



CareTime Telephonic Check-In Instructions

Follow the instructions below to check-in for your session when you arrive onsite. DO NOT check in before you arrive.

1. This is MANDATORY for ALL assignments. Dial **855-262-9849** to access the CareTime check-in system.
2. The system will prompt you to enter your **6-digit access code**. This is your assigned Examiner ID number from the order for. If your ID is fewer than 6 digits, add 0 to the beginning to make it 6 digits.
3. For example: If my ID was 22273, I would add a 0 to the front and enter 022273. **Your Access Code can be found in the Team Details section of the Event Order form and may differ from your ExamOne ID.**

Access Code	Name
042619	TestNP Two

4. The system may then prompt you for your 9-digit job code. This is the session specific code for check in. The code will be different for every session and can be found next to the date in the Session Details section of the Event Order form.

Session Details

Tuesday, September 6 2016		Job Code: 112-430-276		Tuesday, September 06, 2016	
Arrival Time	Start Time	End Time	Departure Time	Estimated Part.	Registered Part.
6:15:00 AM	7:15:00 AM	8:30:00 AM	9:00:00 AM	1	N/A
Team: Examiner - TestNP Two					

5. After you enter the job code, the system will report "checked into the system at xx:xx (time)". At this point, you are checked in and can hang up.
6. Follow the same procedure to check out. **NOTE: if you have more than one appointment today, you MUST check out before you will be allowed to check in for your next assignment.**