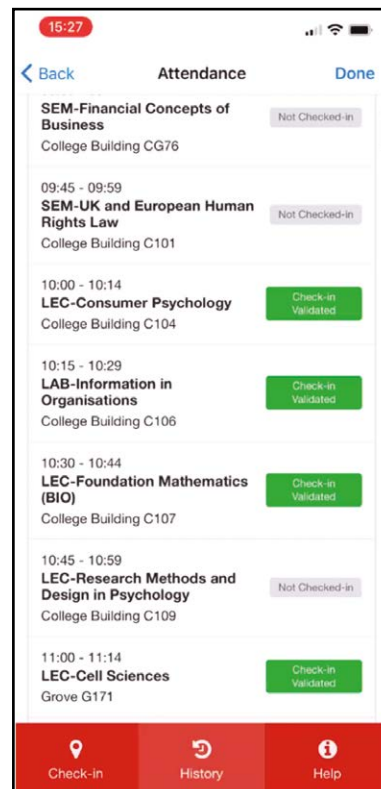
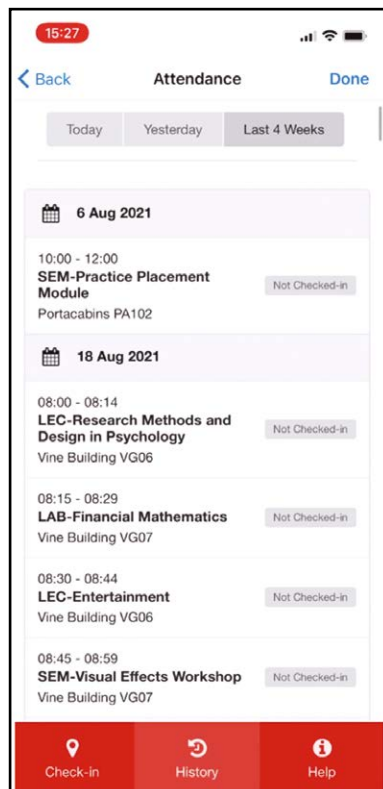
STEPS FOR A SUCCESSFUL CHECK-IN:

- ➔ Open the MDXapp/Webapp and click on the **'My Attendance'** tile, where you will be able to see your timetabled sessions for the day.
- ➔ Click on **'Check-in'** for the session you wish to check in to.
- ➔ You will be prompted to enter a unique One-Time Code which will be provided by the teaching staff at the start or during your timetabled session (and sometimes before the session).
- ➔ Where the OTC is shared by the teaching staff in advance of the centrally timetabled session, you can check in 15 minutes before the session is scheduled to start, up until 5 minutes after the session is scheduled to end.
- ➔ Once you have entered the code, press the green **'submit'** button to capture your check-in. Please note, you will not be able to press the submit button if you enter the OTC incorrectly.
- ➔ Once you have submitted the code, a green tick will appear, indicating that your attendance has been captured successfully.



HISTORY

- ➔ In the **'My Attendance'** tile you will also find your check-in history. Click on the **'History'** tab - this is where you can view your check-in history for the past 4 weeks.
- ➔ You will find a list of sessions you have checked-in to and sessions you have not attended.
- ➔ Check-in Validated: Successfully checked-in to the session.
- ➔ Not checked in: You have not checked-in to the session and marked absent. Please note, one missed check-in doesn't matter. Attendance is monitored on a percentage basis so a few missed check-ins will not have a negative impact unless absences are frequent.





FURTHER HELP AND INFORMATION

If you have any queries or need further assistance, please raise a ticket on UniHelp or chat with one of our team. Alternatively, you can send us an email.



LIVE CHAT

Chat with a member of our team
Monday to Friday 10am–4pm



UNIHELP

Raise a ticket via UniHelp



EMAIL

Send us an Email on attendance@mdx.ac.uk
We'll aim to respond to your query within 1-2 working days



FAQS

You may find the information you need in our FAQs