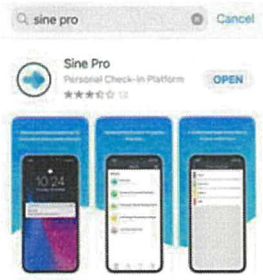




## Sine Pro Sign-In Instructions

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 or company identification at all times. This applies regardless of using the app or unit at the Front Office.

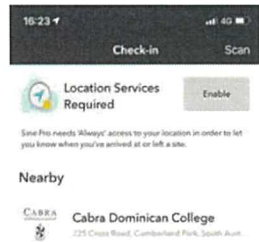
1. Sine Pro is available as an app from the Apple app store or Google Play.



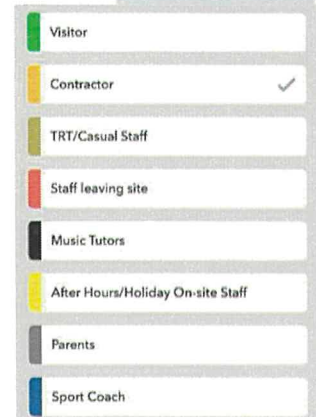
2. Please sign up and create an account. You will be required to upload a photo showing your face. This will only be used during our emergency management procedures.



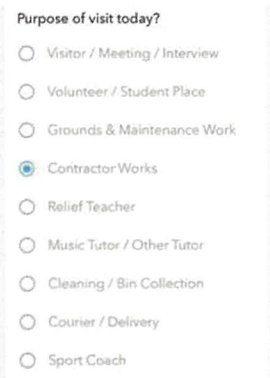
3. Once logged in to the app, you will need to enable location services 'while using the app'. This can be done in app setting. Select Cabra Dominican College to sign in.



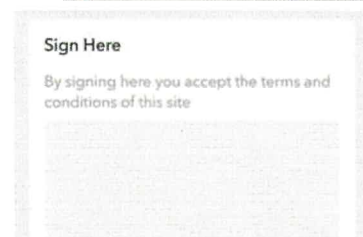
4. Select your role whilst on site.



5. Select the purpose of your visit to site.

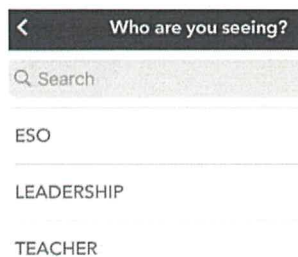


6. Please confirm and sign that you have read our Work, Health and Safety Visitor Induction.



7. Use the search facility to select the staff contact person you are seeing.

- All grounds and property contractors should select Rob Perryman.
- All sports coaches should select Joel Morizzi.
- All music tutors should select Samantha Rubenhold.
- All allied health professionals should select Natasha Young.
- All TRTs should select Karen Wilmot.
- All academic tutors should select Anastasia Harvey.



8. This screen confirms you are checked in to site. You may be requested to show this to staff. When you leave site, please click the arrow at the top right of screen, and then 'check out manually' to check out of the site.

