1. Enter the URL

To start, go type in icatcard.ucmerced.edu in the the Address Bar and press enter to go the iCatCard System.

NOTE: If the page does not load, it is because of the following:

- You must be connected to a UC Merced Wifi Network or Ethernet Port
- You must be connected through the UC Merced VPN (janus.ucmerced.edu)
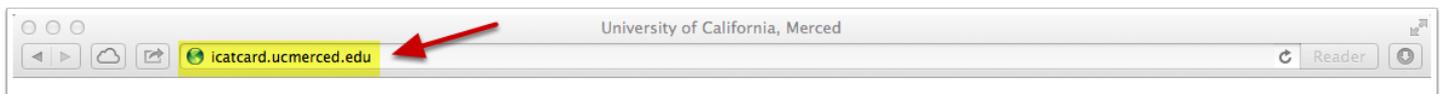
2. Click on Track Attedance.
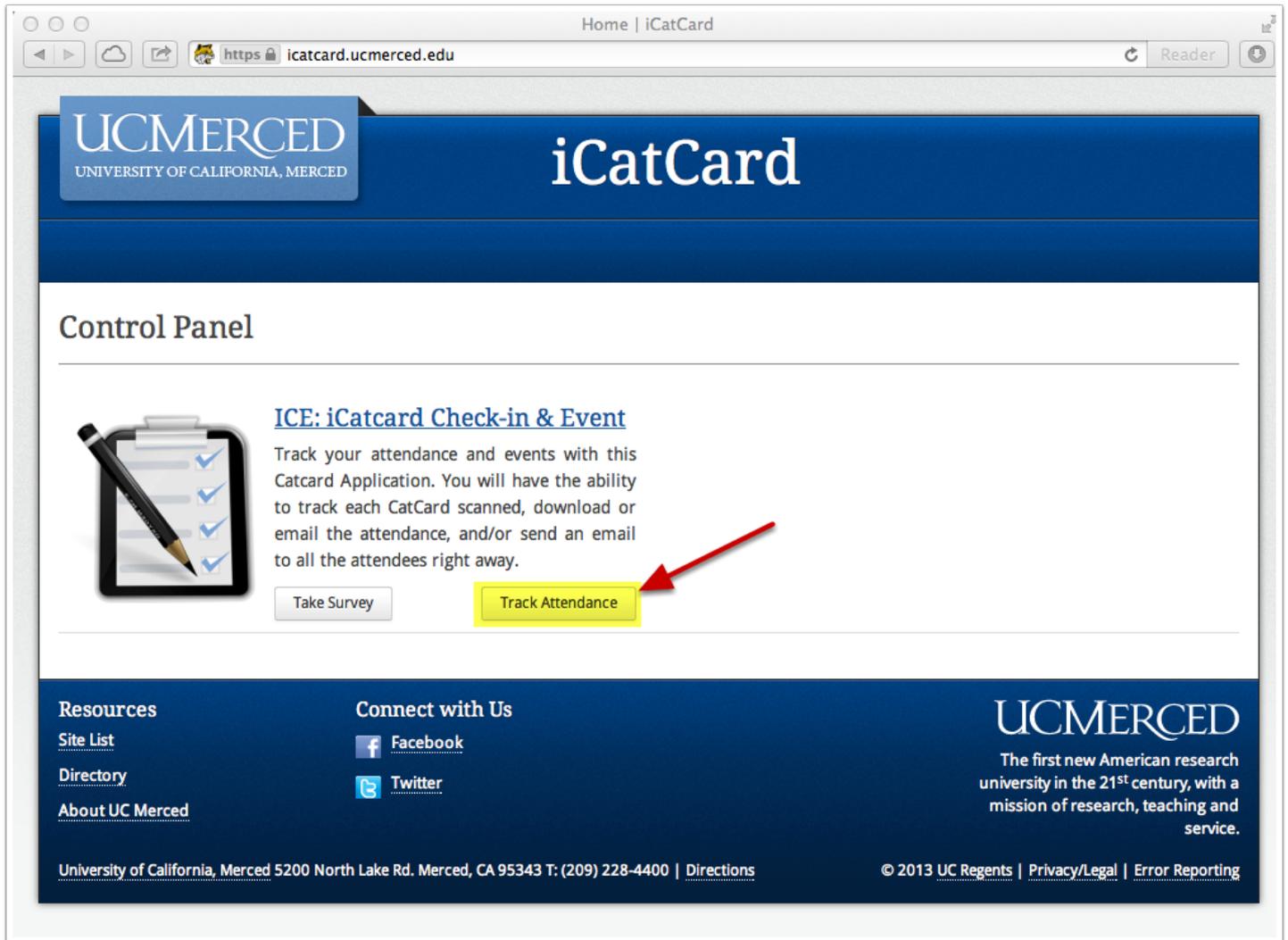
Click the "Track Attendance" button, if this page does not show up please refer to Step 1. Enter the URL Note.

3. Sign On
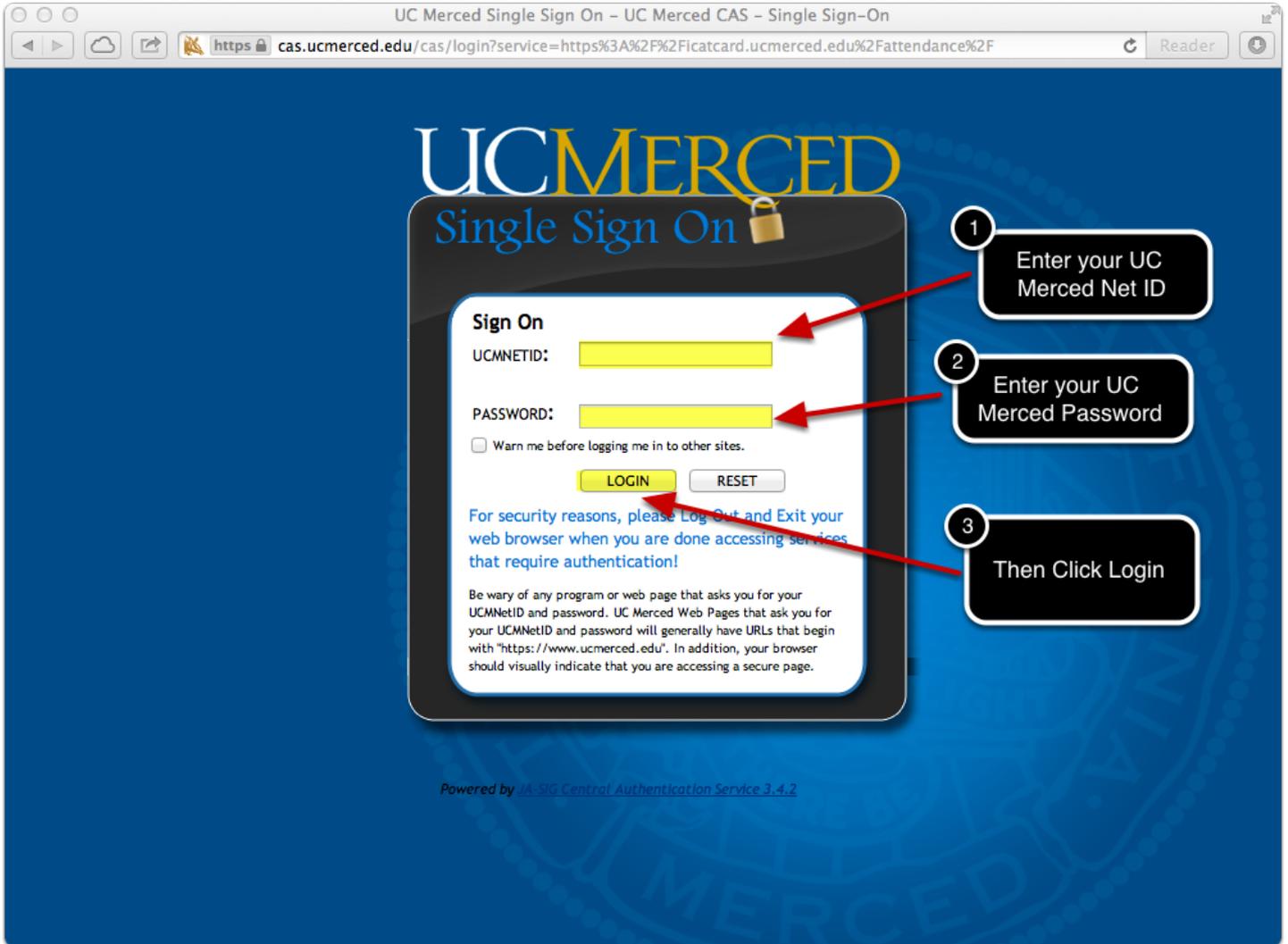
If you are not logged on to the UC Merced Signle Sign on, then enter your **UCMNETID** and your **UCM Password**.

4a. Request Access (skip, if access already granted)
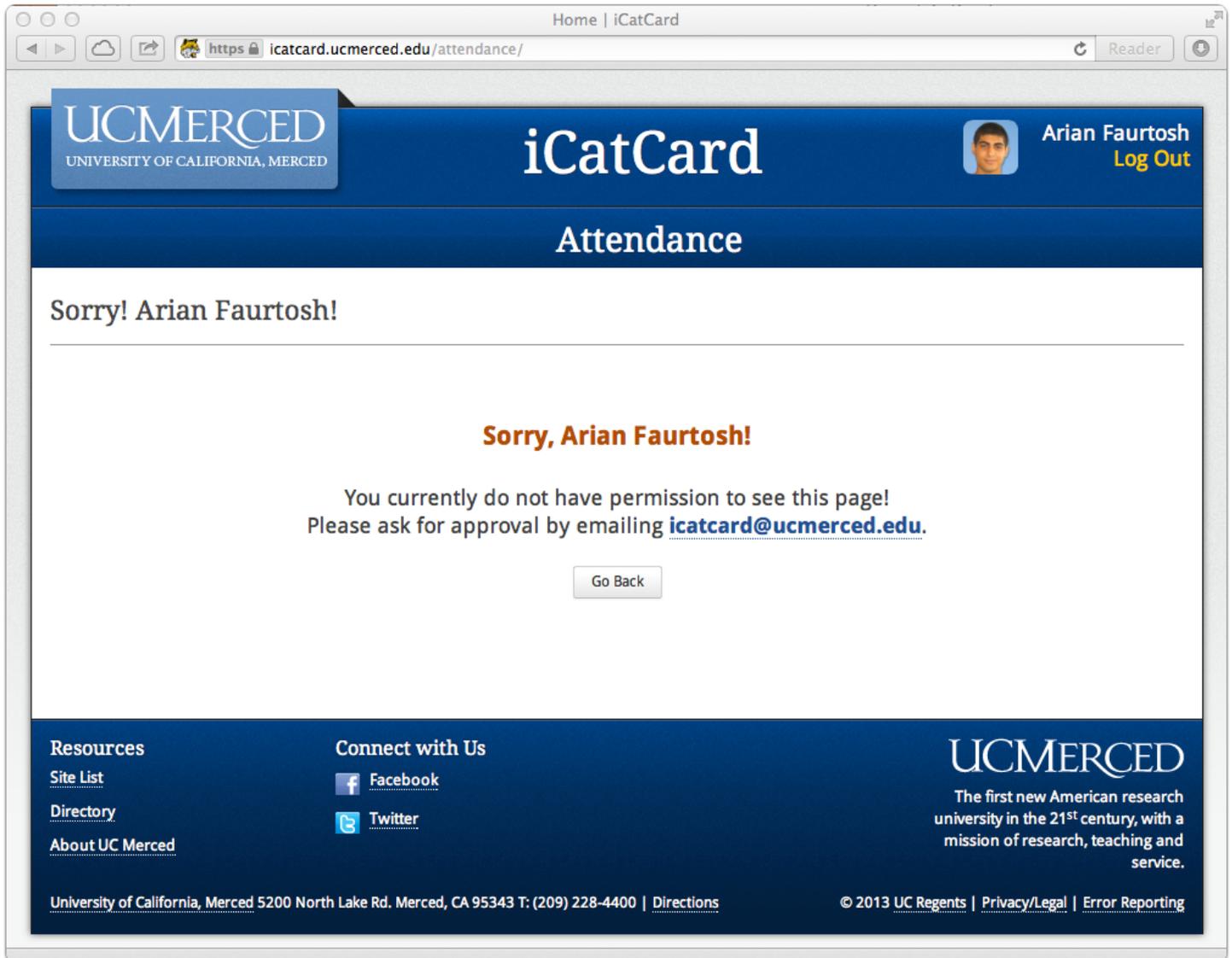
If the screen above is presented after you login to the iCatCard System, it is because you do not have access to the system. Please email icatcard@ucmerced.edu about aquiring access.

4b. Re-Request Access (skip, if access already granted)

If the screen below is presented after you login to the iCatCard System, it is because you have been previously granted access, however your access has been expired. Please email icatcard@ucmerced.edu about aquiring extended access time.

5. Open Tracking

Now click on the event that you want to track. The track button will be on the far right, and it will be in green. Remember that you can only track "Current Events".

6. Track using reader

The first and quickest way to track, is to use a USB Reader. Just selected the text field, and start swiping cards.
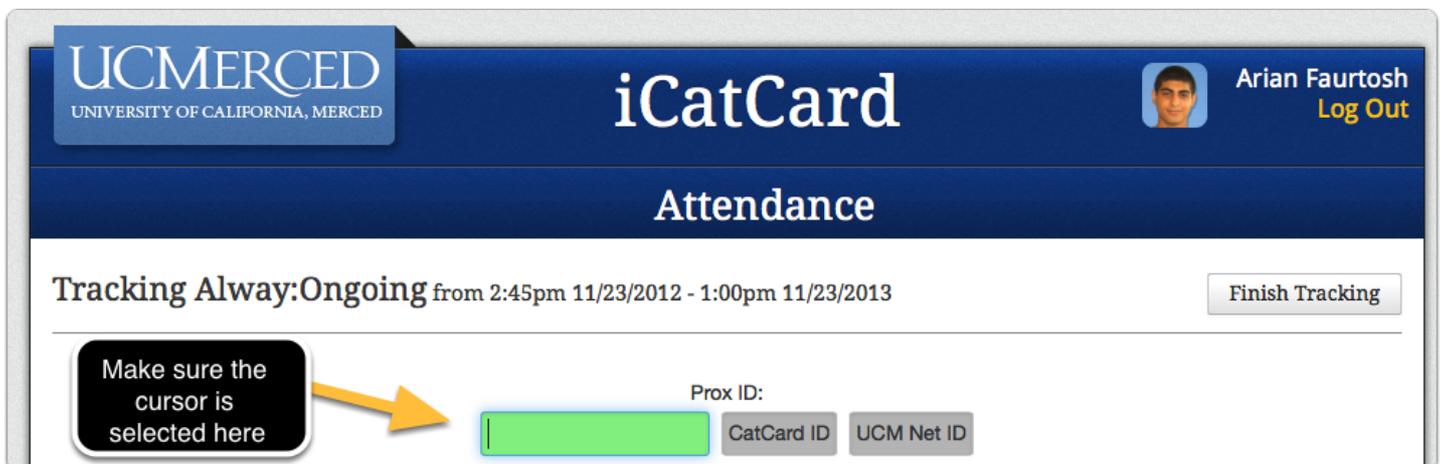
6a. Track using CatCard ID

An alternative way of tracking, is to use CatCard ID. Input the CatCard ID in the textfield, then select CatCard ID
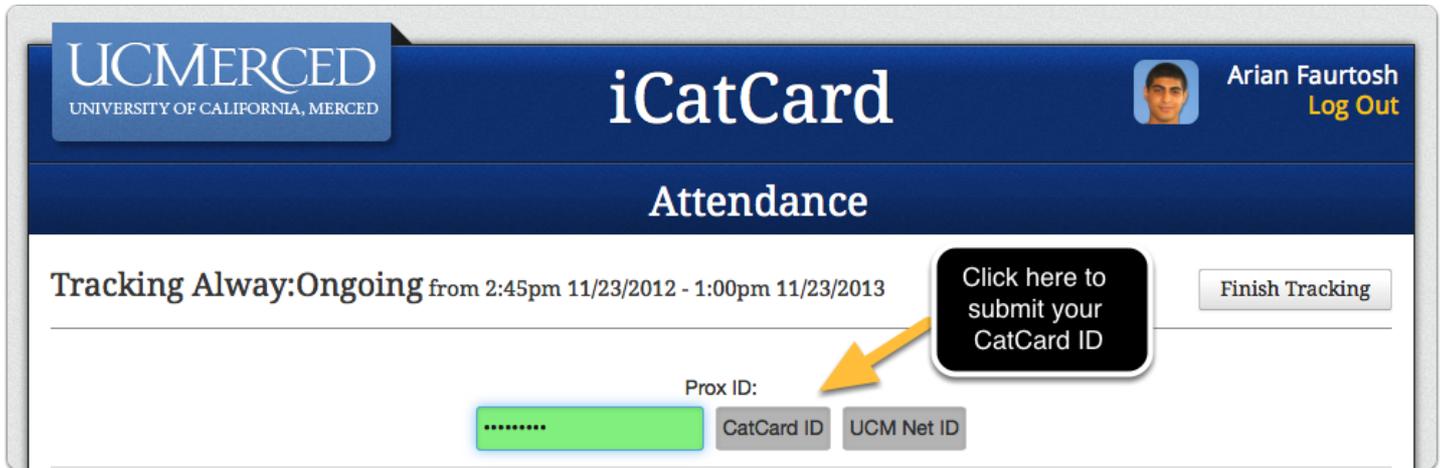
6b. Track using UCM Net ID

An alternetive way of tracking, is to use UCM Net ID, which is their UC Merced Username. Input the UCM Net ID into the text field, then select UCM Net ID.
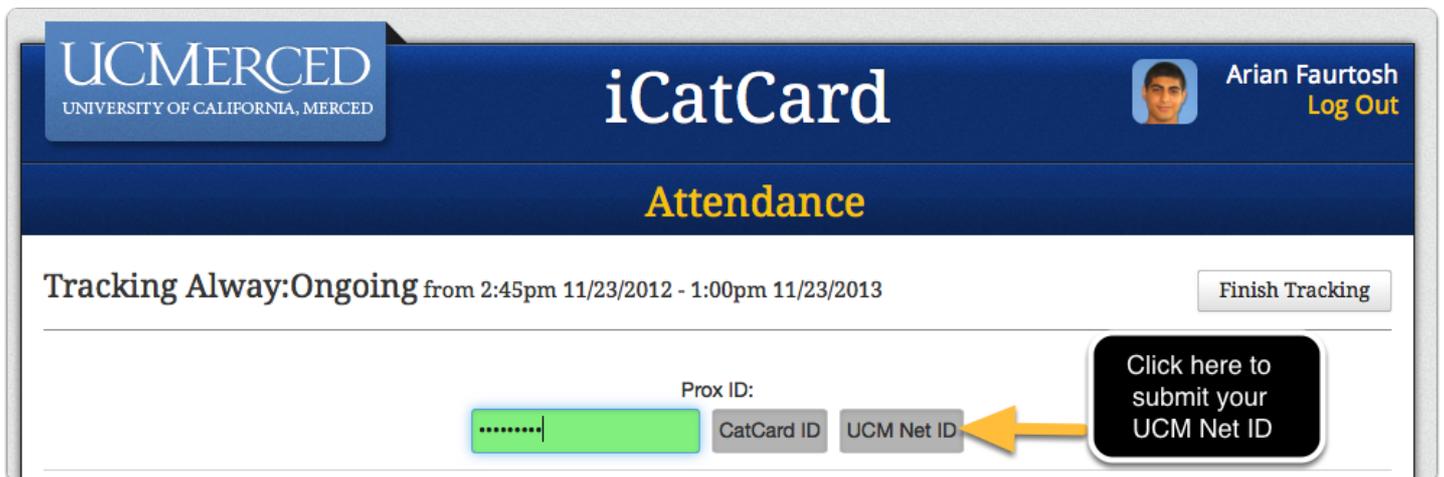
7. Track Box

After doing so your track box will be presented. It includes all vital info about your patron.

8. Previously Tracked

Below your Track Box, you will see a previously tracked list... which shows the last 5 peopel who have been logged.

Trans. ID	In/Valid	Name	Student ID	Criteria	Timestamp	Error Statement
37019	Valid	Arian Faurtosh		active staff	3:54pm Nov 13, 2013	
37015	Valid	Arian Faurtosh		active staff	3:43pm Nov 13, 2013	
37014	Valid	Arian Faurtosh		active staff	3:43pm Nov 13, 2013	
36669	Valid	Arian Faurtosh		active staff	3:27pm Nov 7, 2013	
36586	Valid	Arian Faurtosh		active staff	11:23am Nov 3, 2013	

Finished Tracking

When you are finished tracking, all you need to do is click "Finished Tracking"