

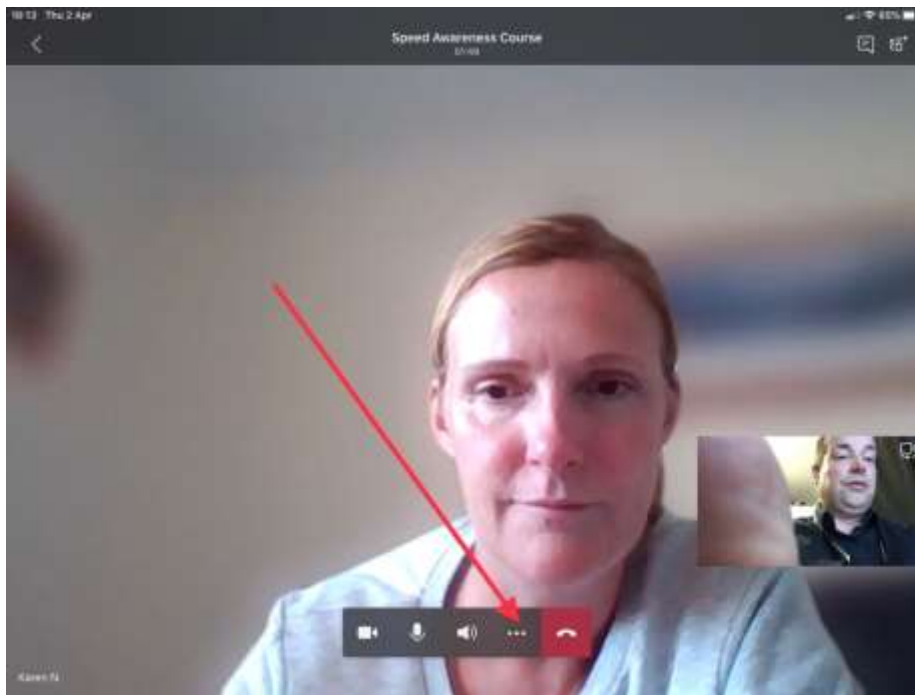
User Guide for the Identification Check on an iPad

Follow the below steps to complete your ID check using an iPad.

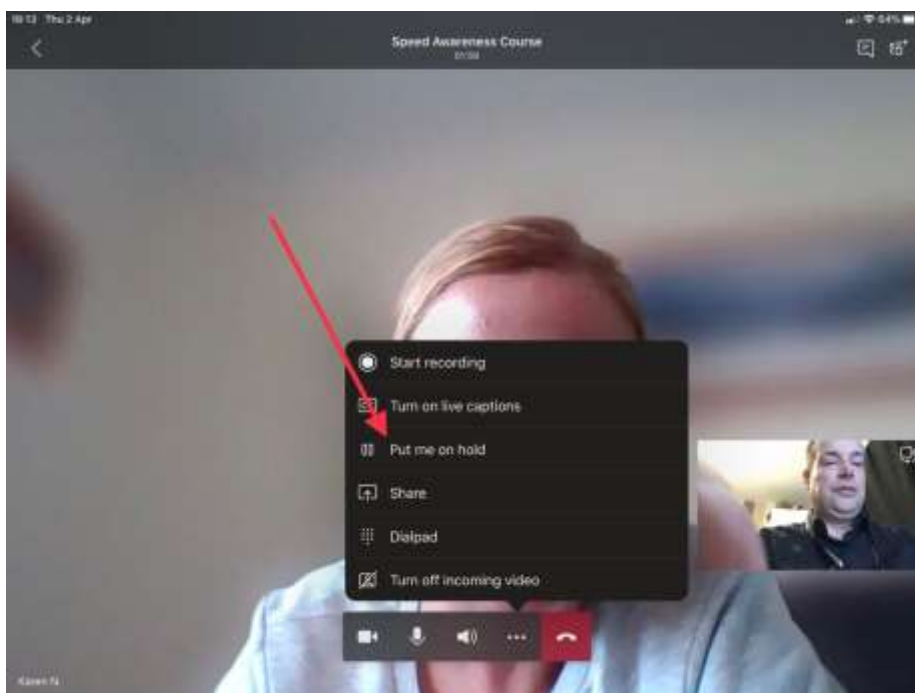
Only do this when instructed to do so by your course trainer.

Please note, some older versions of this device may not support this process. If you are unable to complete this process, you will be asked to re-book the course.

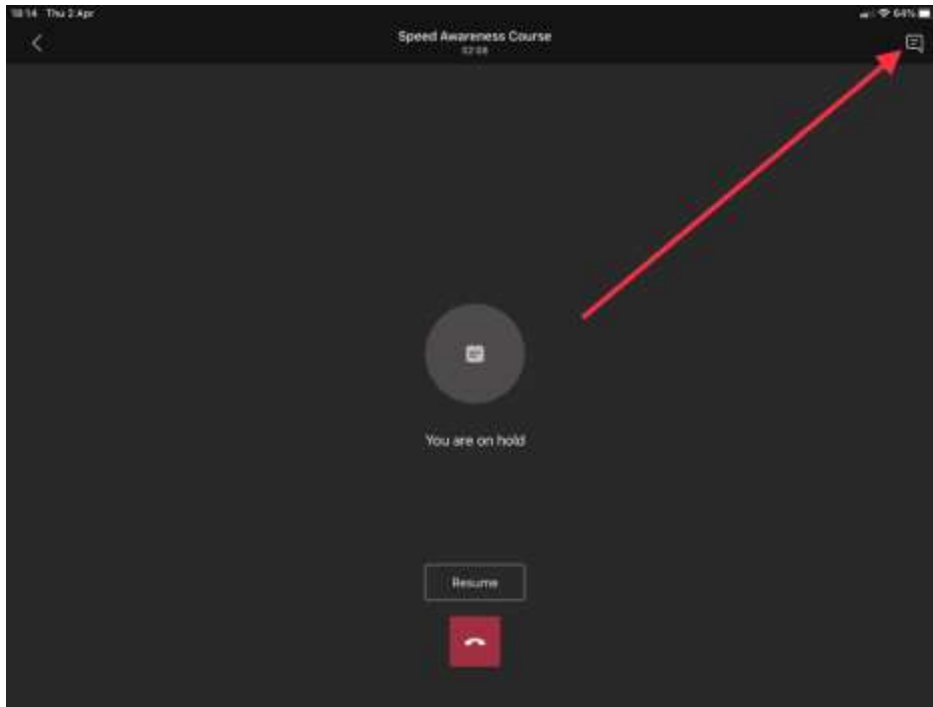
Step 1 – Tap the screen and then tap the three dots button.



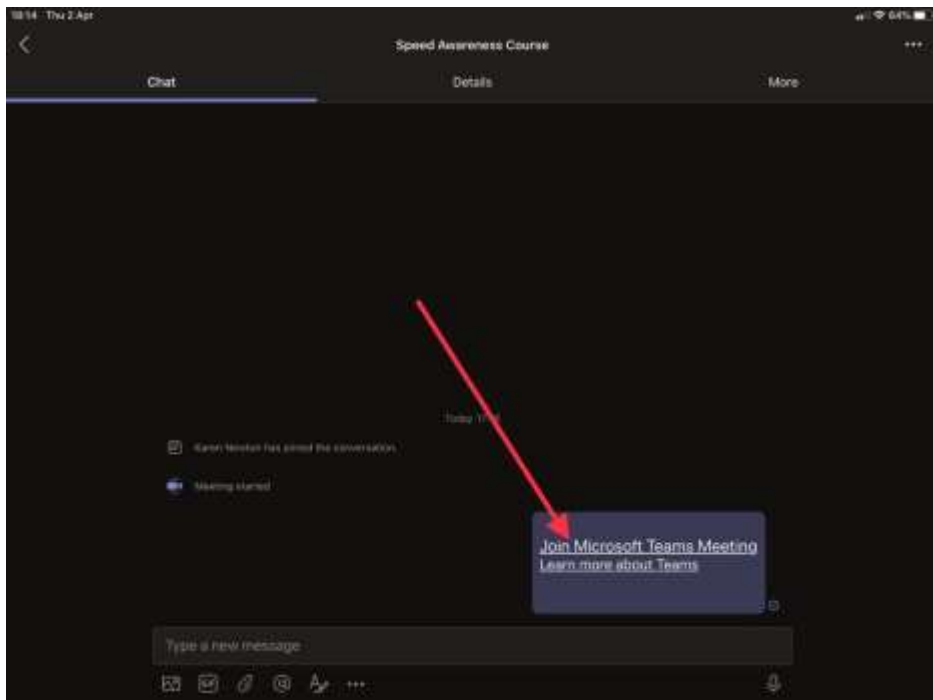
Step 2 – Tap 'Put me on hold'.



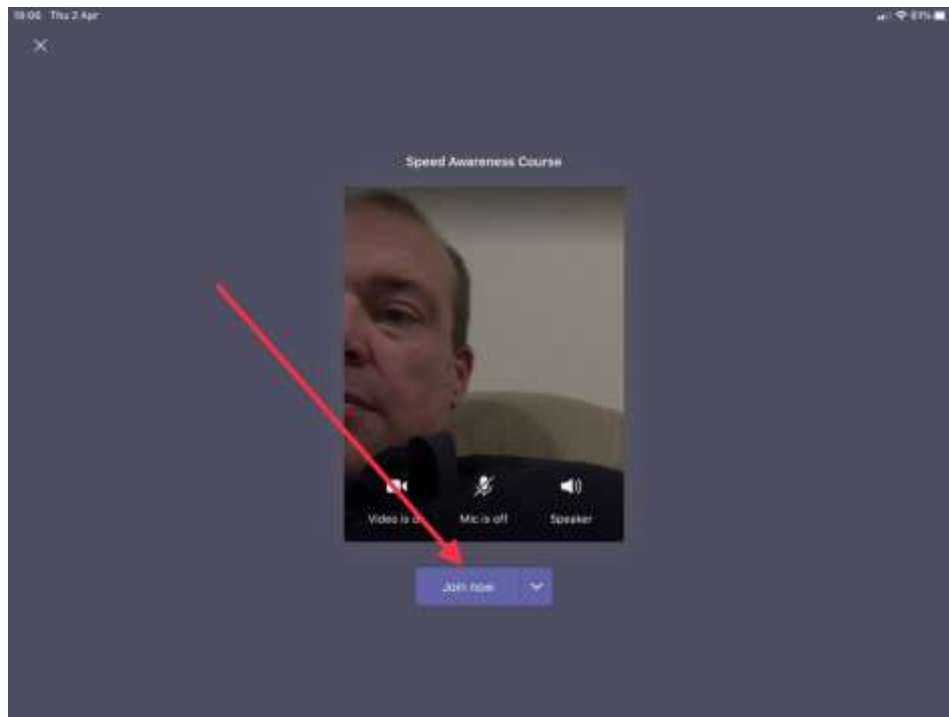
Step 3 – Tap the message chat icon.



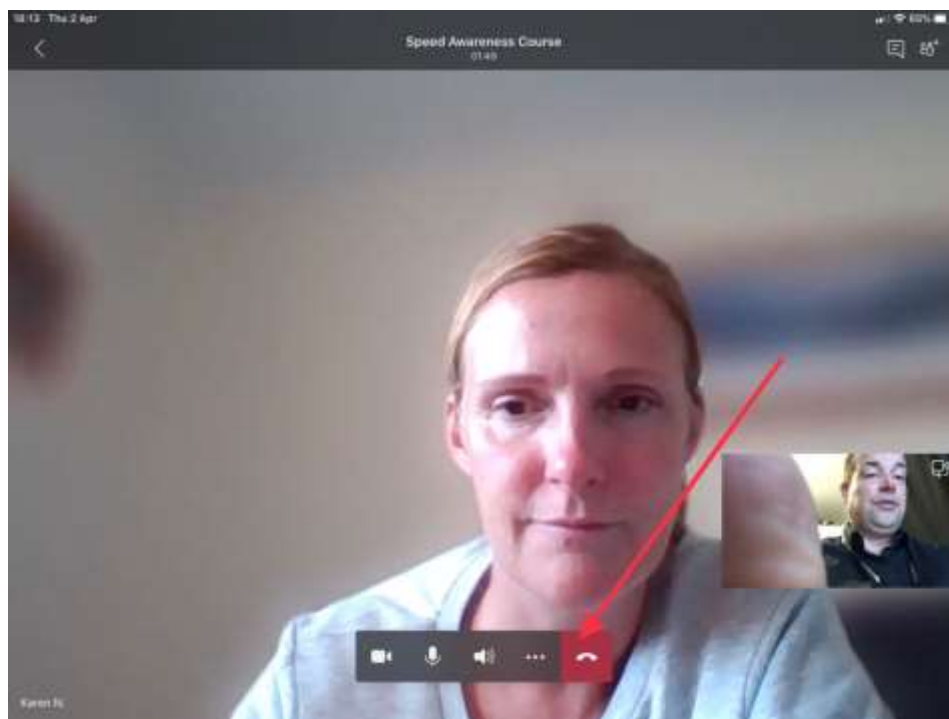
Step 4 – Tap on the 'Join Microsoft Teams Meeting' link.



Step 5 – Click 'Join now'.



Step 6 – Once you've had your ID checked you will be asked to hang up this call by tapping the red button to re-join the course.



You may then need to click 'Rejoin'.

If you are waiting for more than 2 mins to re-join the course, or to be let back in, please close the call down and re-click the link in the joining pack.