

DSS DEVICE QUICK REFERENCE GUIDE

Swipes will now be monitored weekly on a VADSS Licensed Website for compliance. Carefully follow instructions below.
*Don't rush-Mistakes are costly *Forgot your card-Not acceptable, bring it with you *Lost your card-Call TAC & DSS asap

NON-COMPLIANCE WILL BE ENFORCED & MAY RESULT IN TERMINATION OF SERVICES. NO EXCEPTIONS!

CURRENT Day Swipes

1. Swipe card
2. Key in 4-digit PIN #
3. Press **1** to check IN
OR
Press **2** to check OUT
4. Key in 2-digit child #, press enter twice to complete
(Parents with more than 1 child, see below)

PREVIOUS Day Back-Swipes

1. Swipe card
2. Key in 4-digit PIN #
3. Press **3** to check IN
OR
Press **4** to check OUT
4. Key in date *(example: 09/25)*
5. Key in time *(example: 08:05)*
6. Press **1** for AM or **2** for PM
7. Key in 2-digit child #, press enter twice to complete
(Parents with more than 1 child, see below)

ABSENCE Swipes

1. Swipe card
2. Key in 4-digit PIN #
3. Press **5** for absence
4. Key in date *(example: 09/25)*
5. Press **1** for full day
OR
Press **2** for part day
6. Key in 2-digit child #, press enter twice to complete.
(Parents with more than 1 child, see below)

Parents With More Than 1 Child: *If entering more than 1 child for the same date, key in the next child's 2-digit # and press enter. When all children for the same date have been entered, press enter again to complete the transaction. If one of your children was absent on that same date, follow steps for Absence swiping for that child.*