

# Setting Up the Hubbe Attendance App

This instruction sheet will guide you through installation and set up of the Hubbe Attendance App on IOS and Android devices in addition to a breakdown of user roles. The Hubbe Attendance App can be used to take attendance when the device is offline, or has spotty internet connection.

## Breakdown of Role Permissions and Supported PINs

### Roles that can generate install code:

- Site Admin (for that specific site only)
- Agency Wide Site Admin
- Agency Admin
- Agency Attendance Manager

### Roles that can “Manage Staff PINs”:

- All roles above, plus:
- Session Admins (within the site)
- Attendance Managers (within the site)

### Roles that can use their PIN to login in the Hubbe attendance app:

- All roles above, plus:
- Parents
- Emergency Contacts
- Authorized Pickups
- Universal Session PIN, if enabled

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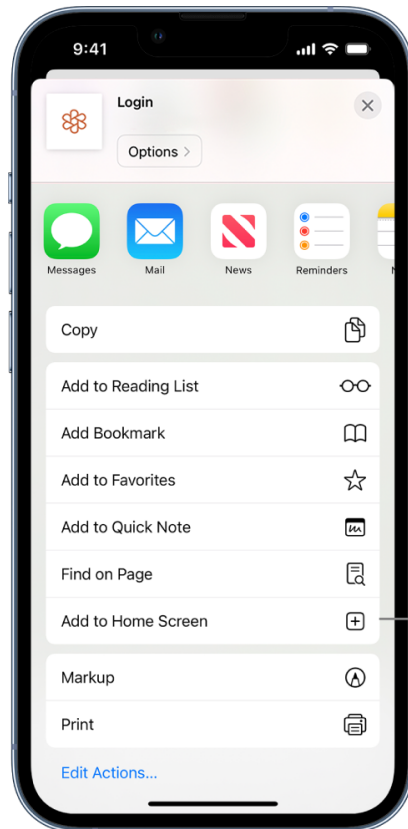
# Step 1 - Adding the App to Your Device

**Note:** The app should be added to your device **before** entering the install code.

## Setting Up on iOS

1 On your IOS device, navigate to “app.sishubbe.com” in Safari. **The device must be online during setup.** Note: If using an Apple device, the app will only be supported on Safari.

2 Tap the Share button  in the menu bar, scroll down the list of options, then tap Add to Home Screen.



Tap to add a shortcut to this webpage on your Home Screen.

3 Congratulations! Your app is now accessible from your device's home screen. Please proceed to “[Step 2 - Setting Up the Attendance App](#)”.

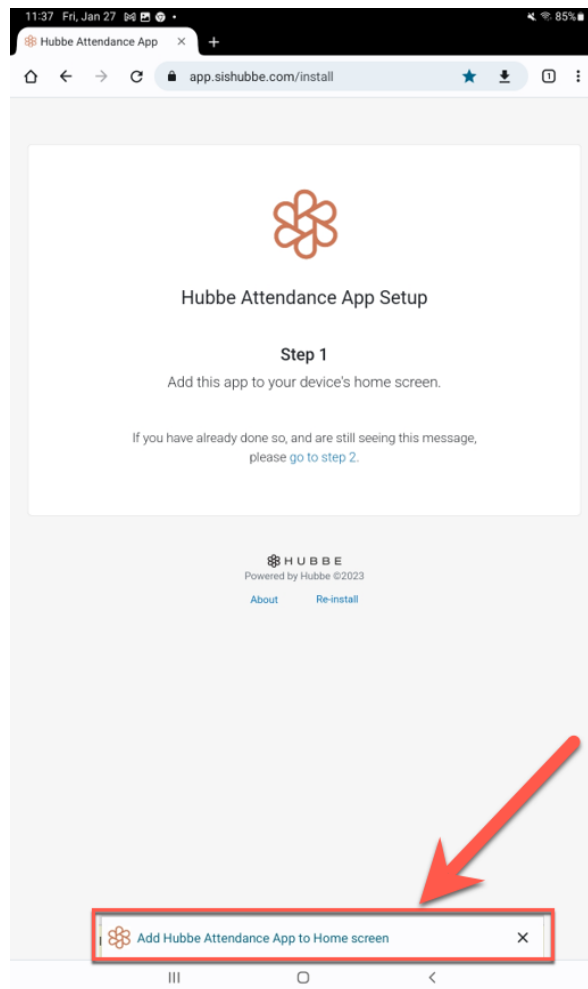
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## Setting Up on Android

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1 On your Android device, navigate to “app.sishubbe.com” in Chrome. **The device must be online during setup.** Note: If using an Android device, the app will only be supported on Chrome.

2 Select "Add Hubbe Attendance to Home Screen" at the bottom of the screen.



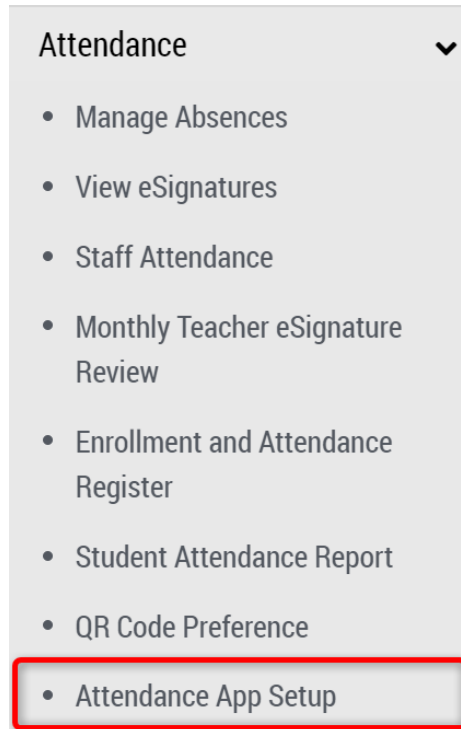
Congratulations! Your app is now accessible from your device's home screen. Please proceed to “[Step 2 - Setting Up the Attendance App](#)”.

# Step 2 - Setting Up the Attendance App

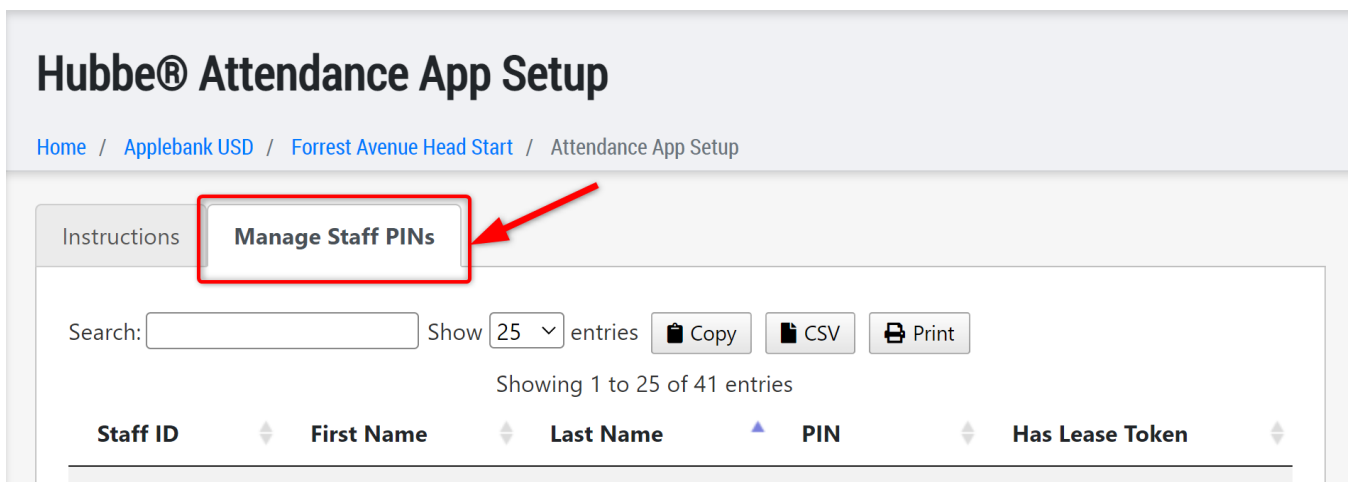
## Setup via Desktop

1 With your web browser, navigate to the site that you would like to use the attendance app with.

2 From the site menu, navigate to **Attendance > Attendance App Setup**



3 Click on the **Manage Staff PINs** tab. Set up at least one staff PIN **before** you install the app.



4 Click on the **Instructions** tab, and select “Get Install Code”

## Hubbe® Attendance App Setup

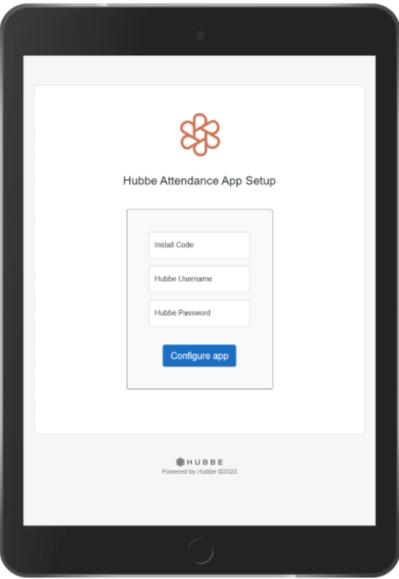
[Home](#) / [Applebank USD](#) / [Forrest Avenue Head Start](#) / Attendance App Setup

**Instructions**[Manage Staff PINs](#)

### Install Hubbe Attendance App

- Before** installing the attendance app on your device, you must first set up staff PIN codes here in Hubbe, on the [Manage Staff PINs](#) tab above.
  - Only the staff who have PINs will be able to use the app.
  - Parents, emergency contacts, and authorized pickups can use their normal parent portal PINs.
  - Session Universal PIN can also be used, if enabled for any sessions in this site.
- Ensure your device is supported and that you're using only the specific web browser below:
  - Safari on iOS 11.3+ (13+ recommended) ?
  - Chrome 97+ on Android ?
- Click the button below to get a new install code.
- Follow further instructions to enter the code on your device where you want the Hubbe Attendance App installed.

**Get Install Code**



5 Save your unique install code and proceed to “[Step 3 - Setting Up The App](#)” section. Note: The app should be added to your device **before** entering the install code as outlined in “[Step 1 - Adding the App to Your Device](#)”.

## Hubbe Attendance App Install Code

Write down or memorize this code:

**7575**

(One-time-use only. Expires in one hour)

Using an internet web browser on the device where you want to use the Hubbe Attendance App, please navigate to:

**app.sishubbe.com**

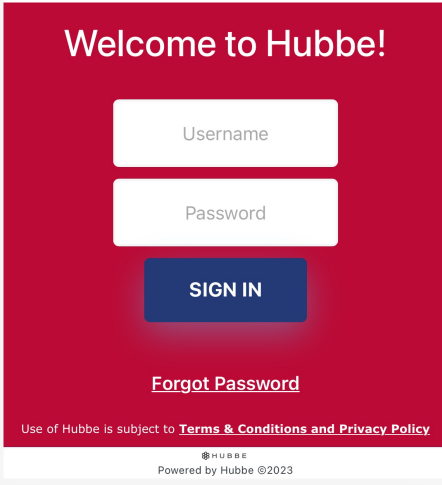
Follow further instructions on your device.

Close

## Setup via Mobile

Alternative to setting up the attendance app via desktop, the attendance app can be set up using a mobile device.

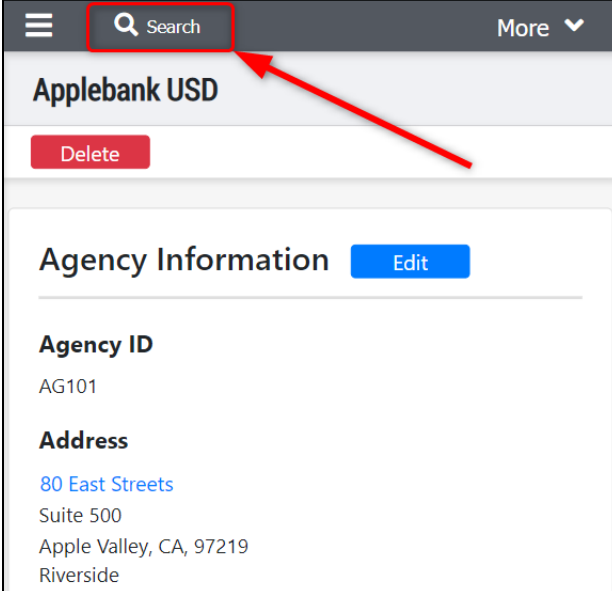
To start, navigate to the Hubbe login address in your Hubbe Staff App and log in using your credentials. **Note:** The device must be online during setup.



A login screen for the Hubbe app. It has a red background with white text. At the top, it says "Welcome to Hubbe!". Below that are two white input fields for "Username" and "Password". Under the password field is a blue "SIGN IN" button. Below the button is a link for "Forgot Password". At the bottom, there is a small line of text: "Use of Hubbe is subject to [Terms & Conditions](#) and [Privacy Policy](#)".

2

Utilizing the search feature located in the gray bar in the upper left of your screen, search the name of your site and select it. This will navigate you to your site landing page.



A screenshot of the Hubbe app interface. At the top is a dark gray header bar with a hamburger menu icon, a search bar with a magnifying glass icon and the word "Search", and a "More" dropdown menu. Below the header is a light gray bar with the text "Applebank USD" and a red "Delete" button. Below that is a white box with the title "Agency Information" and a blue "Edit" button. Inside this box, there are two sections: "Agency ID" with the value "AG101" and "Address" with the value "80 East Streets Suite 500 Apple Valley, CA, 97219 Riverside". A red arrow points from the search bar in the header to the "Applebank USD" text.



Enter 3 or more characters to search. You can use names or IDs. ×

? **1**

Search Forrest Avenue Q

**RECENT SEARCHES** [Clear](#)

Forrest Avenue

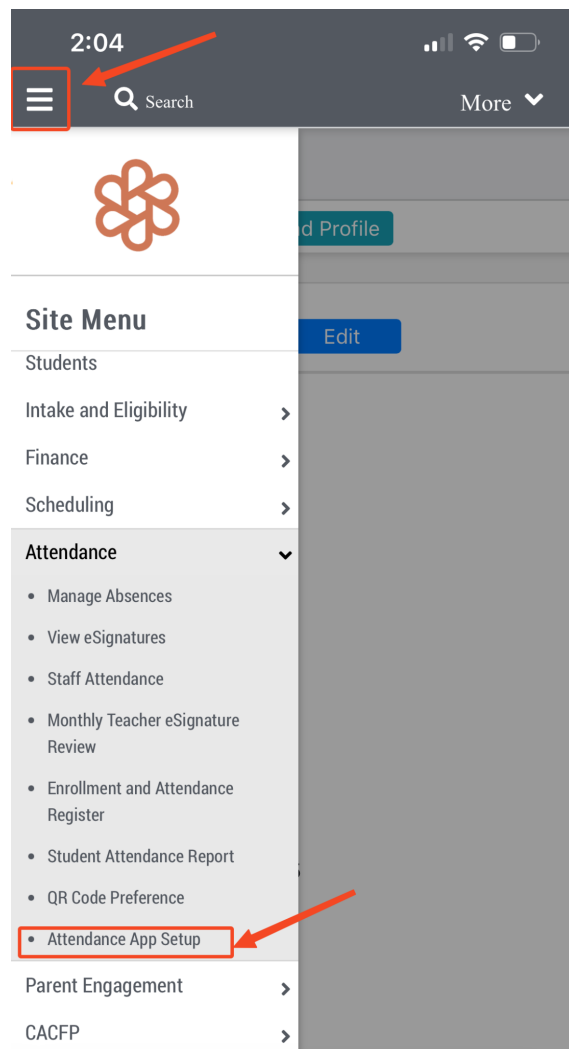
**Sites** **1**

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**Forrest Avenue Head Start** **2**

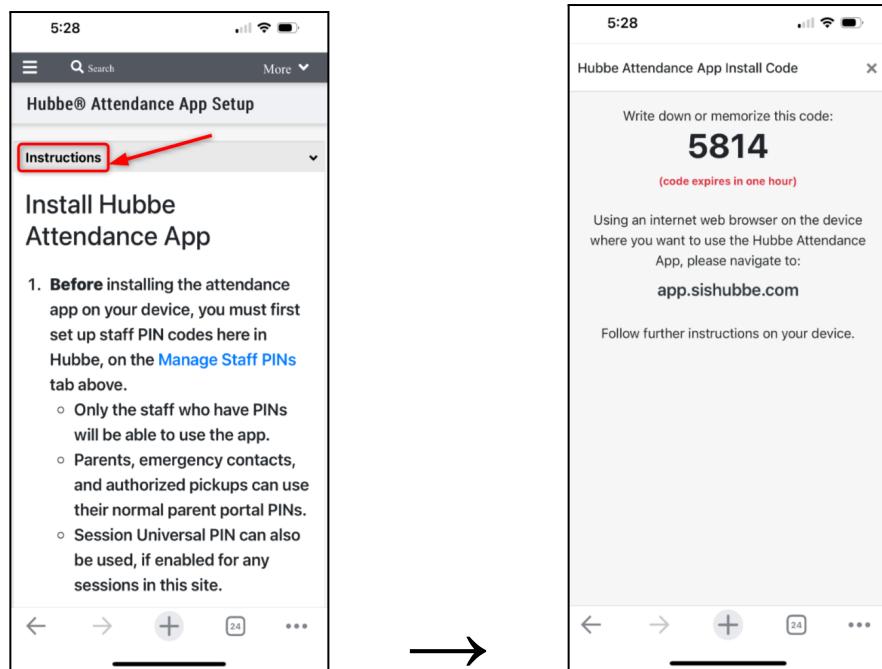
SI101.8  
 Applebank USD  
 CCL License Number: 123456789

**3** From the hamburger menu, select **Attendance > Attendance App Setup**.



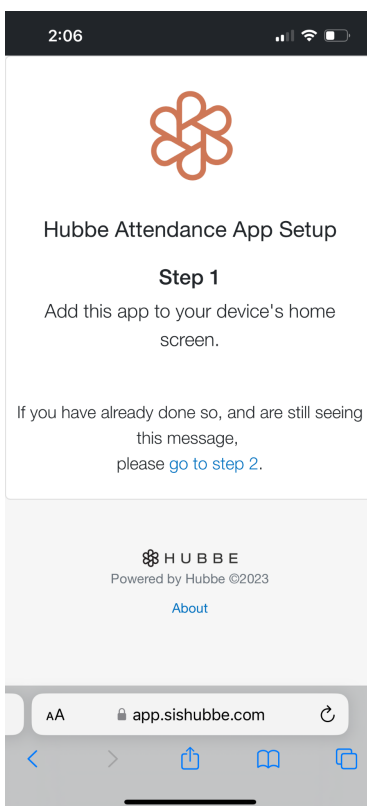
4

From the “Instructions” drop down, scroll to find the blue “Get Install Code.” Write down or memorize the code.



5

On your device, navigate to “[app.sishubbe.com](http://app.sishubbe.com)”. Note: If using an Apple device, the Hubbe Attendance app will only be supported on Safari. If using an Android device, the Hubbe Attendance app will only be supported on Chrome.



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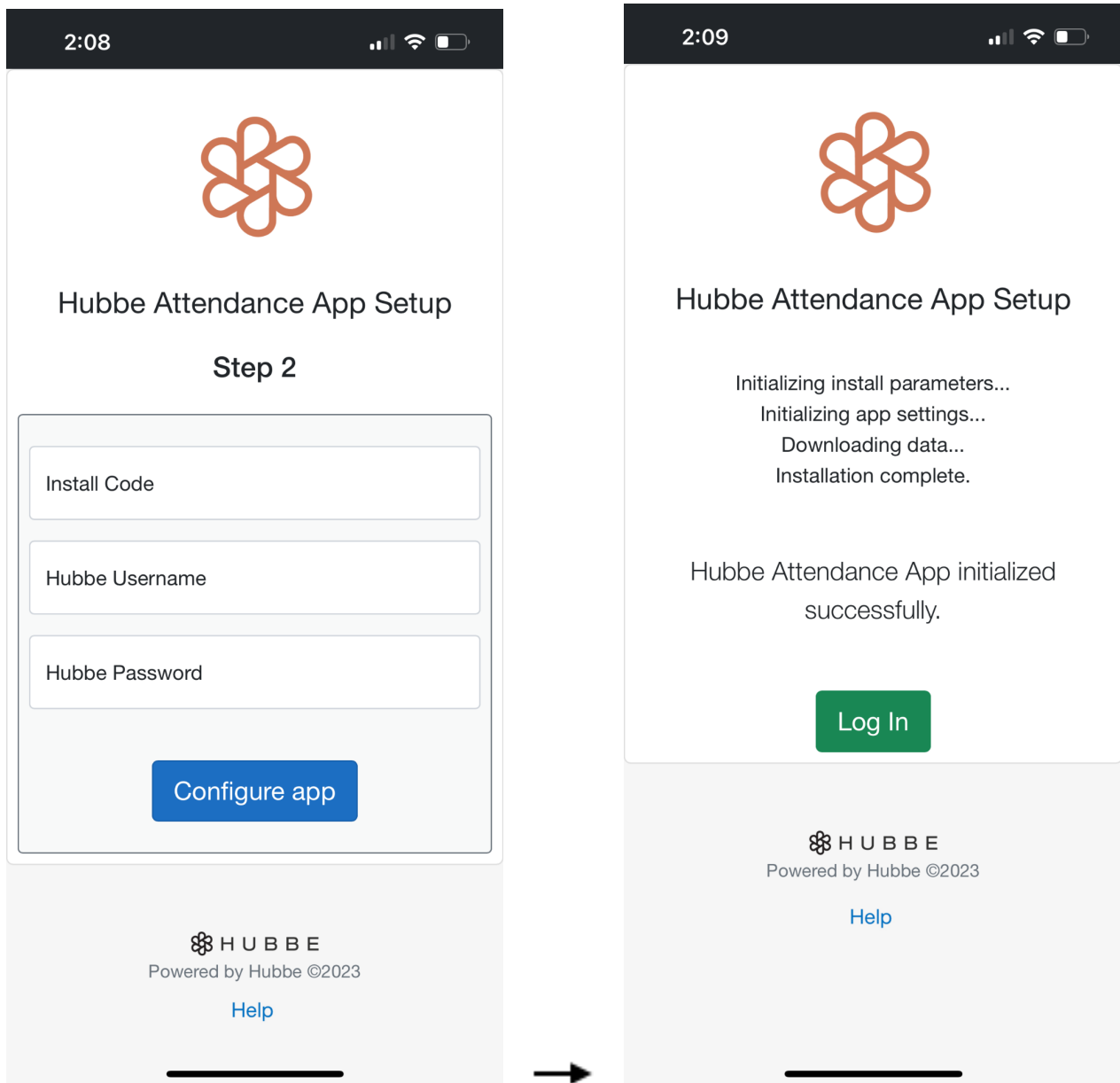
Save your unique install code and proceed to “[Step 3 - Activating the App](#)” section. Note: The app should be added to your device **before** entering the install code as outlined in “[Step 1 - Adding the App to Your Device](#)”.



# Step 3 - Activating the App

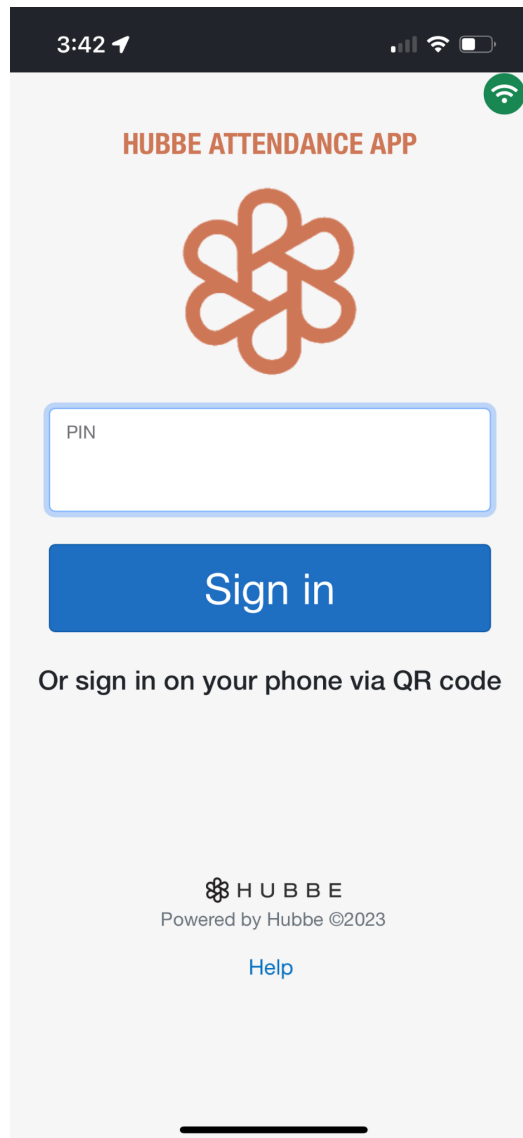
1 On your device within the Hubbe Attendance App, enter the provided code, your Hubbe username, and password. The app should be added to your device before entering the install code ([Step 1 - Adding the App to your Device](#)). The device must be online during setup.

2 After entering the information, click “Configure app”. Once the app has finished initialization, select “Log In”.



**Note:** You must be an Agency Admin, or Site Admin to enter your Hubbe Username and Hubbe Password for installing the app on a device.

3 After logging in, you can access the attendance portal.



4 If you are able to log in using a PIN, and the app is pulling up correct student data for the given site and session, then the app is installed successfully. Note: Please click here to refer back to the PINs that can be used to login to the attendance portal: [Breakdown of Role Permissions and Supported PINs](#).