# Health Office Scanner

Last Modified on 02/05/2026 10:48 am CST

The Scanning toolset is part of the Campus Workflow Suite.

It is recommended to have a webcam with the ability to auto-focus at close distances if you plan to use your webcam as a scanner. Webcams without this feature may have trouble reading barcodes.

In order for scanners to work correctly, the cursor must be in the entry box prior to scanning a barcode. If the cursor is not in the box, the scanner will not be able to copy/paste the number into the box and the student will not be scanned in correctly.

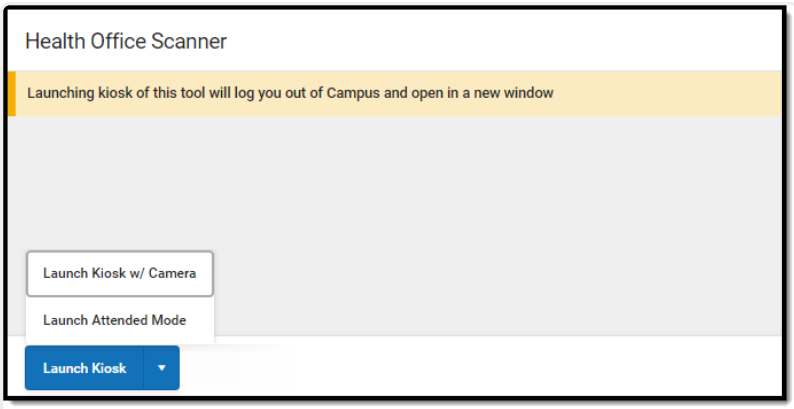
Tool Search: Health Office Scanner

The Health Office Scanner tool is used to check students into the nurse's office. Click the **Launch Kiosk** button to begin accepting scans in unattended mode. Click the **Launch Attended Mode** button to begin accepting scans in attended mode.

Selecting the **Launch Kiosk w/ Camera** option allows users to use the device's webcam to take a picture of the student's ID and use the picture to scan in the student.

If you launch the Health Office Scanner as a kiosk, it launches in a new window. You are logged out of Campus. The kiosk remains connected, allowing students to scan in/out as needed.

- Before the kiosk can launch, if you are currently logged in with a Single Sign On account, you must use the **Sign Out of Single Sign On** button to sign out of your account. As you are signed out of your account, additional windows automatically open and close.

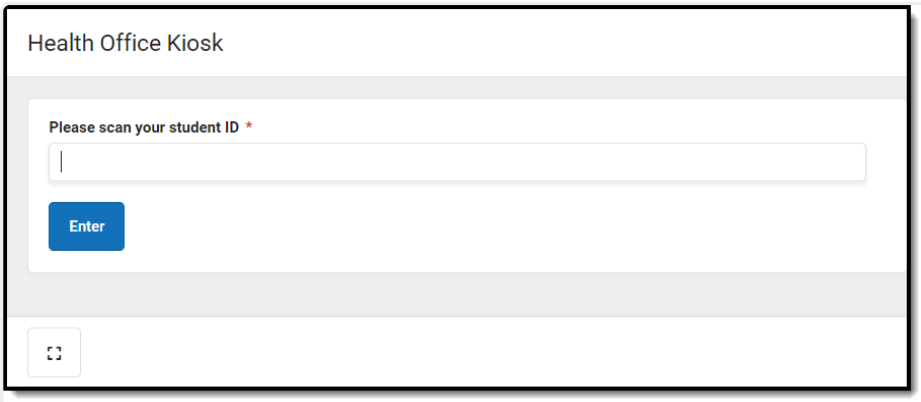



*Health Office Kiosk Tool*

# Health Office Kiosk

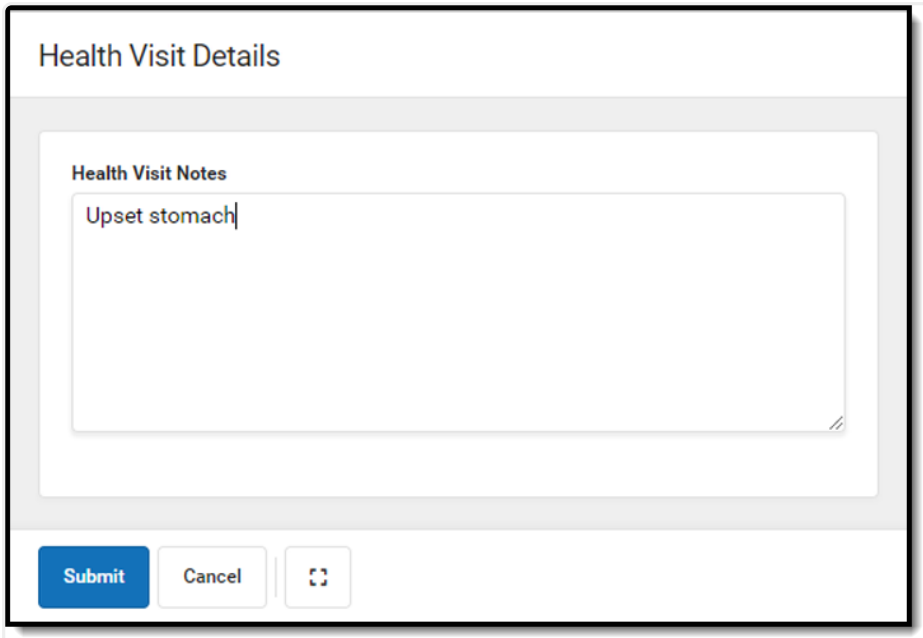
Once the Health Office Kiosk tool is launched, a separate window displays and the user is automatically logged out of Campus. This allows students to check in to the nurse's office without having access to a Campus account.

**NOTE:** Once logged into the kiosk, the kiosk remains open unless the computer on which it's running has an inactivity logout time. For the kiosk to remain open, the computer itself must remain awake.




*Launched Health Office Kiosk*

Once a student enters or scans in a student ID, the **Health Visit Detail** screen displays.



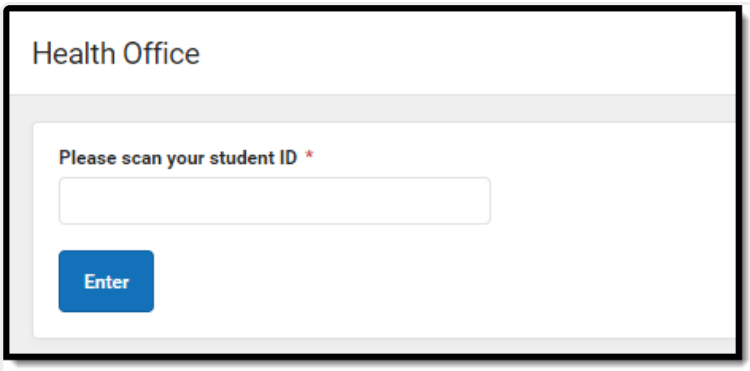

*Health Visit Details*

The student enters text into the **Health Visit Notes** field and then **Submit** or **Cancel**.

The student's attendance is automatically captured on the Health Office Calendar tool and the student's Health Office Visits tool.

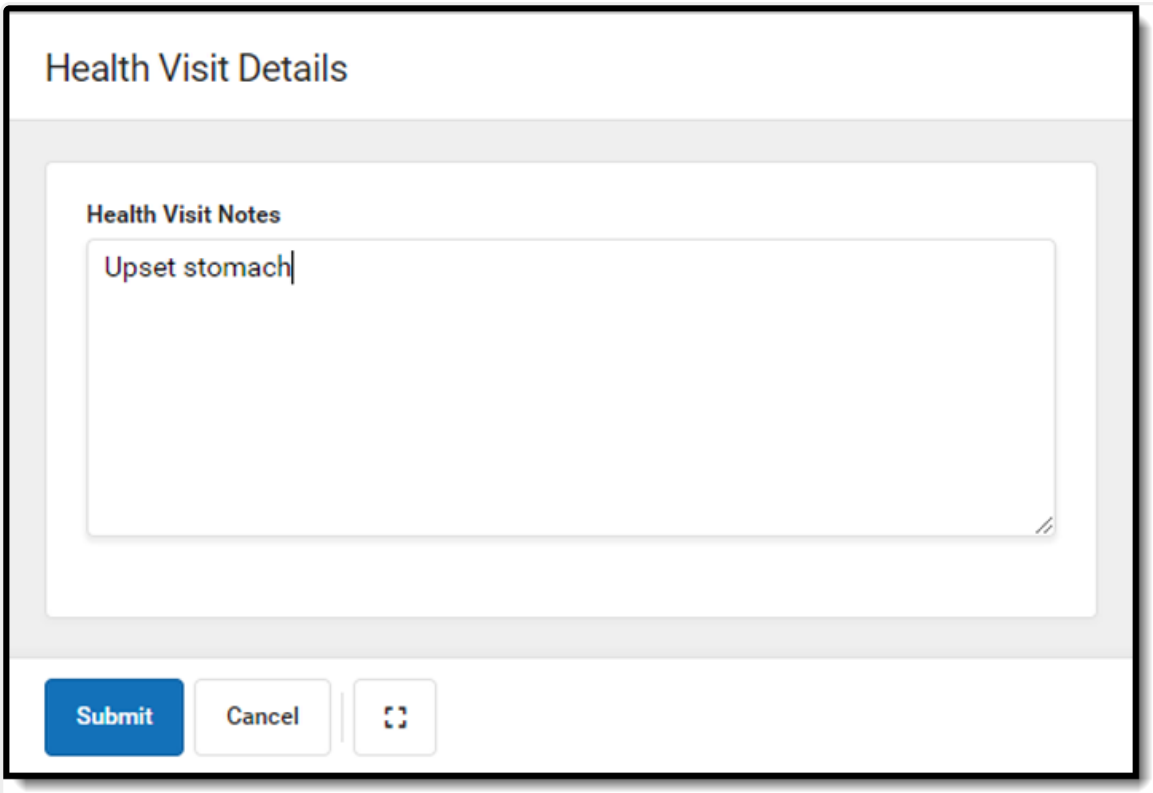
# Health Office Attended Mode

Once the Health Office Attended tool is launched, health staff can enter or scan in student ID numbers.




*Health Office Attended Mode*

Once a student enters or scans in a student ID, the **Health Visit Detail** screen displays.




*Health Visits Detail*

The student enters text into the **Health Visit Notes** field and then **Submit** or **Cancel**.

The student's attendance is automatically captured on the Health Office Calendar tool and the student's Health Office Visits tool.

**Tip**: The **Expand** button can be used to extend the work space to the full size of the user's screen. Click the Expand button again or **Esc** on the keyboard to exit full screen mode.