

# **Guide to Web-Based Check-in Program for Probationers**

## ***Including:***

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*Check-in Procedure/Steps*

*Resetting Your Password*

*Retrieving Your PIN*

*Notifications*

*Important Information*

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# Program Overview

The Check-In Program is a fast and easy web-based way for probationers in good standing to keep in contact with the Probation Officer assigned to your case.

To use the Check-In application, you must:

- Have regular access to the Internet.
- Have regular access to email.
- Have a cell phone with text messaging capabilities (*preferred*).
- Be in good standing with Probation.

Participating in the Check-In Program involves completing an initial registration in the program via the internet – either on a computer or web-enabled smartphone. You will be required to complete check-ins per your reporting schedule and will receive email and/or text message reminders before the scheduled due date.

Note that the Check-in process includes answering a series of “yes” or “no” questions and taking a photograph. Photographs can be captured either from a smartphone camera, built-in camera on a desktop/laptop computer or peripheral camera connected to a desktop/laptop.

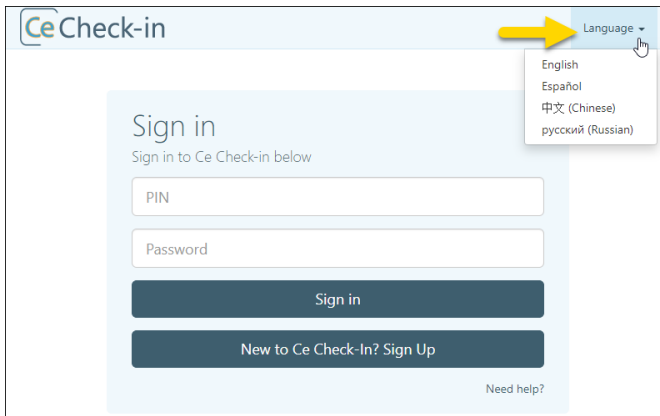
Periodically you may also receive text messages directly from your Probation Officer.

***Important: Location services MUST be enabled on your computer or smartphone to complete a fully-compliant Web Check-in.***

# How to Register for Ce Check-in

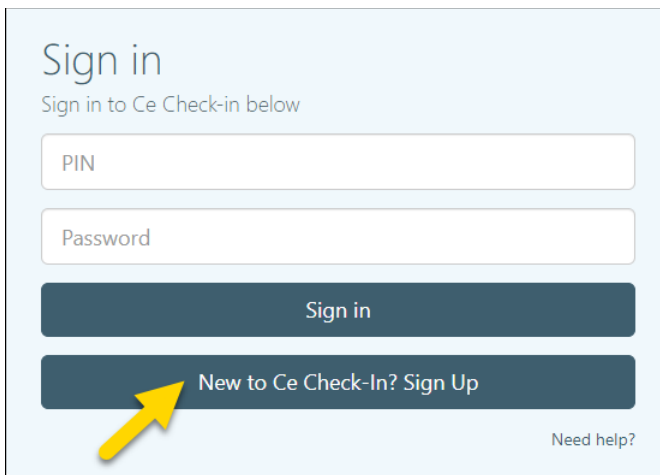
Before you register, make sure you received your PIN from your Probation Officer.

1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. By default, the page displays in English. If available, you may be able to select another language from the drop-down menu at the top right.



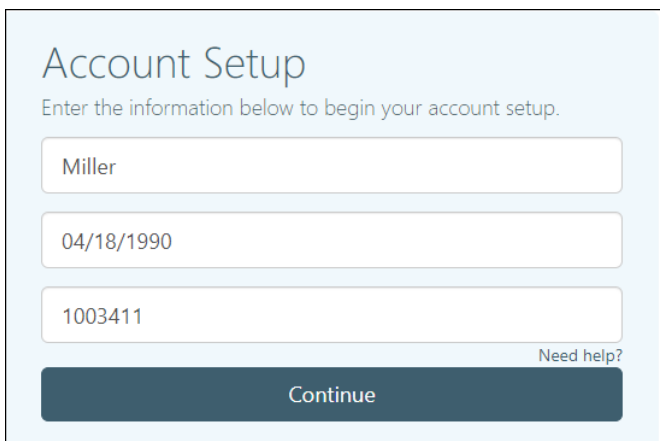
The screenshot shows the Ce Check-in website's sign-in page. At the top right, there is a 'Language' dropdown menu with a yellow arrow pointing to it. The dropdown menu is open, showing options: English, Español, 中文 (Chinese), and русский (Russian). Below the menu, the sign-in form includes fields for 'PIN' and 'Password', a 'Sign in' button, and a 'New to Ce Check-In? Sign Up' button. A 'Need help?' link is at the bottom right.

3. To register, click the **New to Ce Check-in? Sign up** button.



This screenshot is identical to the previous one, but with a yellow arrow pointing to the 'New to Ce Check-In? Sign Up' button.

4. Enter your **Last Name**, **Date of Birth**, and **PIN**. Then click **Continue**.



The screenshot shows the 'Account Setup' page. It has the heading 'Account Setup' and the instruction 'Enter the information below to begin your account setup.' There are three input fields: the first contains 'Miller', the second contains '04/18/1990', and the third contains '1003411'. Below the fields is a 'Continue' button and a 'Need help?' link.

5. Your PIN is displayed. Make sure you write it down as you will use it to sign into Ce Check-in in the future.
6. Create a password and set up a security question and answer. Then click **Complete Setup**.

### Account Setup

Hello, Fiona. Your PIN is **1003411**. This PIN, along with the password you create, will be used to sign into Ce Check-in. Enter the information below to complete the account setup.

Choose a password that contains at least 7 characters. Your PIN and password will be used to sign into Ce Check-in.

Choose a security question and answer. If you cannot sign into Ce Check-in, you will use this security question and answer to find your PIN or reset your password.

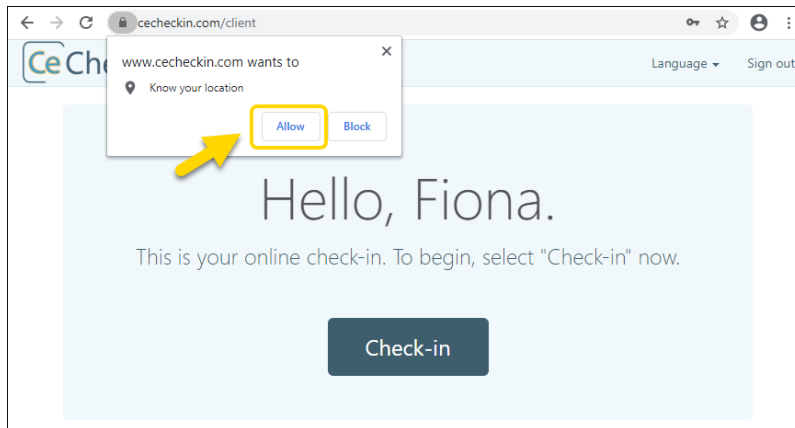
In what city or town was your first job? ▼

Your registration is complete and you're logged in to Ce Check-in. The next time you return to [www.cecheckin.com](http://www.cecheckin.com), you'll use your PIN and password to sign in.

# How to Check-In

**Important:** Before you check-in, you must elect to allow your location and/or GPS to be tracked. It is required that GPS is enabled on your device and that you elect to share your location information when prompted.

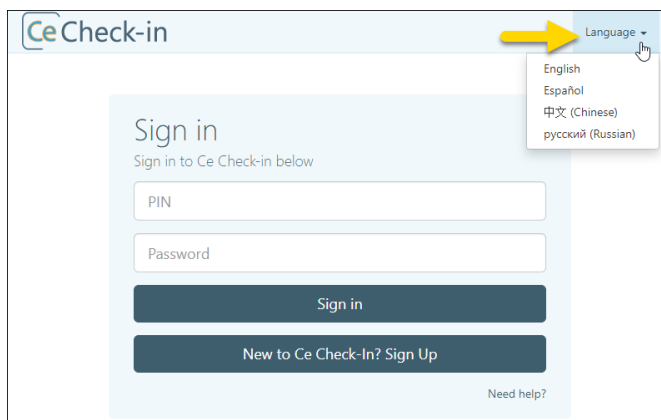
- **Computer browsers:** When prompted, make sure you allow location tracking.



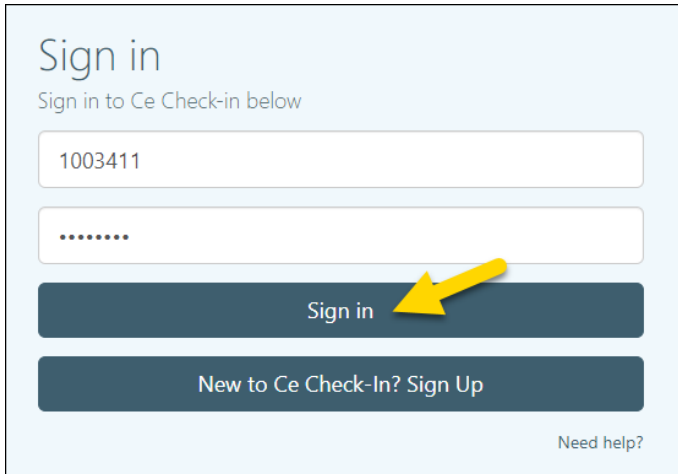
- **Smartphones and tablets:** Please reference your device's manual for how to enable GPS on your device and ensure this is enabled before completing a check-in.

The Check-in process involves three main steps: Take a photo, read any messages from your Probation Officer, and complete a questionnaire.

1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. By default, the page displays in English. If available, you may be able to select another language from the drop-down menu at the top right.



3. Enter your **PIN** and **Password**, then click **Sign in**.



Sign in  
Sign in to Ce Check-in below

1003411

.....

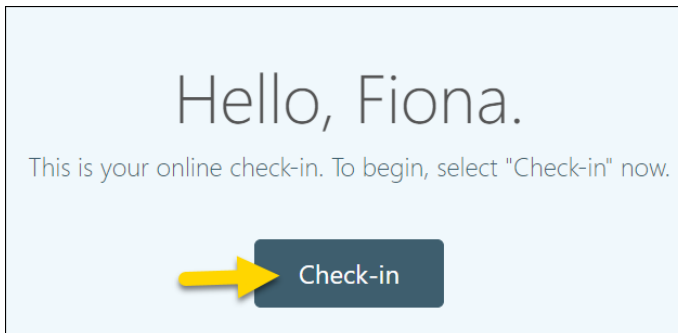
Sign in

New to Ce Check-In? Sign Up

Need help?

A screenshot of a web-based sign-in form. At the top, it says "Sign in" and "Sign in to Ce Check-in below". There are two input fields: the first contains the PIN "1003411" and the second contains a password represented by seven dots. Below the fields are two buttons: a dark blue "Sign in" button and a lighter blue "New to Ce Check-In? Sign Up" button. A yellow arrow points to the "Sign in" button. A "Need help?" link is at the bottom right.

4. The **Welcome** page displays. Click **Check-in** to begin.




Hello, Fiona.

This is your online check-in. To begin, select "Check-in" now.

Check-in

A screenshot of a welcome page. It says "Hello, Fiona." and "This is your online check-in. To begin, select 'Check-in' now." Below the text is a dark blue button labeled "Check-in". A yellow arrow points to the "Check-in" button.

5. **Check-in Step 1:** Take a photo of yourself to verify your identity. Click **Start Camera**.



Step 1: Take a photo

Instructions:

- No hats
- No sunglasses
- Face the camera

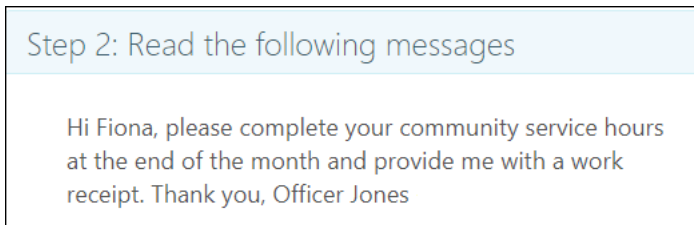
Start Camera

A screenshot of the "Step 1: Take a photo" screen. It features a placeholder image of a person's head and shoulders. To the right, under "Instructions:", there is a bulleted list: "No hats", "No sunglasses", and "Face the camera". At the bottom left, there is a dark blue button labeled "Start Camera". A yellow arrow points to the "Start Camera" button.

6. The camera initializes. When you're ready, click **Take Photo** to capture a photo. If you need to re-take the photo, click **Take Photo** again.



7. **Check-in Step 2:** If you have message(s) from your Probation Officer to read, they will display. If you don't have any messages, proceed to the next step.



8. **Check-in Step 3:** Complete the questionnaire with "yes" or "no" answers. You must answer all questions.

Step 3: Answer questions

Has your officer approved your current living situation?

Yes  No

Have you missed any treatment or community service sessions?

Yes  No

Are you behind on your payments?

Yes  No

Do you have any problems or requests you need to discuss with your probation officer?


Yes  No



9. After answering all questions, click **Check-in** at the bottom.

Have you been arrested since your last report?

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If your check-in was completed successfully, a message displays and indicates the due date for your next check-in.

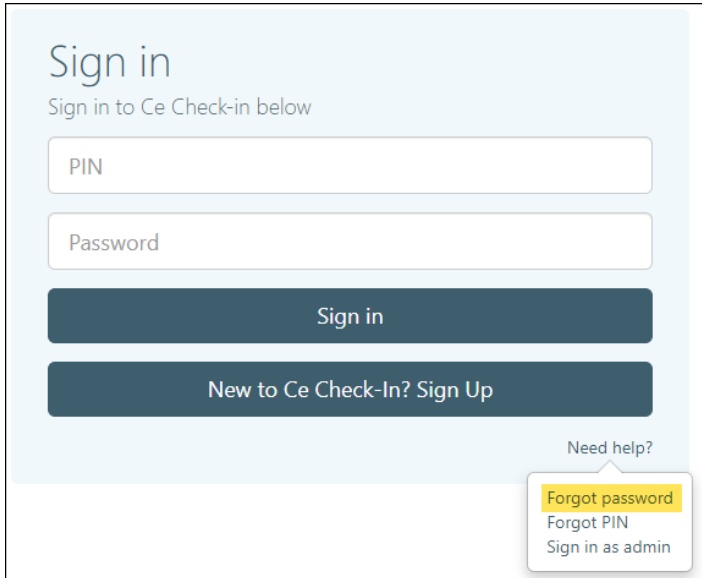
**Success!**

Your check-in was completed successfully.

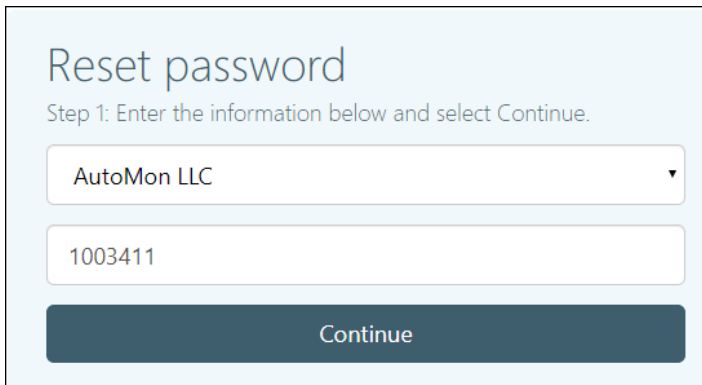
Your next reporting due date is 4/17/2020.

# How to Reset Your Password

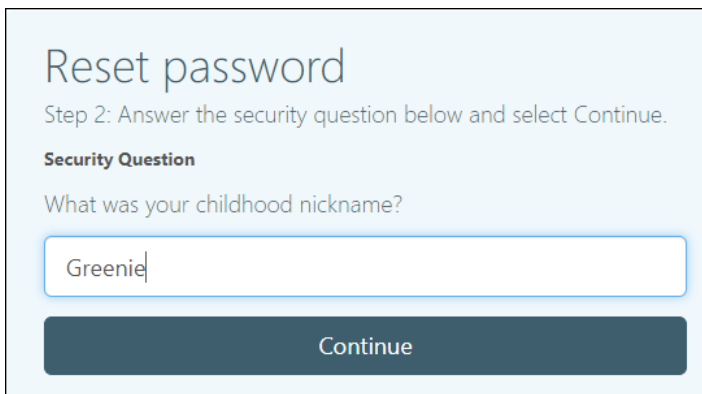
1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. Click **Need help?** and select **Forgot password**.



3. Select your **Jurisdiction** (the Probation agency that supervises you) and enter your **PIN**. Then click **Continue**.



4. Answer your security question, then click **Continue**.



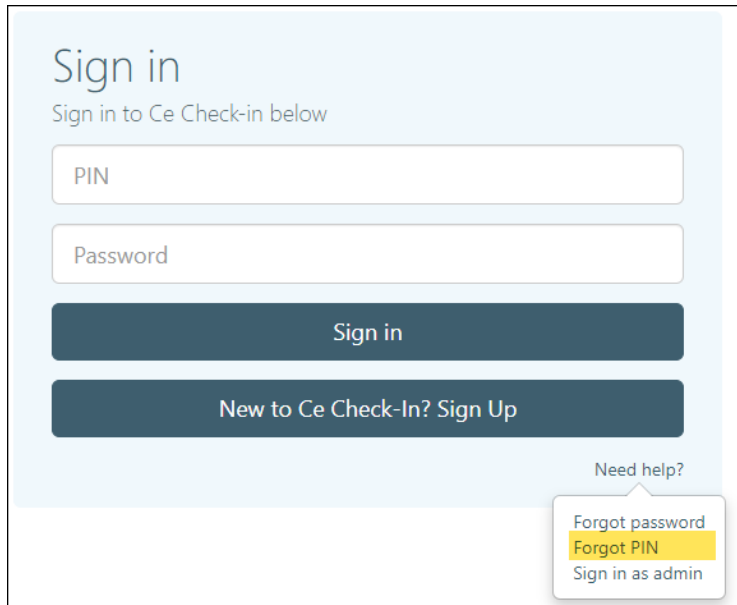
5. Create a new password and click **Submit**.

## Create Password

Password must be a minimum of 7 characters long.

# How to Retrieve Your PIN

1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. Click **Need help?** and select **Forgot PIN**.



Sign in

Sign in to Ce Check-in below

PIN

Password

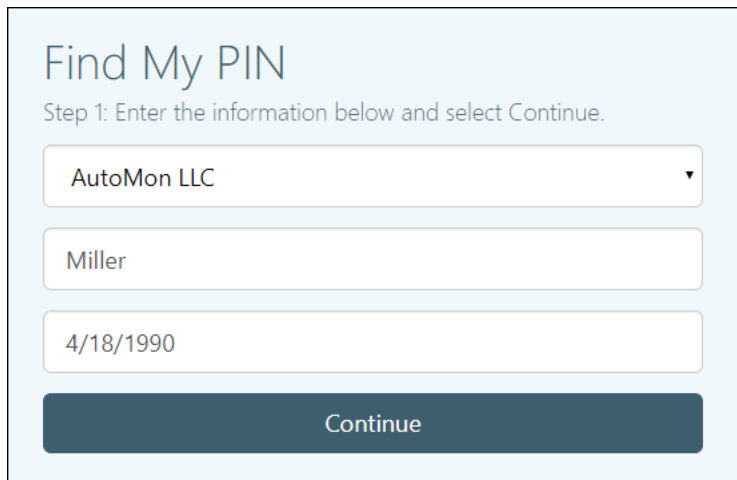
Sign in

New to Ce Check-In? Sign Up

Need help?

- Forgot password
- Forgot PIN
- Sign in as admin

3. Select your **Jurisdiction** (the Probation agency that supervises you) and enter your **Last Name** and **Date of Birth**. Then click **Continue**.



Find My PIN

Step 1: Enter the information below and select Continue.

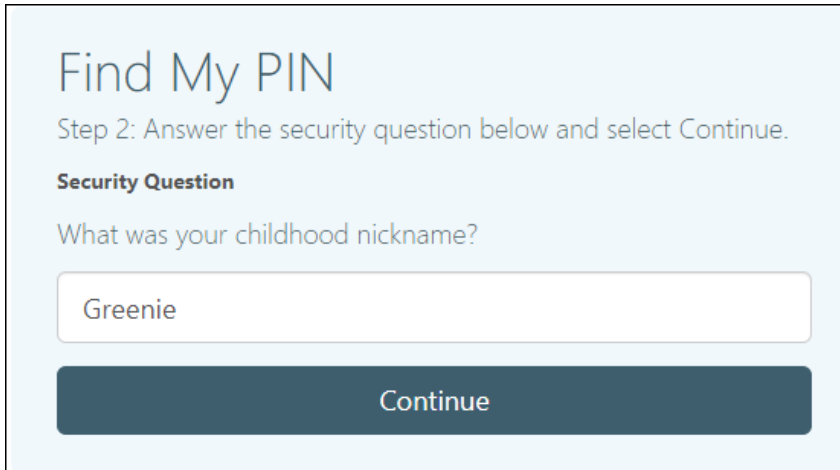
AutoMon LLC

Miller

4/18/1990

Continue

4. Answer your security question, then click **Continue**.



Find My PIN

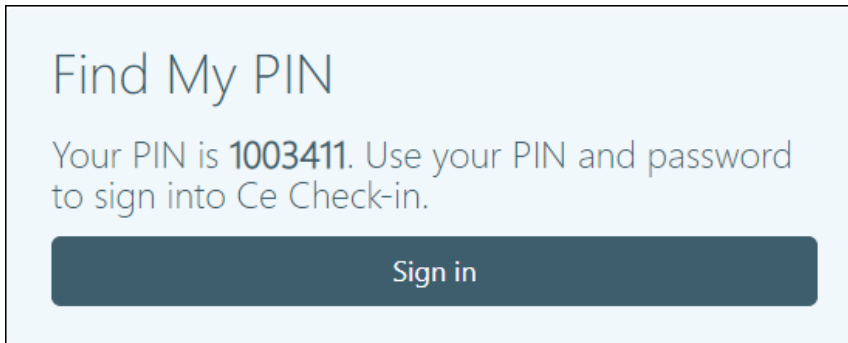
Step 2: Answer the security question below and select Continue.

**Security Question**

What was your childhood nickname?

**Continue**

5. Your PIN is displayed. Use your PIN and password to sign in.



Find My PIN

Your PIN is **1003411**. Use your PIN and password to sign into Ce Check-in.

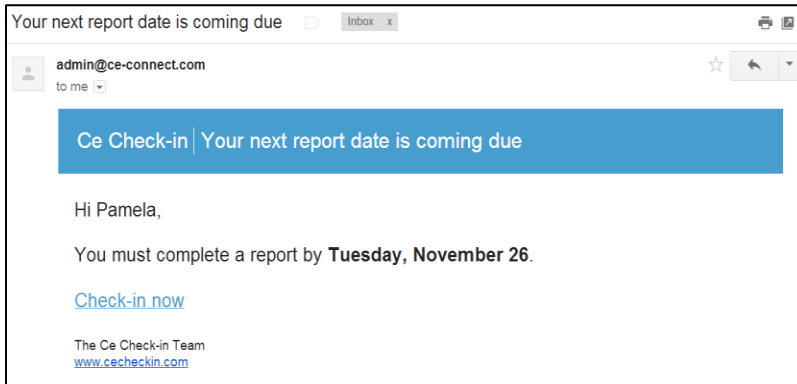
**Sign in**

# Notifications

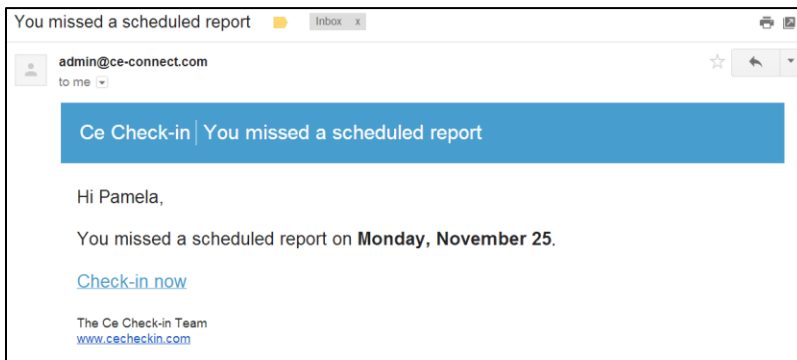
Ce Check-in will automatically send reminder and notification emails and text messages to you.

## Email notifications include:

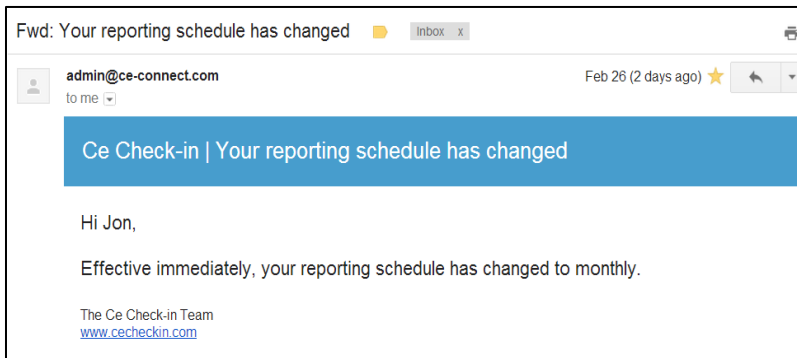
- Reminders to complete a Check-in before your reporting window ends:



- Missed check-in notifications:

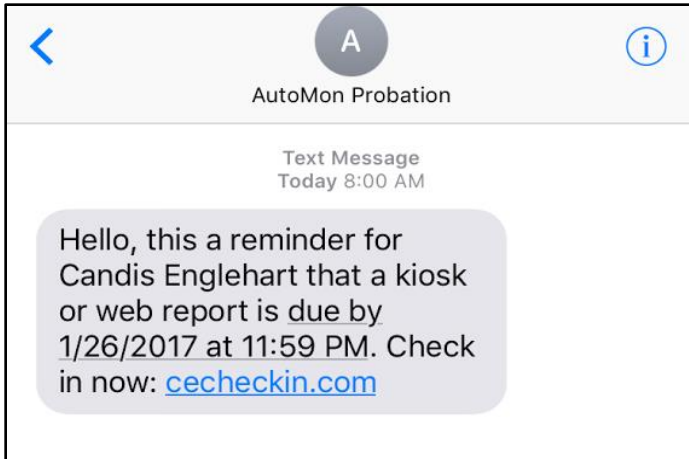


- Notifications of a change in your reporting schedule:

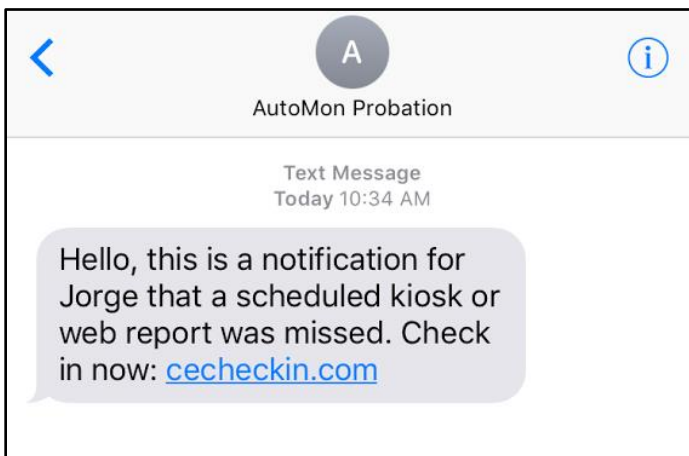


**Text message notifications include:**

- Reminders to complete a Check-in before your reporting window ends:



- Missed check-in notifications:



# Important Information

Even though you are participating in the Check-In Program, it is essential to remember that you are still on Probation and are responsible for complying with all imposed conditions of Probation.

You may still contact your Probation Officer at any time by phone, email, or in-person if there is something you need to discuss.

You should continue to keep your Probation Officer informed of important information, even if it is not explicitly asked about as part of your web-based check-in.

Note: Even if you have spoken to your Probation Officer in person or by phone within the month, ***you are still required*** to complete your scheduled web-based check-in.

<u>Reference Information</u>	
My PO's Name	
My PO's Phone #	
My PO's Email	
Supervisor's Name	
My Client ID / PIN #	