

iLearnU Course Check-in Instructions

Below are the instructions for checking in attendees for an open iLearnU course session.

iLearnU Course Check-in Video:  [iLearnU Course Check-in.mp4](#)

Note: Only the Office Manager or Administrator log in has the check in option in iLearnU for unlimited walk-ins.

Participants may check in up to 60 minutes before the start of a session and up to 30 minutes after the end of the session.

1. Open your Chrome browser.
2. Visit ilearn.collierschools.com.
3. Log in using your network username and password.
4. In the upper right corner of the screen, click the drop-down button under your name.
5. Select Check-in.
6. Click the **orange** Continue button on the Launch Check-in module screen.
7. Locate the Safety & Security Training session offered at your school location.
8. Click the **red** ALLOW UNLIMITED WALK-INS button.
9. In the ready field, enter the employee ID number or network username.
10. The employee's picture will display, and you will receive the successful check-in message in the upper right portion of the screen confirming the individual has checked in.