MOBILE REGISTRATION STATION (M.R.STAT)  
SETUP and USAGE INSTRUCTIONS

FOR EVENT PLANNERS: M.R.STAT can be requested through Student Affairs Information Technology (SAIT) by emailing help@sa.psu.edu or calling 814-865-7210. Please be aware that the M.R.STAT system requires power and the cord length is approximately six feet long. You can also ask for an extension cord…just make the cord is in no way hindering student traffic. M.R. STAT also requires a wired or wireless connection to the Internet.

Here are the steps to setup and use M.R.STAT.

1. Plug the M.R.STAT system into the power outlet.
2. Power up the computer, if plugging in to power does not start up the system. The power button is on the front face of the computer.
3. For wired connections, there will only be the local login to the computer.
4. For wireless connections, there will be two logins for M.R. STAT. The first login connects you to the wireless network. The second login is the local login to the computer.
   a. The first login is to the Penn State VPN for connecting to the wireless access points. Wait for the CISCO VPN login screen to appear in the bottom-left portion of the screen. Enter your Penn State Access Account username and password. A successful login will provide M.R.STAT access to the wireless network. This will allow the card data to be directly stored on the Student Affairs database server.
   b. The second login is to the actually computer and is required; otherwise you won’t be able to use M.R.STAT

5. Once the login(s) are successful, double-click or launch the M.R.STAT program.
6. Upon launching, M.R.STAT will look for the wireless network connection and establish communication to the Educational Programming Record (EPR).

7. Select your “Unit” from the dropdown list of values.

8. If you have not entered your event, the following warning will be presented to you. Go to the EPR Website and enter the event if it is not there.
10. If you have entered your event, it will be displayed.

11. Select the event by double-clicking on the arrow to the left of the highlight EPR ID (see above). Select whether you are printing the name badges.

12. If no, click on the continue button. If yes, select what you want printed and preview the name badge until it is formatted correctly. Then click Continue.

13. The event registration screen will then appear. The remaining instruction will take you through the swiping and printing of name badges (optional).
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1. At the beginning of every new student, the cursor will reside in the **PSU ID** form field. The PSU ID+ card must be swiped while the cursor is in this position. When swiped, the student’s PSU ID# will be displayed.

**SWIPE PSU ID CARD and PRINT NAME BADGE**

1. Press <ENTER> or the “Search” button and M.R. STAT will search the current semester student database for that PSU ID#. If it finds the student, their registered FirstName, LastName and Major will be displayed.
2. Press <ENTER> or the “Print” button to successfully print the name badge.

**NO PSU ID CARD and PRINT NAME BADGE**

1. Place the cursor in the **Enter the students Access ID e.g. (abc123)** form field. Enter their ID and click the “PSU ID Lookup” button. If the access ID is found, then the matching PSU ID will display in the **PSU ID** form field.
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2. If the PSU ID is displayed, press <ENTER> or click the “Search” button. M.R. STAT will search the current semester student database for that PSU ID#.

3. If it finds the student, their registered FirstName, LastName and Major will be displayed.

4. If you have selected to print name badges, then press <ENTER> or the “Print” button to successfully print the name badge.

NOT A PENN STATE STUDENT and PRINT NAME BADGE

1. Click the “OTHER” button and fill-in the participant’s information as necessary for the name badge. For example, instead of major, one could type the participant’s position title. Click the “Print” button to successfully print the name badge. OTHER participants are signified by the PSU ID# of 999999991.

2. If the participant happens to be an alumni, then click the “ALUMNI” button and fill-in the participant’s information as necessary for the name badge. For example, instead of major, one could type the participant’s employer or that they are a parent. Click the “Print” button to successfully print the name badge. ALUMNI participants are signified by the PSU ID# of 999999990.