

GO Tracker Student Mobile Directions

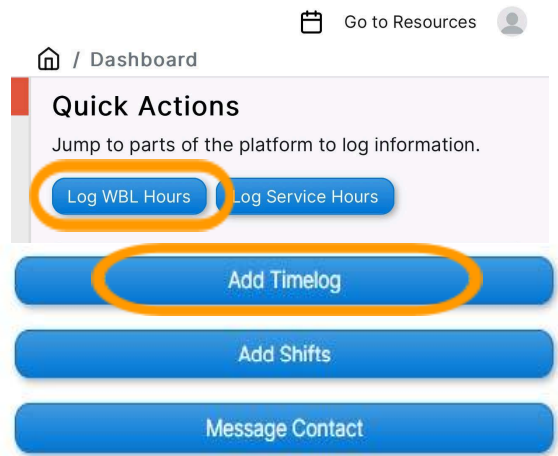
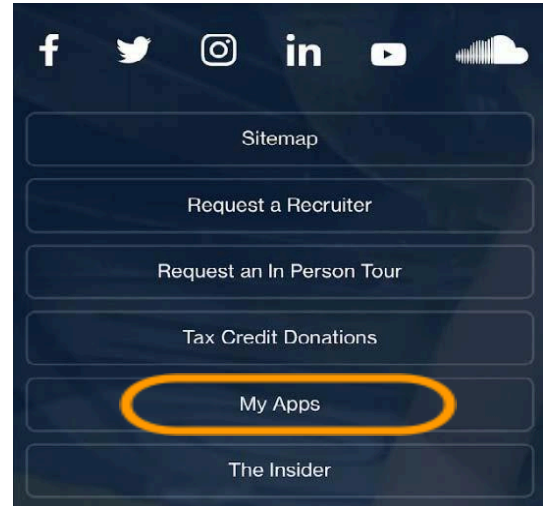


For off-site Work-Based Learning experiences, you may be asked to utilize your mobile device to Geo-Check In.

1. Go to www.west-mec.org on your mobile device's browser
2. Scroll to the bottom of the homepage and find the button that says "My Apps"
3. Login using your West-MEC credentials
4. Click on GO Tracker
5. On the Login screen, click "Sign-In with Microsoft"



6. Using your West-MEC credentials, log in again to GO Tracker. (Use your West-MEC Email and Password)
7. On your home screen, click the blue button that says "Log WBL Hours." All Experiences that you are a part of will show up.
9. Click on the Experience that you want
10. The screen will be the Experience now, and you will click the first blue button that says "Add Timelog"
11. You will click "Start Geo Check In" at the beginning of your shift. When you are done, you will click the button again to log out.
12. If you forget to complete Geo Log-in, you can manually add your hours under "Option 2."
13. When you are done, hit the blue "Save" button.



TIPS:

- Save this site as a bookmark or favorite on your mobile device's browser. Then, you will not have to complete these steps each time, and you can easily use the Geo Login feature.
- If you get logged out and get to the screen shown on the right, enter "Western" and then search.
- Click "Western Maricopa Education Center" and then repeat the login steps.



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