



## Sine Pro Instructions for Music Department

All visitors, contractors and external service providers must sign-in on arrival using Sine Pro, and then sign out upon departure. Signed-in visitors must wear a visitor identification sticker, or visible name identification at all times. This applies regardless of whether you sign in using the mobile app or iPad in reception.

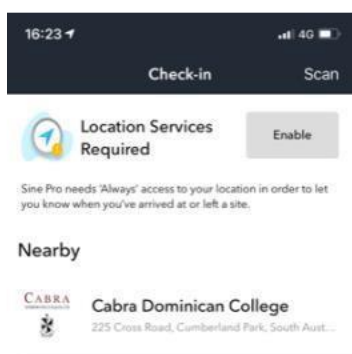
1. Sine pro is available as an app from the Apple App Store or Google Play:



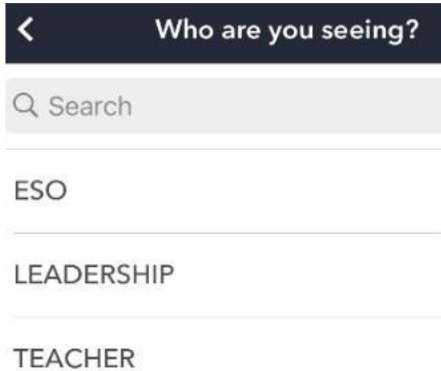
2. Please sign up and create an account. You will be required to upload a photo showing your face, which will only be used during our emergency management procedures



3. Once logged in to the app, you will need to enable location services 'while using the app'. This can be done in app settings. Select Cabra Dominican College to begin sign in:



4. Select “music tutor’ from the list
5. Please read the Work , Health and Safety Visitor induction, and sign to signify your understanding
6. Use the search facility to select the person you are seeing – this is ‘Music Department’ under the ESO heading.



7. The following screen confirms that you have signed in. You may be requested to show this to staff during your visit. Select the arrow in the **top right corner** followed by the ‘check out manually’ prompt to sign out at the end of your day, or if leaving for a break.

