



GRIFFITH COLLEGE

YOUR ATTENDANCE & THE GRIFFITH COLLEGE APP

**INFORMATION FOR
NEW STUDENTS**





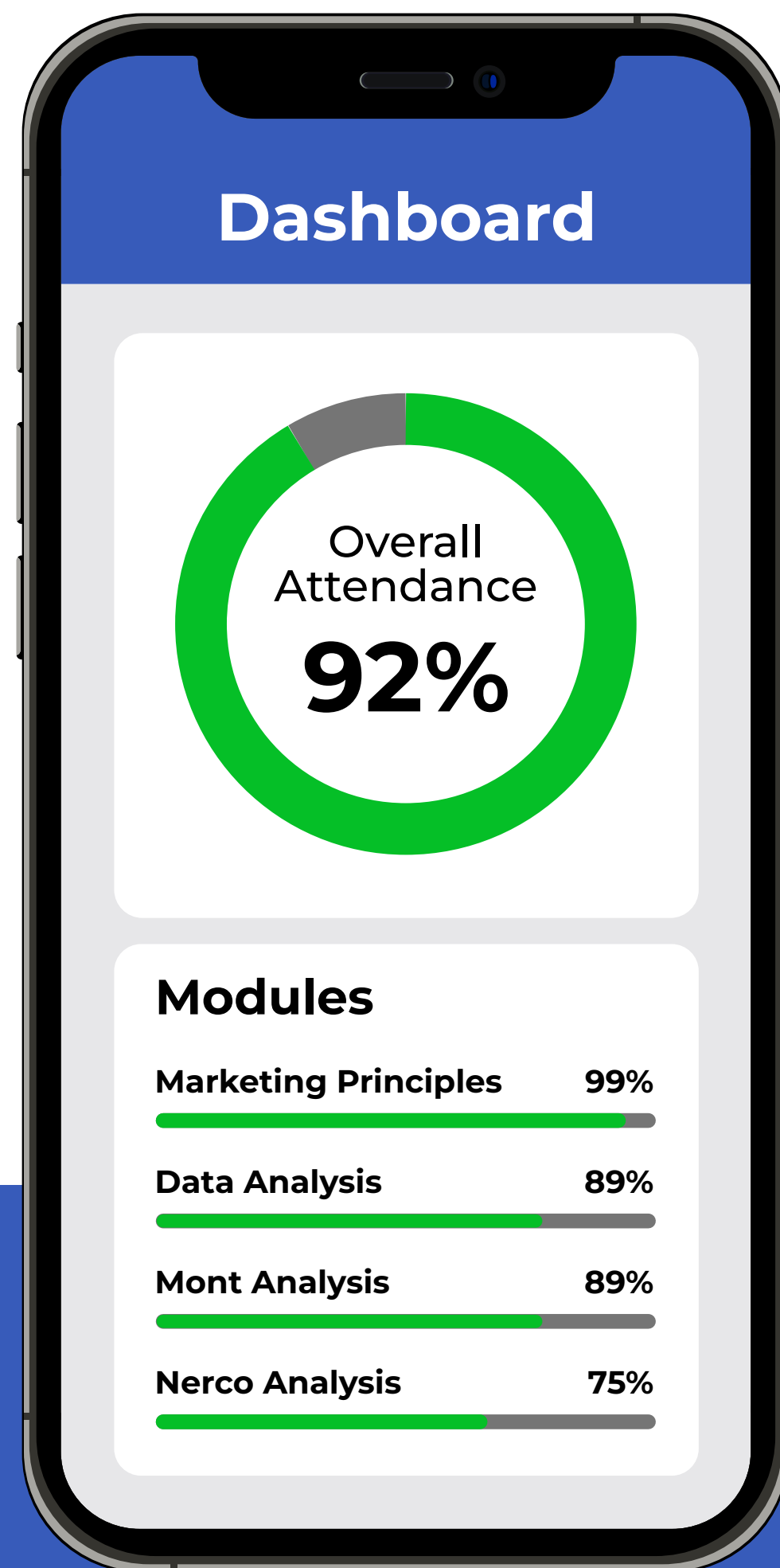
IMPORTANT

**As a full-time Griffith College student
you are required to attend all your
classes**

**And for Non-EU students, it's an
immigration requirement**

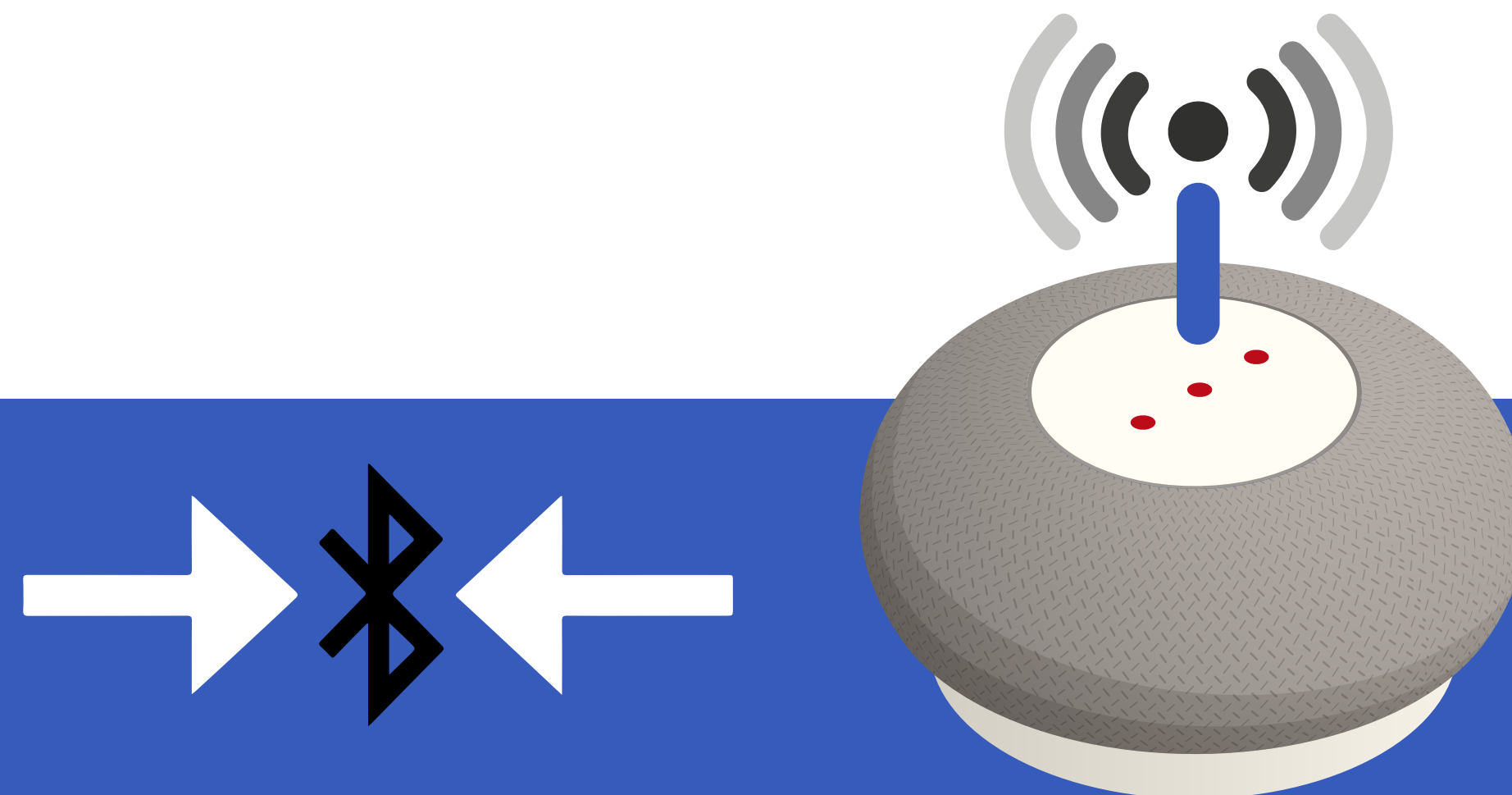
GRIFFITH COLLEGE APP

YOU CAN TRACK YOUR ATTENDANCE
IN REAL TIME!



We have a **Griffith College App** where you can log in to record attendance.

Your **attendance** is recorded **automatically** as the App detects the **classroom beacon**.



GRIFFITH COLLEGE APP

IT'S EASY!

STEP 1

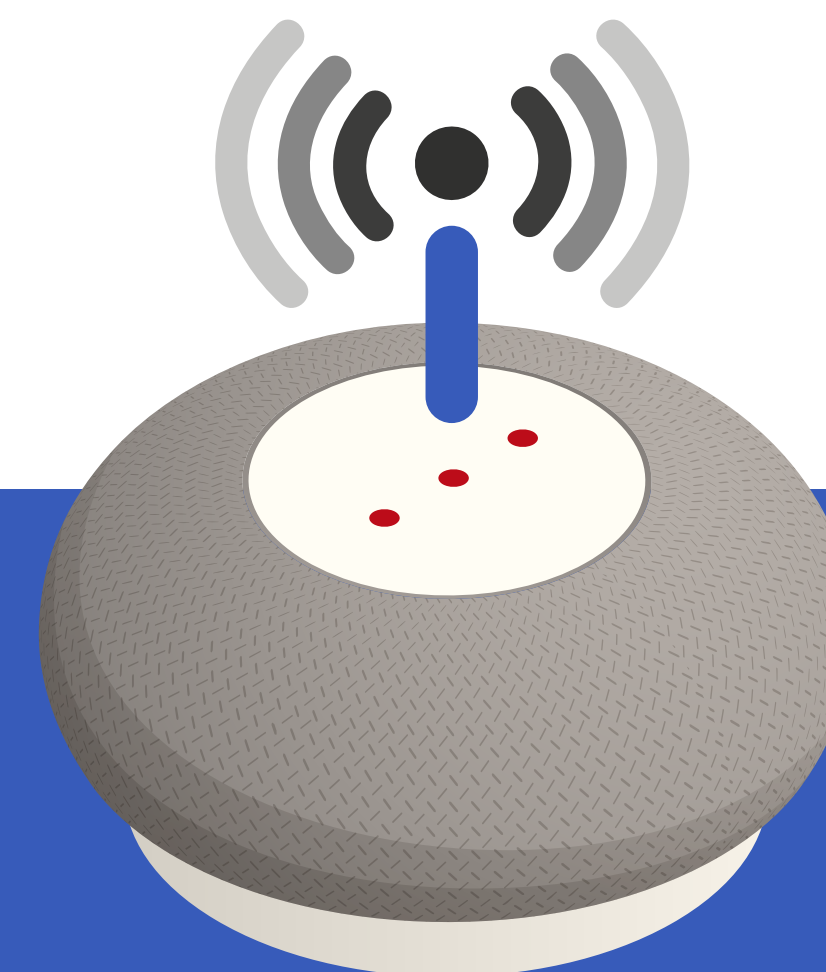
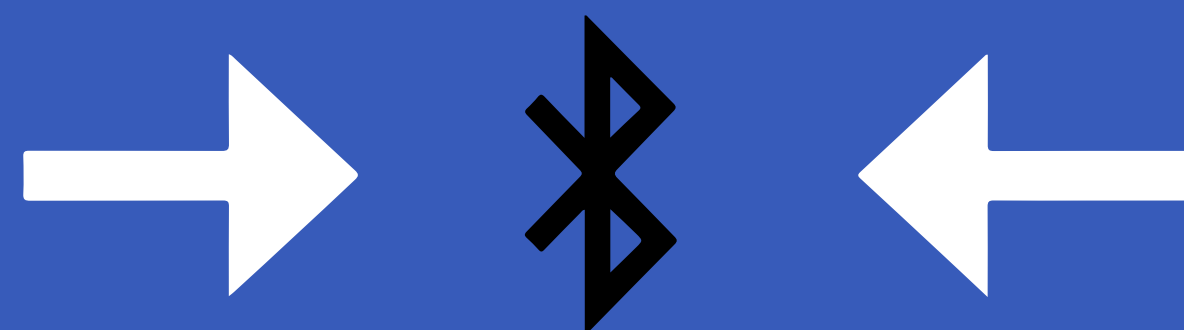
Download
the app

STEP 2

Register
your device

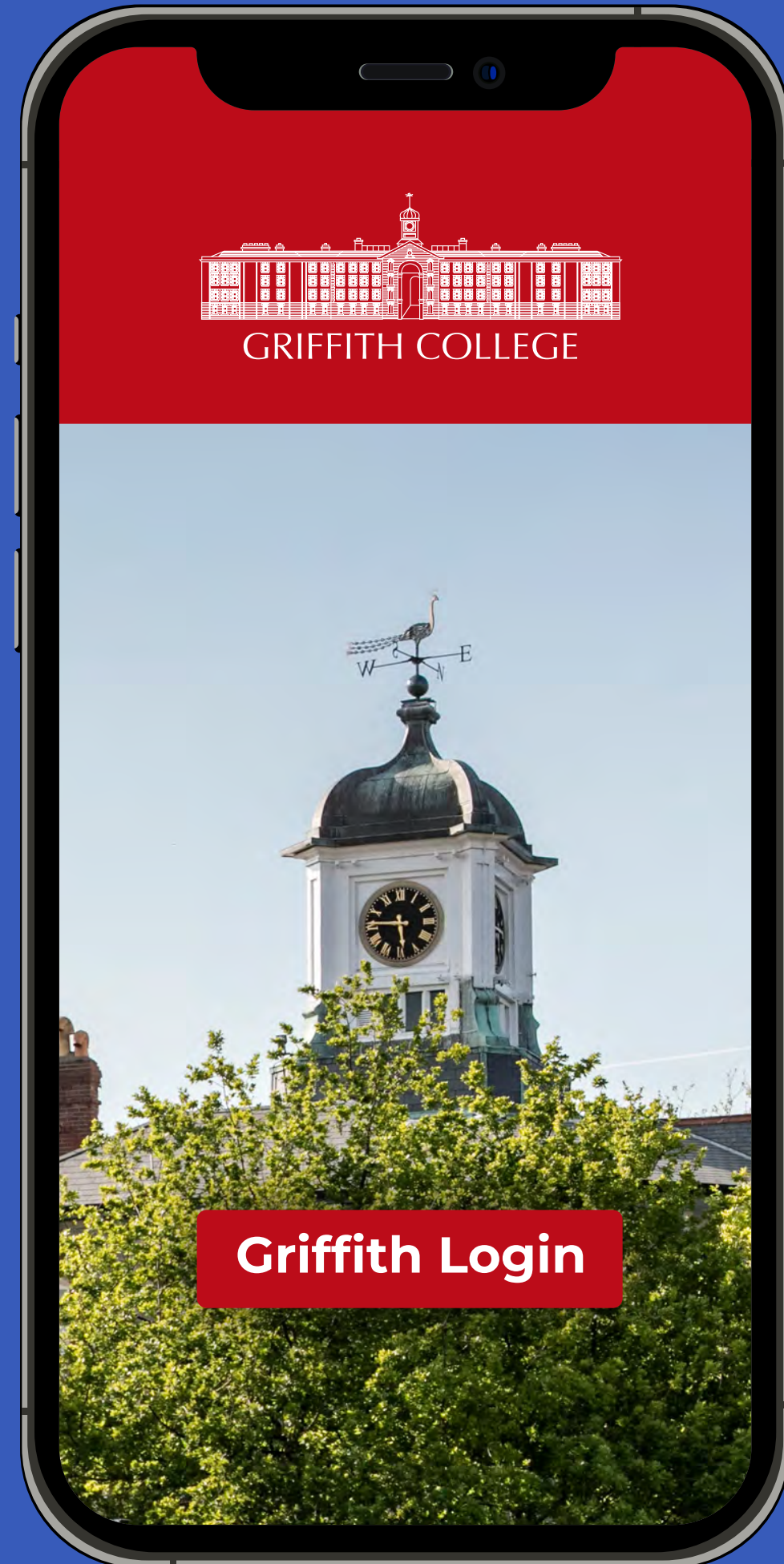
STEP 3

Use the
app in class

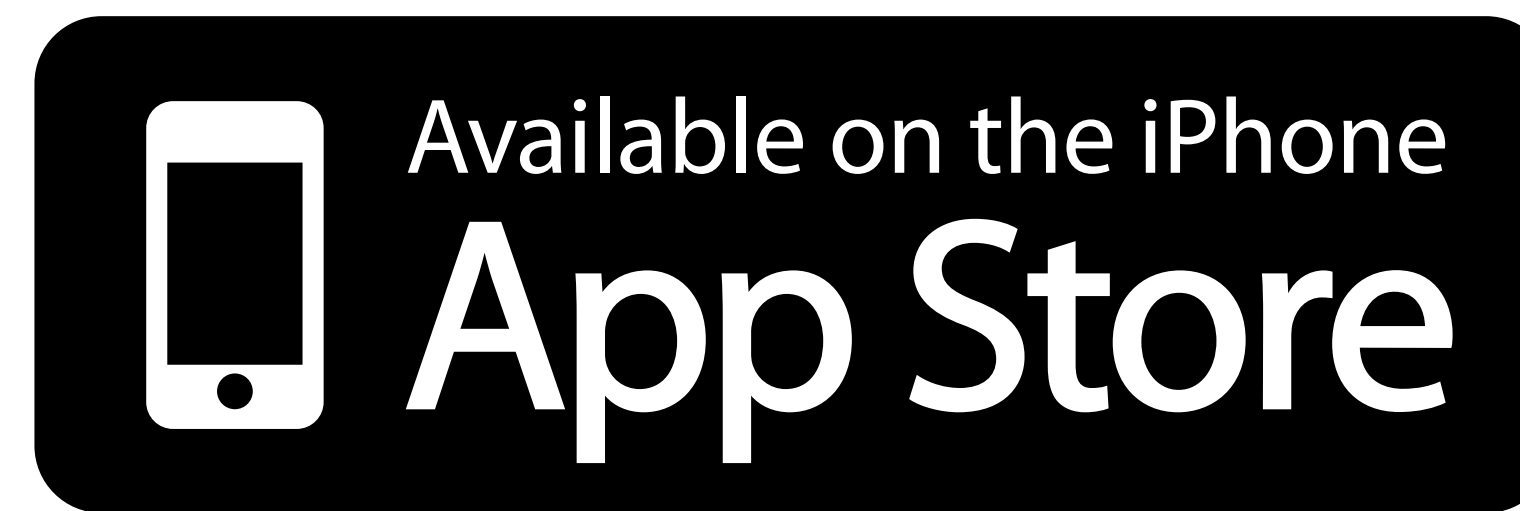
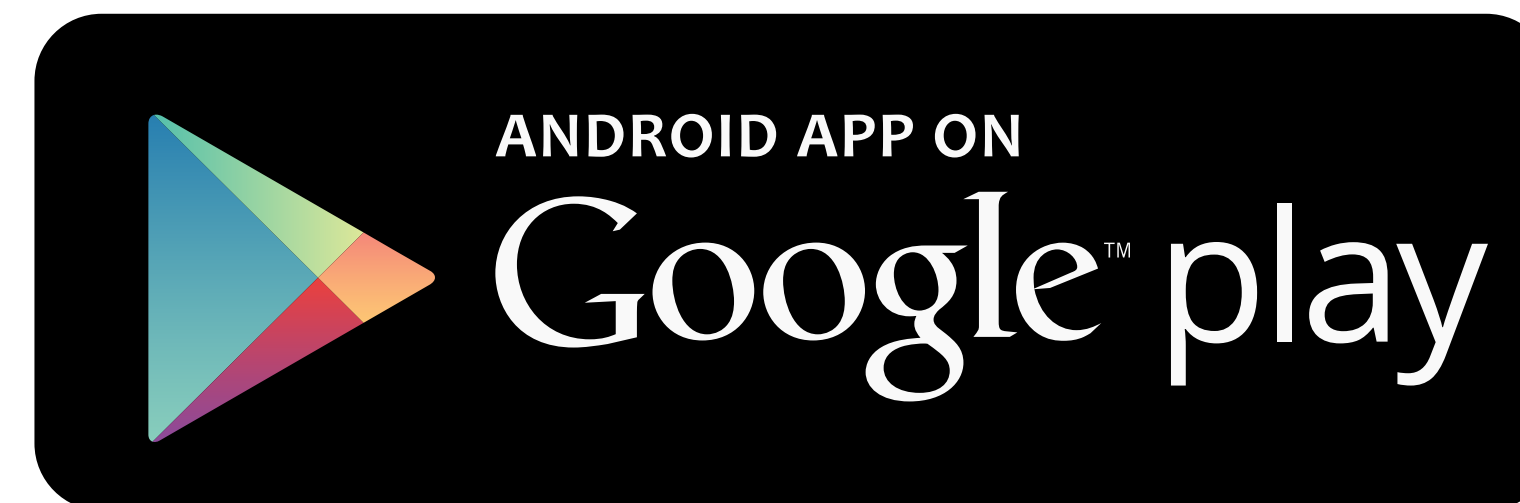


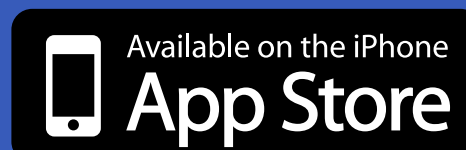
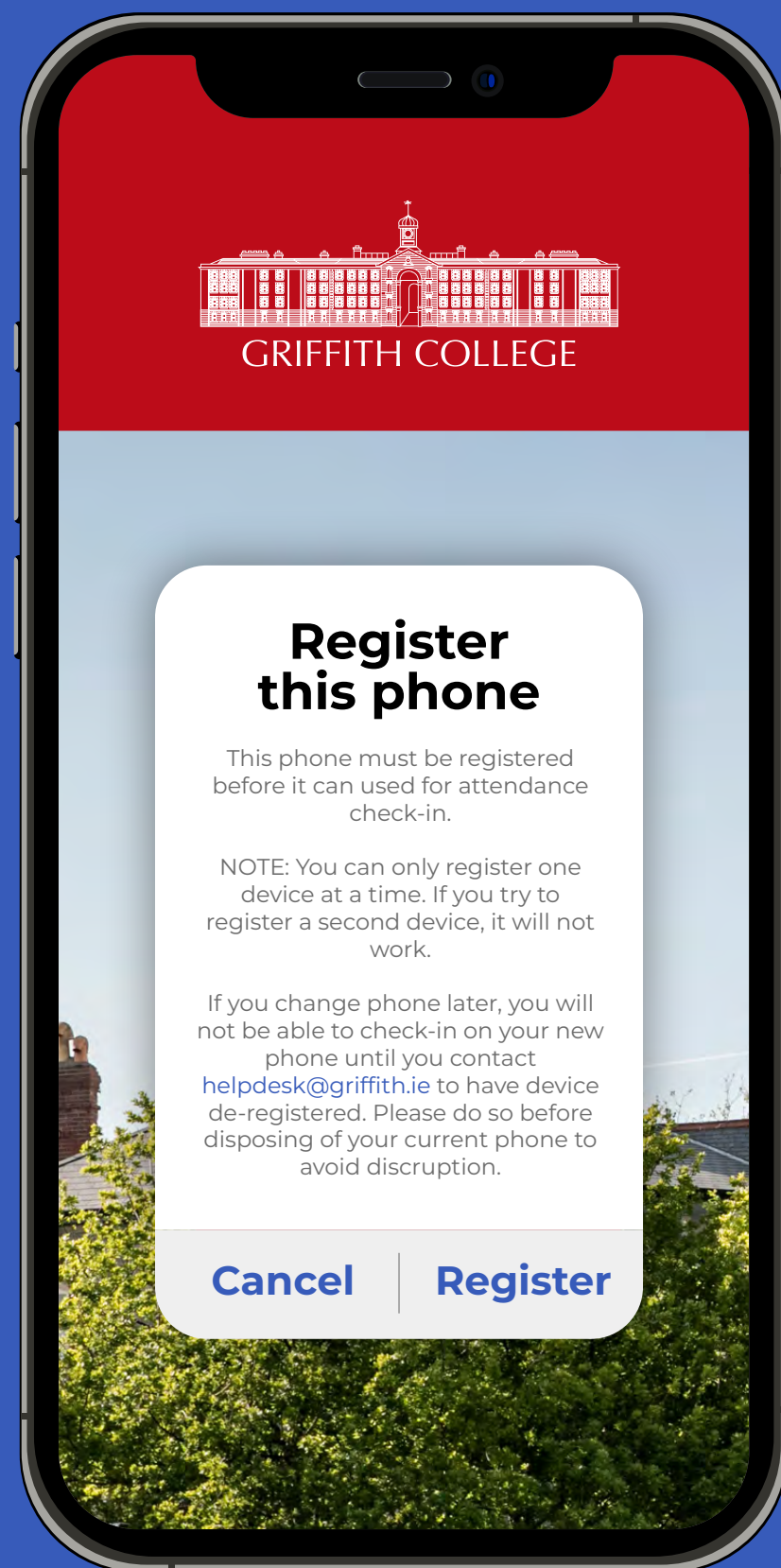


STEP 1: DOWNLOAD THE APP



**The App is available to download
on iPhone and Android**





STEP 2: REGISTER YOUR DEVICE

You need to register your phone on the Griffith College App. It keeps everything secure, accurate, and easy to manage.

How It Works

- 1 Sign in to the **Griffith College App**
- 2 When you see a registration prompt, tap **Register**
- 3 Keep using the same phone for attendance check-in

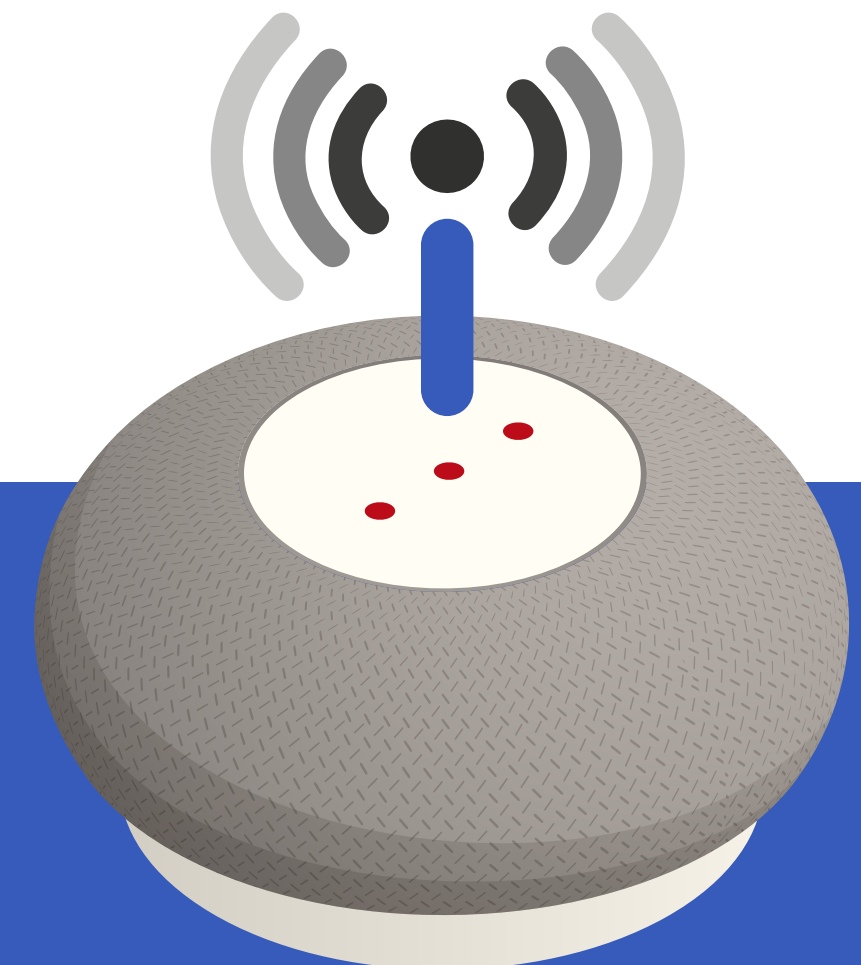
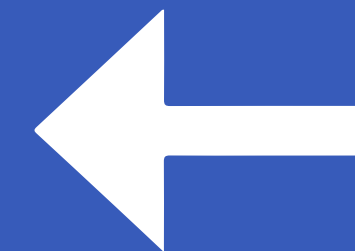
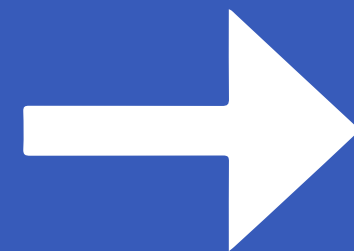
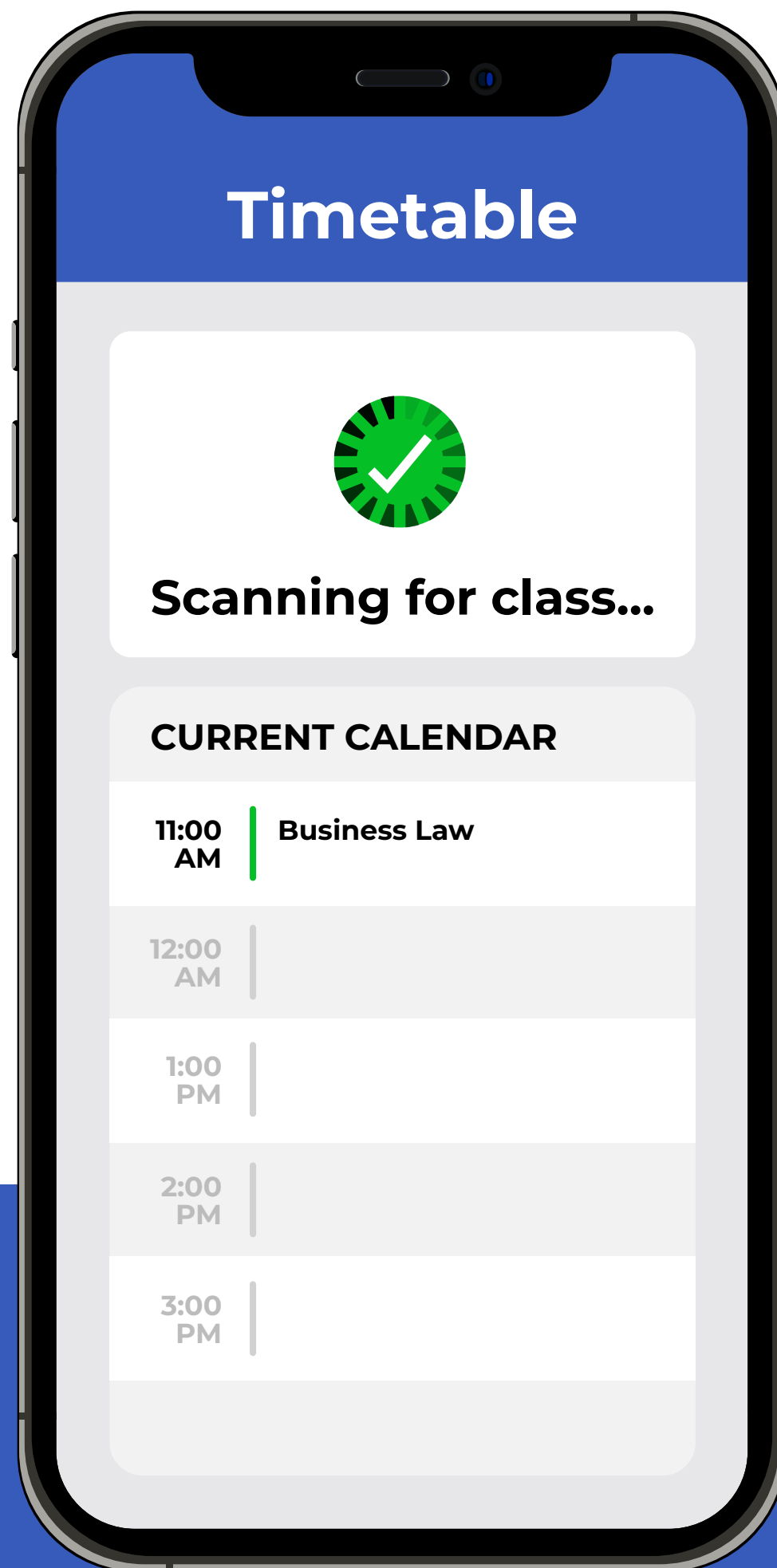
Why We Use Mobile Device Registration

- It protects your attendance record
- It prevents check-in from the wrong phone
- It helps staff trust that attendance is recorded correctly

STEP 3: USE THE APP IN CLASS

HOW TO RECORD YOUR ATTENDANCE:

- 1 Arrive at your classroom**
Tap the app notification as prompted OR open the app directly when entering classroom
- 2 Keep the app open**
Detection happens automatically. You should keep the app open for **approximately 10 seconds** while it is scanning for your classroom beacon
- 3 Look for the Green Tick** 
The green tick confirms you are marked present



WHAT HAPPENS IF I CHANGE MY PHONE?

If you change phone, you will need to register the new phone through Griffith College IT Support

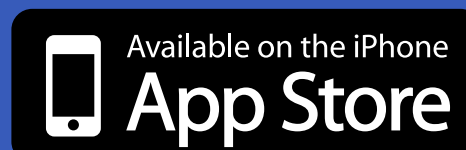
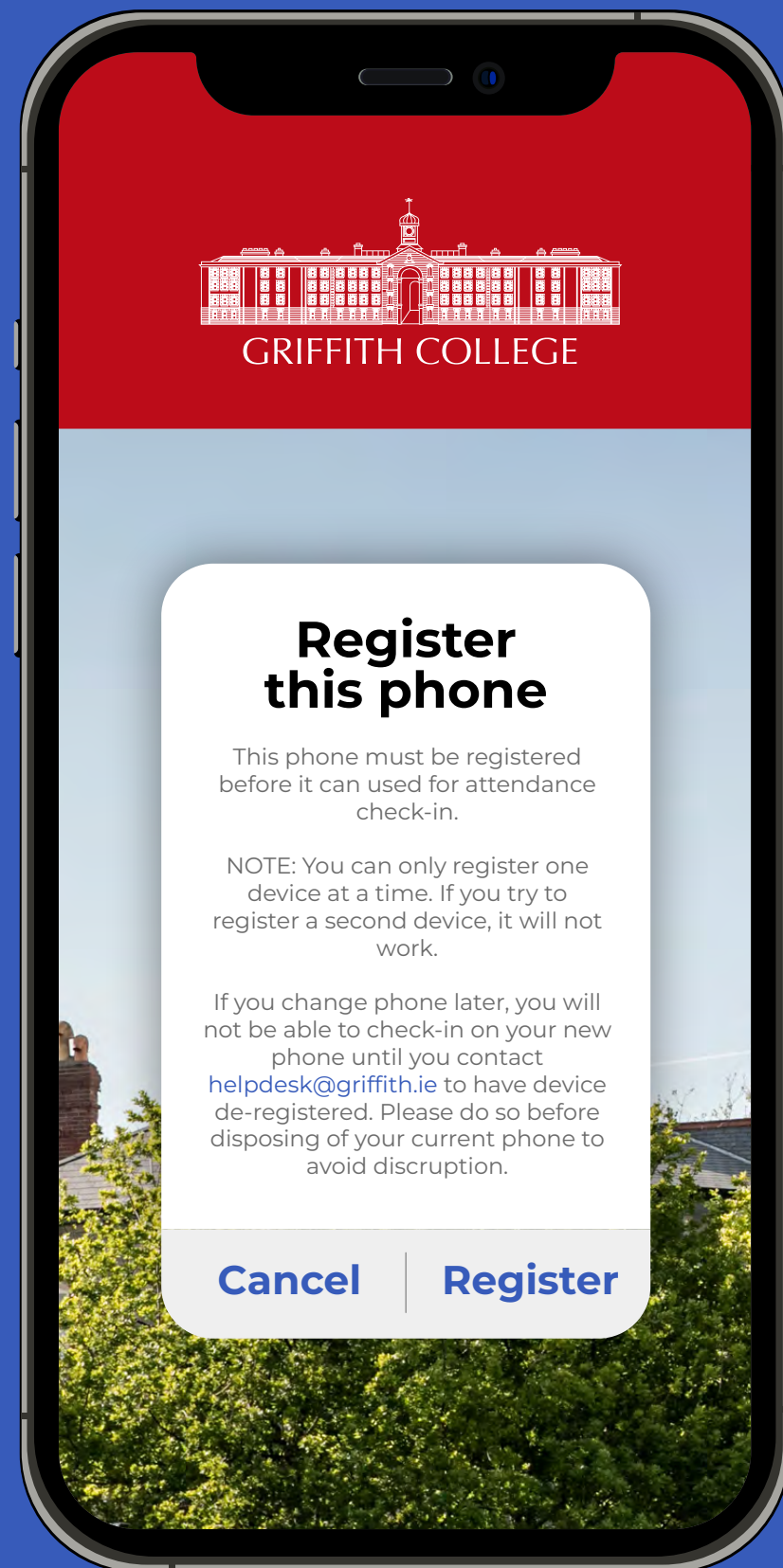
IT SUPPORT
SERVICE



IMPORTANT! To avoid disruption, contact **Griffith College IT Support** **BEFORE** disposing of your previous phone.



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ON-SCREEN MESSAGES

When you start using the app you might get some notifications



REGISTER THIS PHONE

Registration required. Your phone is not registered yet!

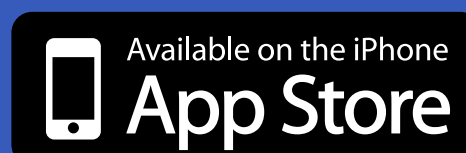
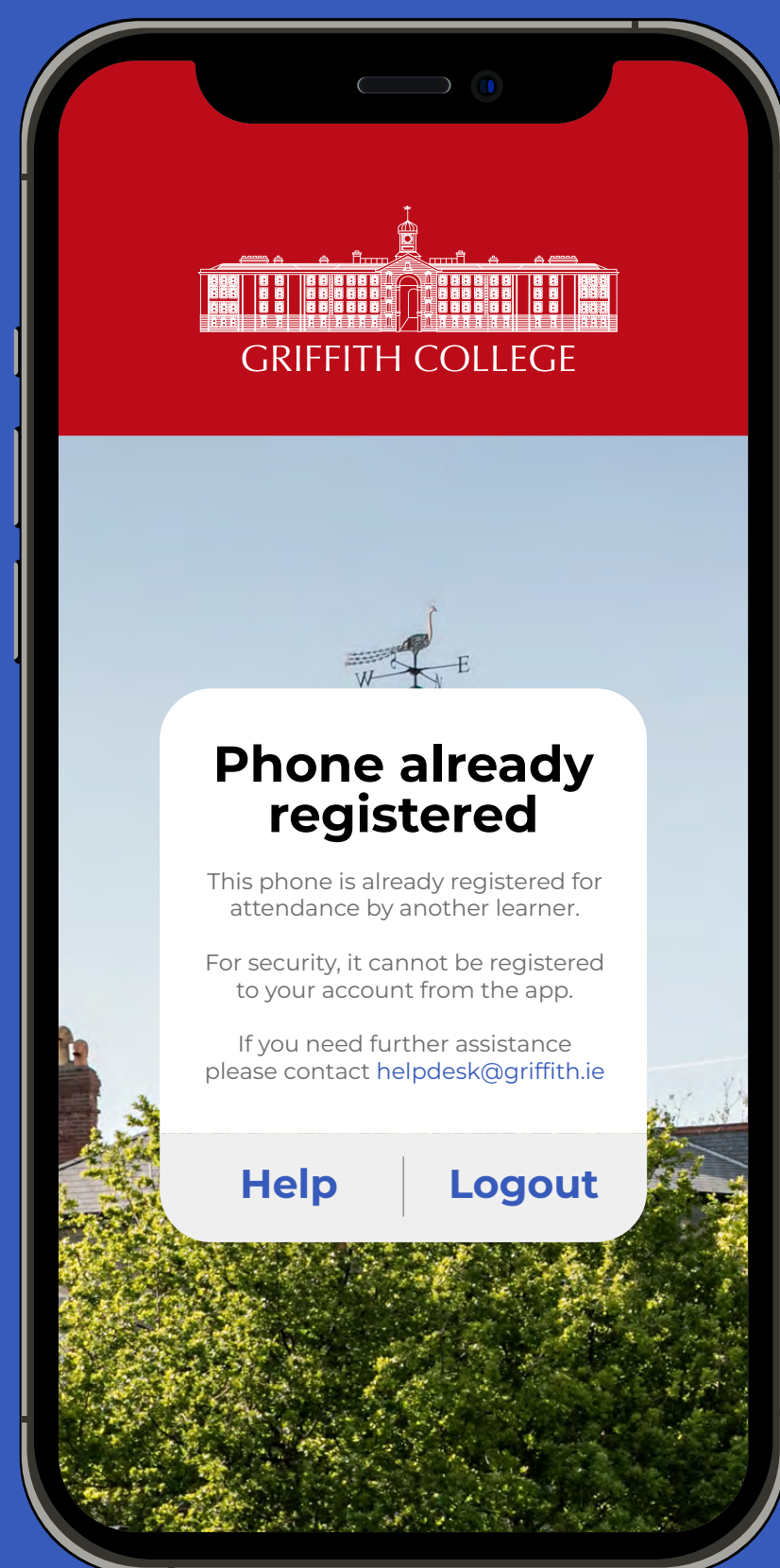


WHAT TO DO

Complete registration in the app



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ON-SCREEN MESSAGES

When you start using the app you might get some notifications



PHONE ALREADY REGISTERED

This phone is already linked to another student account

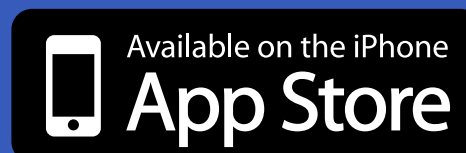
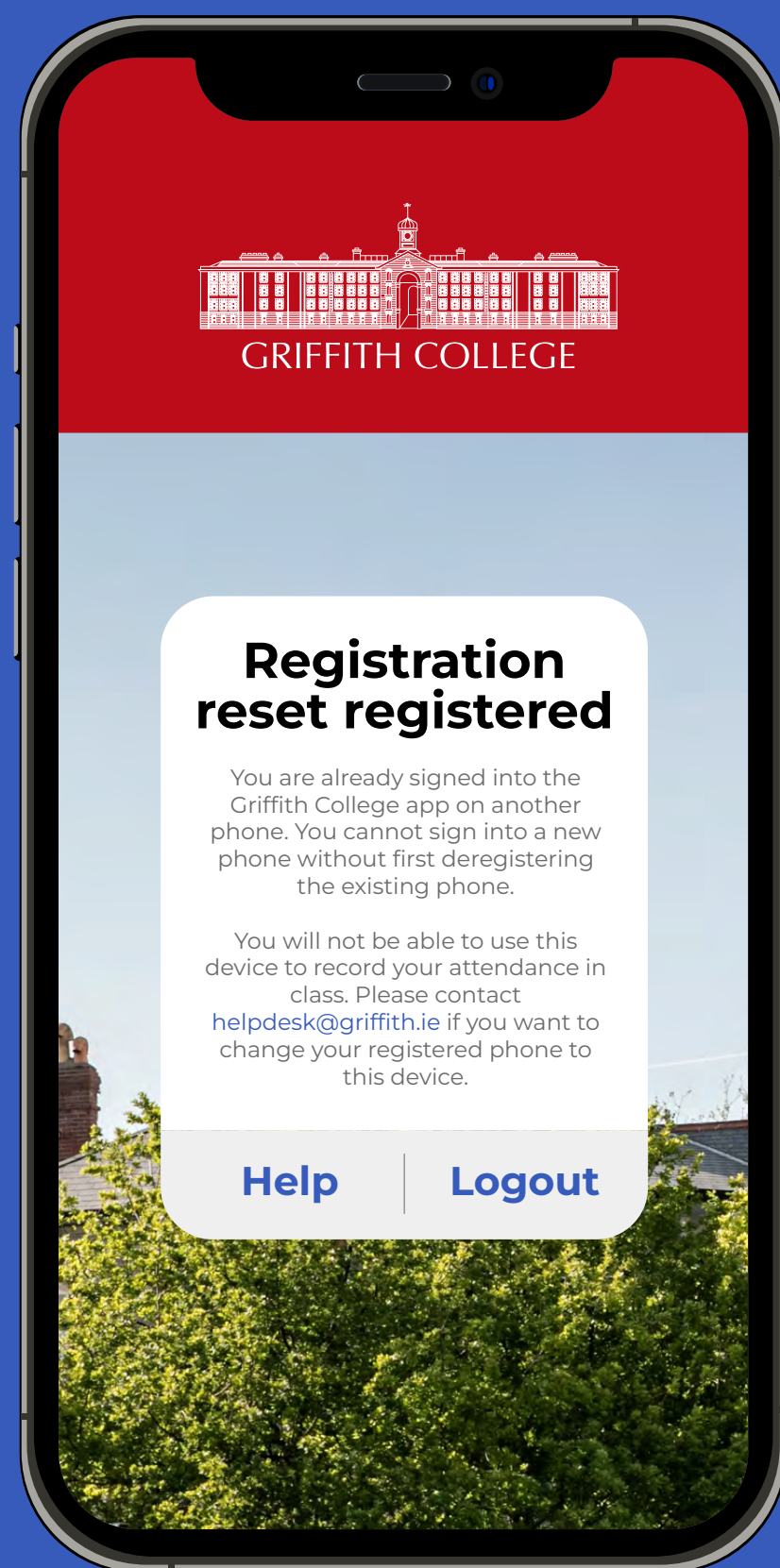


WHAT TO DO

Use your own registered phone or contact Griffith College IT Support for help



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ON-SCREEN MESSAGES

When you start using the app you might get some notifications



REGISTRATION RESET REQUIRED

If you change your phone, you must contact the Griffith College IT Department **in advance** to have your old phone unenrolled from the platform so you can register your new phone



WHAT TO DO

Contact Griffith College IT Support to reset your phone registration



PLAY BY THE RULES!

You must record your attendance honestly and accurately using only your own College account and your own device.

FRAUDULENT ACTIVITY = GROSS MISCONDUCT
YOU COULD BE EXPELLED FROM THE COLLEGE





NEED HELP?



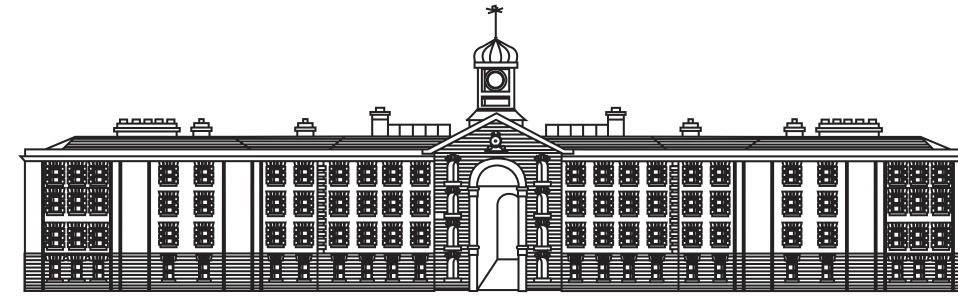
GRIFFITH IT SERVICES ATTENDANCE SUPPORT PAGE

[https://www.griffith.ie/offices/it-services
/services/timetable-attendance](https://www.griffith.ie/offices/it-services/services/timetable-attendance)



EMAIL

helpdesk@griffith.ie



GRIFFITH COLLEGE

Good
luck

— & —

Keep the conversation going
INTERNATIONAL@GRIFFITH.IE

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