



## **My Mobile Check In**


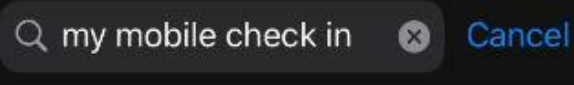


Step by step instructions for downloading and using this app.

### **OVERVIEW**





The My Mobile Check In is an application on your phone that will allow you to “check-in” through your cellphone and will notify your probation officer that you are ready to be brought back for a scheduled office visit at one of our three offices.

## **APP DOWNLOAD INSTRUCTIONS**

### **APPLE**

1. Click on the Apple app store button 
2. Search and type in “My Mobile Check In” 
3. Click on “Get” which will be the install button for the free download 
4. Once the download is complete simply click on the app or “open” function 

### **GOOGLE ANDROID**

1. Click on the Google app Play Store button 
2. Search and type in “My Mobile Check In” 
3. Click on “Install” button for the free download 
4. Once the download is complete simply click on the app or “open” function 

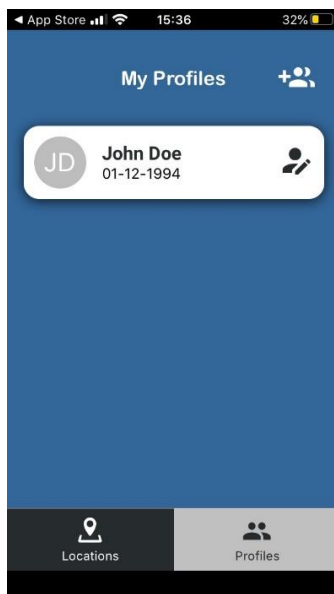


### **My Mobile Check In**

Step by step instructions for downloading and using this app.  
Once installation is complete on either your Apple or Android products, you will continue by Creating a Profile by filling out all the required prompts. Once finished, click on *“Save Profile.”*

A screenshot of the 'Create a Profile' form in the app. The form is set against a blue background. At the top, it says 'Create a Profile' with a dropdown arrow. Below this are several input fields: 'First Name' (marked \* required), 'Last Name' (marked \* required), 'Phone' (with a placeholder '(555) 555-5555'), and 'Email'. A 'Date of Birth (MM-DD-YYYY)' section follows, with separate boxes for 'Month', 'Day', and 'Year'. Below that is an 'Address' section with a 'Street Address' field and 'City', 'State', and 'Zip' fields. A 'Save Profile' button is at the bottom right of the form. The top of the screen shows the time '2:22' and battery level '65%'.

Next you will need to make sure your profile is selected that you have created. You will click *“locations”* on the bottom left-hand corner. Please ensure that you allow your location to be used while operating this application.



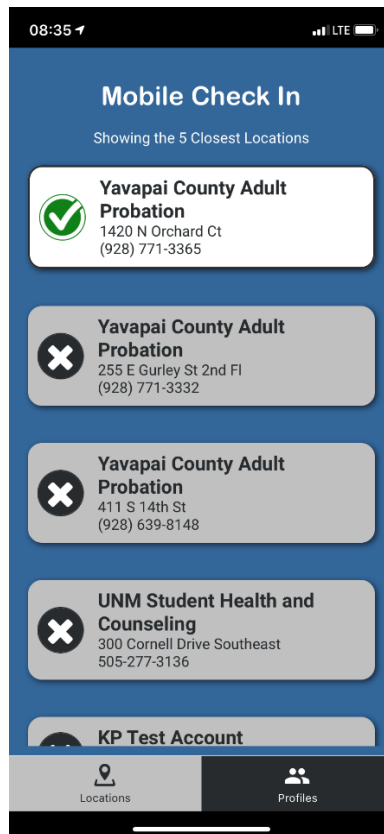


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Then you will select the location that applies to you. For example: as pictured below, I will select Yavapai County Adult Probation office with the *“green check mark”* as it is the closet location that applies to me.

You will not be able to select a specific location if you are not within a quarter mile of that desired location.





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Lastly, you will see a screen as pictured below. Make sure that you click the bottom arrows for “Reason” and “Sub-Reason” and follow the prompts. This will ensure the Adult Probation Department knows why you are here for a visit. Once complete, click on the green “*Check-In*” button at the bottom.

TFW LTE 16:15 24%

Probation C Cancel

Please complete the form to sign in

Name:  
John Doe

Reason:  
New Client

Sub-Reason:  
Released from custody

Check In

#### DISCLAIMER

Using this application on your phone to “check-in” but not actually being physically seen or brought back to an interview room to speak with any of the Adult Probation Department staff directly will not count as an office visit. This is in accordance with the conditions of probation granted by the Court and the provisions of Rule 27.1 of the Arizona Rules of Criminal Procedure

*\*mobile provider fees may apply based on your coverage. \**