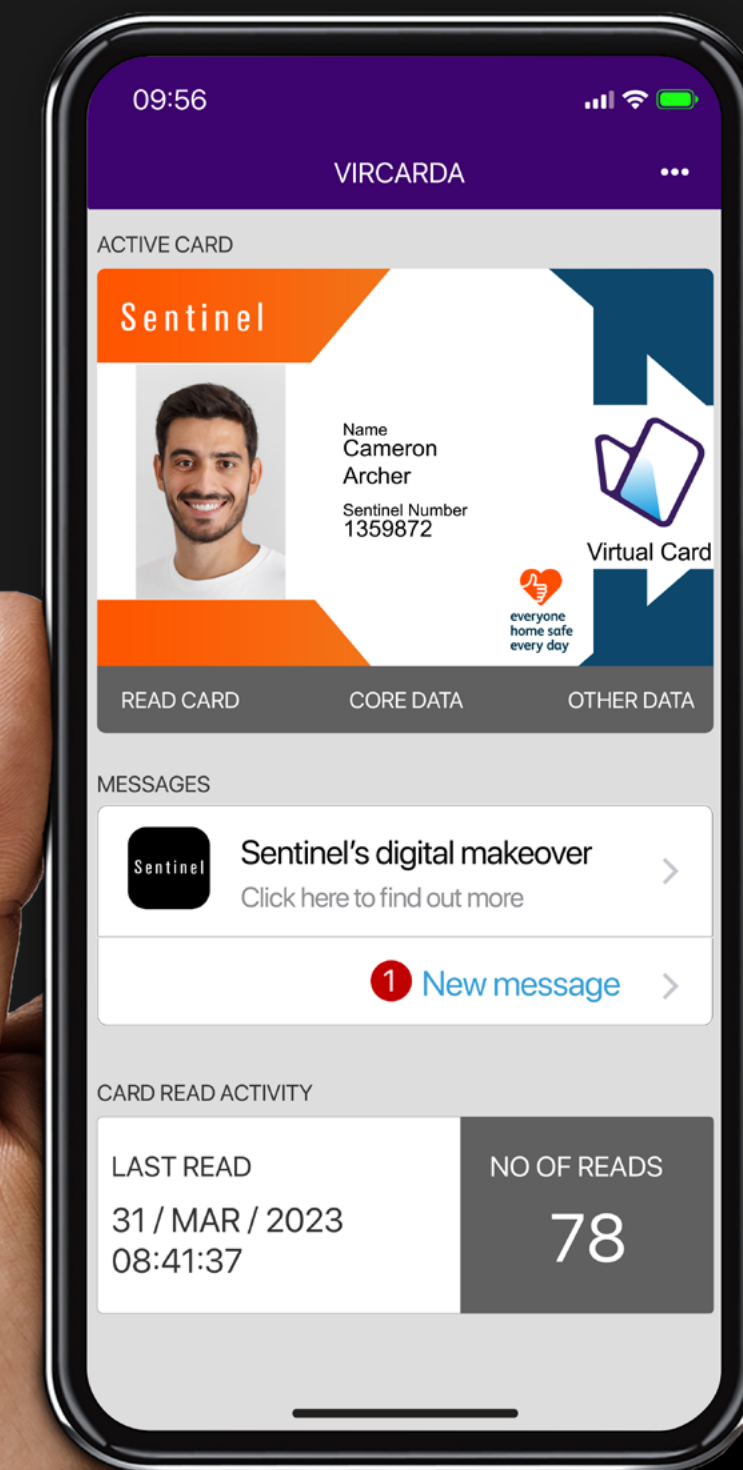# Sentinel

Join the virtual revolution
– with a virtual Sentinel card on your mobile.

The new virtual card can be read by Sentinel card-checkers from your smart device. You can request your virtual card from your Sponsor or through your mySentinel account. Follow this step by step guide to **installing and registering the Vircarda app on your Mobile** and loading your virtual Sentinel card to your wallet.

Sentinel

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How to request a virtual card in mySentinel

Log in to mySentinel either on a computer or mobile device. Not got a mySentinel account?

Go to **https://mysentinel.me/** to register.

From the MySentinel dashboard, go to 'Account Settings' and click on Virtual Card then click Request Card

Remember to check that your e-mail or mobile number is correct. (E-mail is recommended)

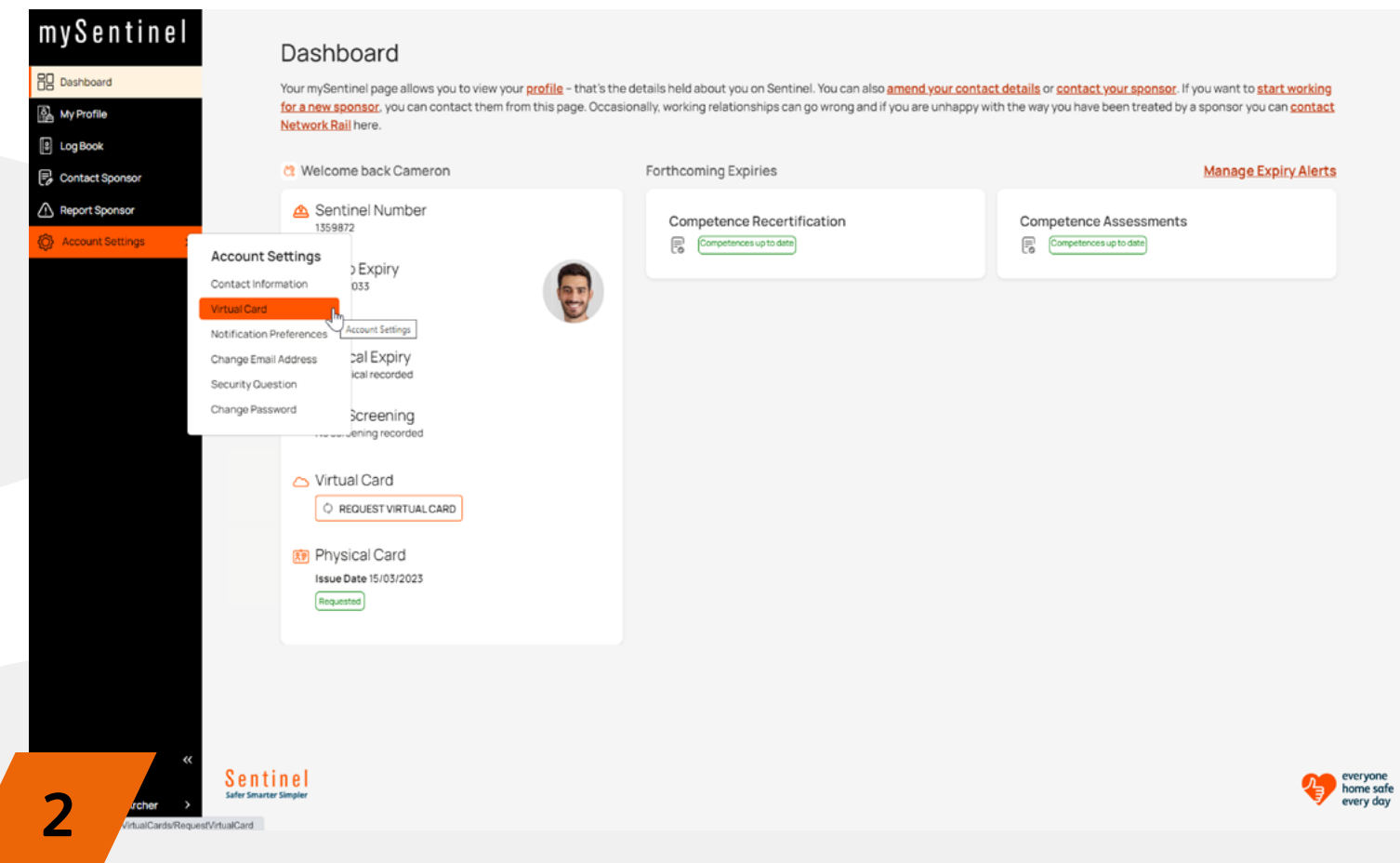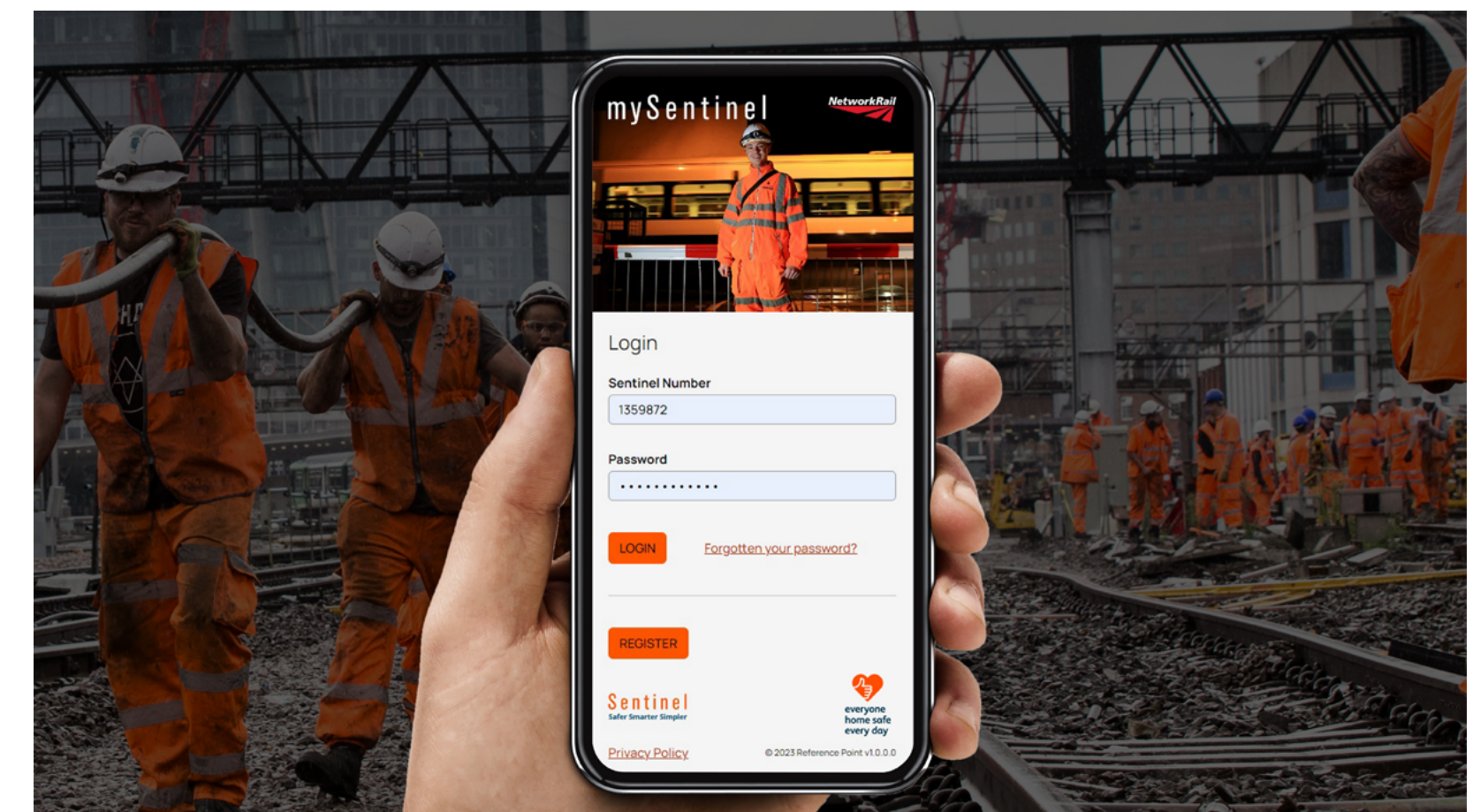Read Installing and registering Vircarda to find out how to install your virtual card on your smart device.

See the privacy policy for Vircarda **here**.
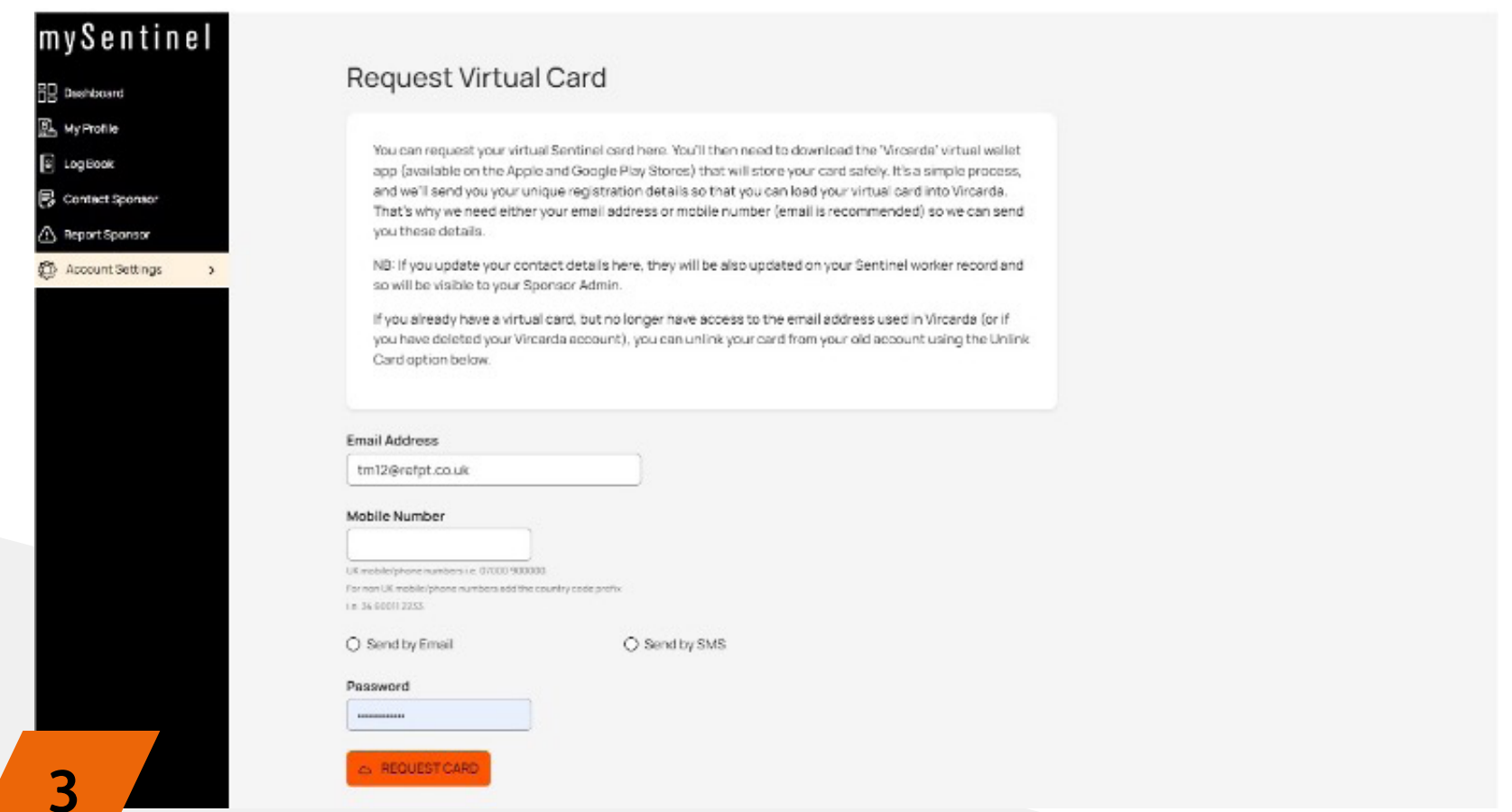
mySentinel on desktop
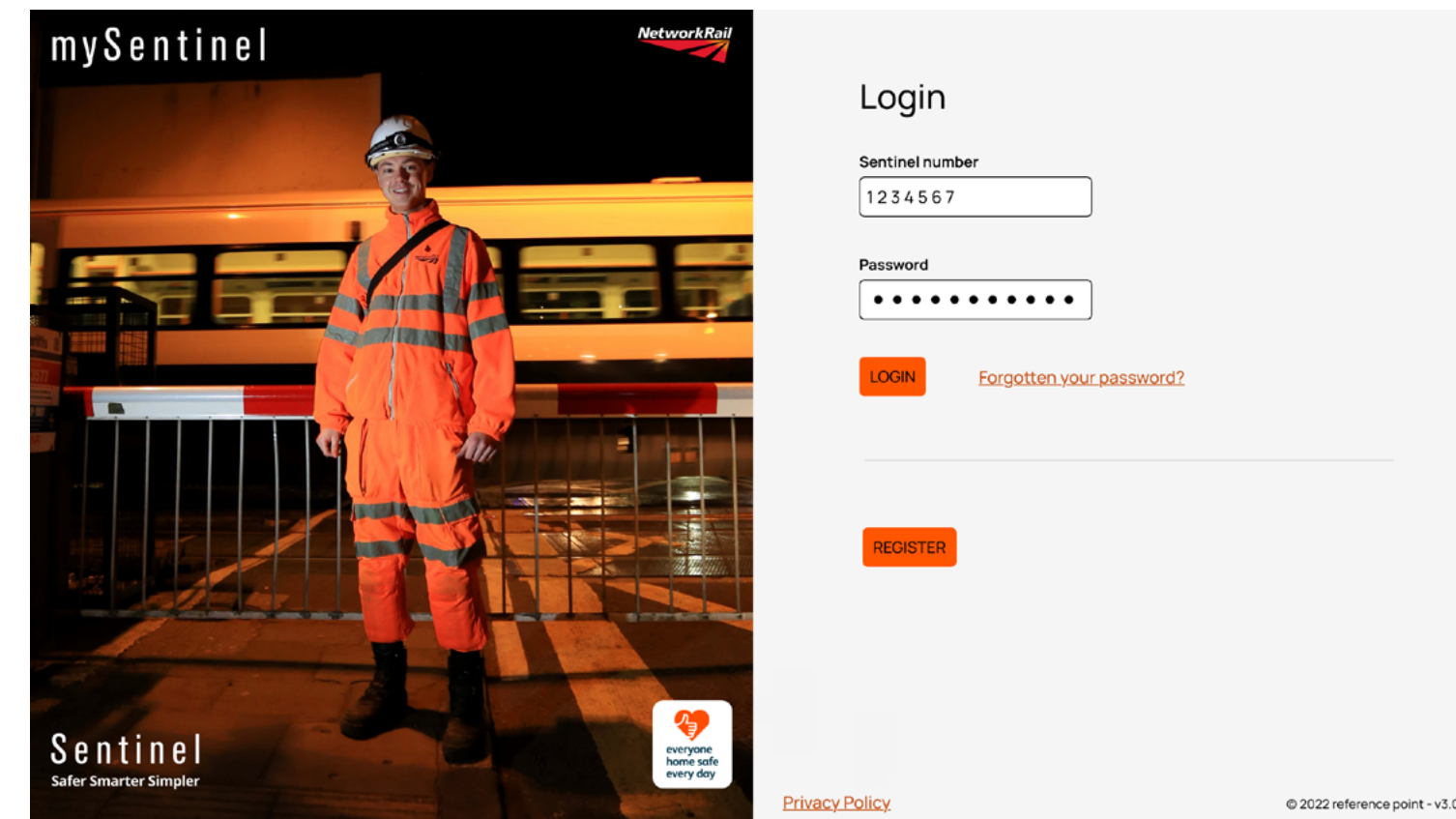
1

mySentinel on mobile

2

3

Sentinel

Installing and registering Vircarda

Vircarda is the app that will store your virtual Sentinel card securely on your mobile. Once you have requested your virtual Sentinel card, you're just a few steps away from getting it onto your phone, ready to use.

Vircarda only stores your virtual Sentinel card. Your Sentinel data is stored in the Sentinel database and is not shared with your Vircarda account.

Already have Vircarda on your phone?

If you already have Vircarda on your phone, click on Login and login as usual.

Then simply load your virtual Sentinel card from the 3 dot menu at the top of the Vircarda screen.

How to install the Vircarda app

1. Go to the iOS App Store or Google Play Store and search for Vircarda.
2. Select Download/Install.
3. Once installed, open the App on your mobile.
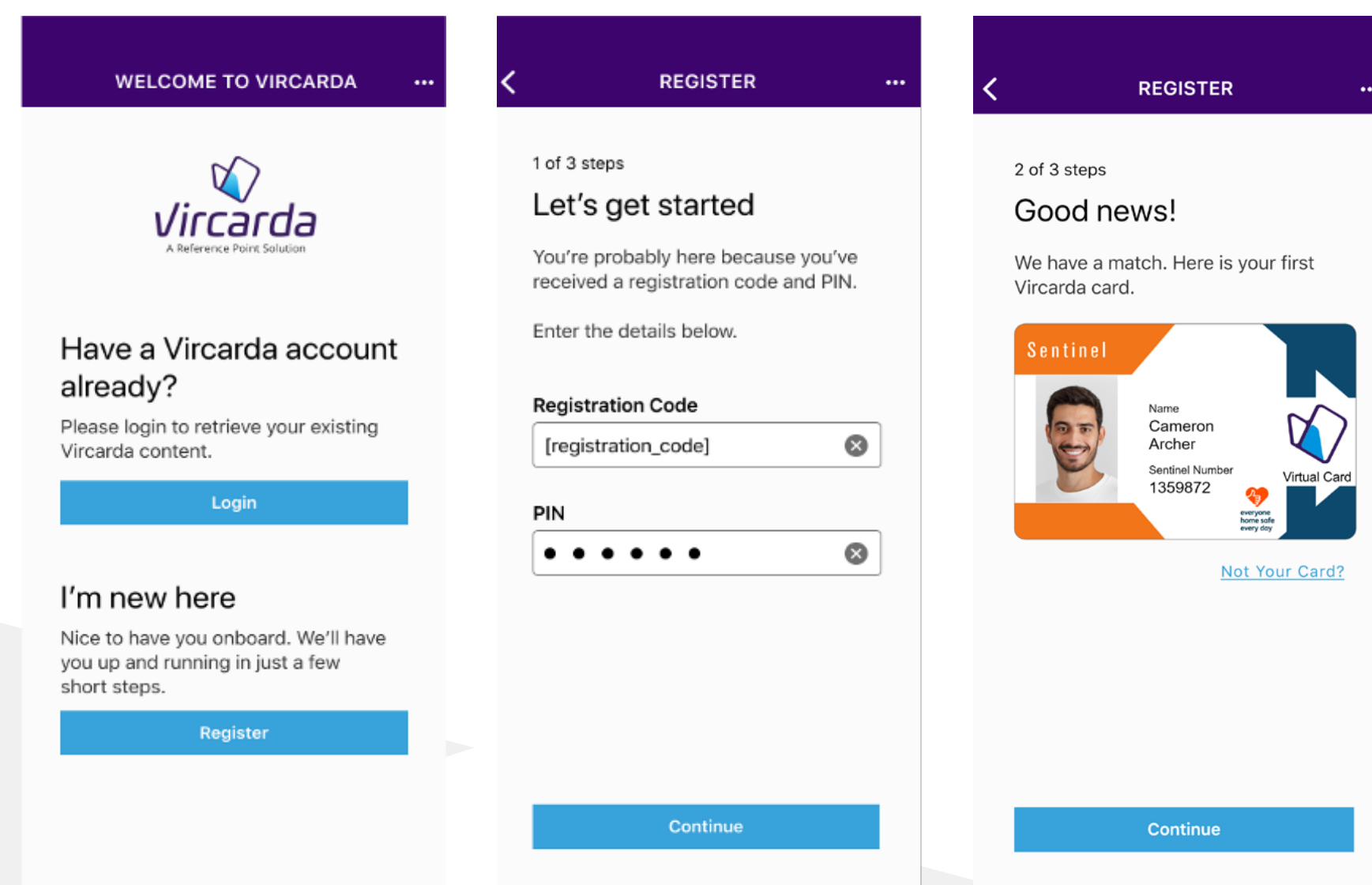
New to Vircarda

Click on the **Register** button and follow the instructions.

Add your virtual Sentinel card to the Vircarda Wallet

If you have requested a virtual card with an email address, you will have received an email with your registration code and PIN. Follow the instructions in the email to complete your registration.

- If you have requested a virtual card with a phone number, you will have received an SMS with your registration code and PIN. Enter the registration code and PIN in to Vircarda and press **Continue**

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Installing and registering Vircarda (Final Step)

We need you to complete your registration by giving us your e-mail for YOUR Vircarda account.

Vircarda is YOUR wallet and so we suggest you use your personal e-mail address.

Your Sponsor will only be able to see part of the e-mail address used – just so they can give you a hint if you forget which email address you have used to register on Vircarda. For full information, please visit **Vircarda's privacy notice**.

Once registration is complete your virtual card is now ready for you to use.

You're all done!

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Get started using your virtual Sentinel card

Having your virtual card swiped

1 / Open the Vircarda app on your mobile

2 / Touch/tap your Sentinel virtual card

3 / Select 'Read Card' at the top of the screen (circled in the picture)

4 / Present the QR code displayed to the card checker

Notes: The QR code changes every 30 seconds to keep your data secure

Using the Sentinel app, the card checker can scan the QR code shown on Vircarda and the information will be displayed in the Sentinel app – just like when scanning the QR code on a physical Sentinel card.
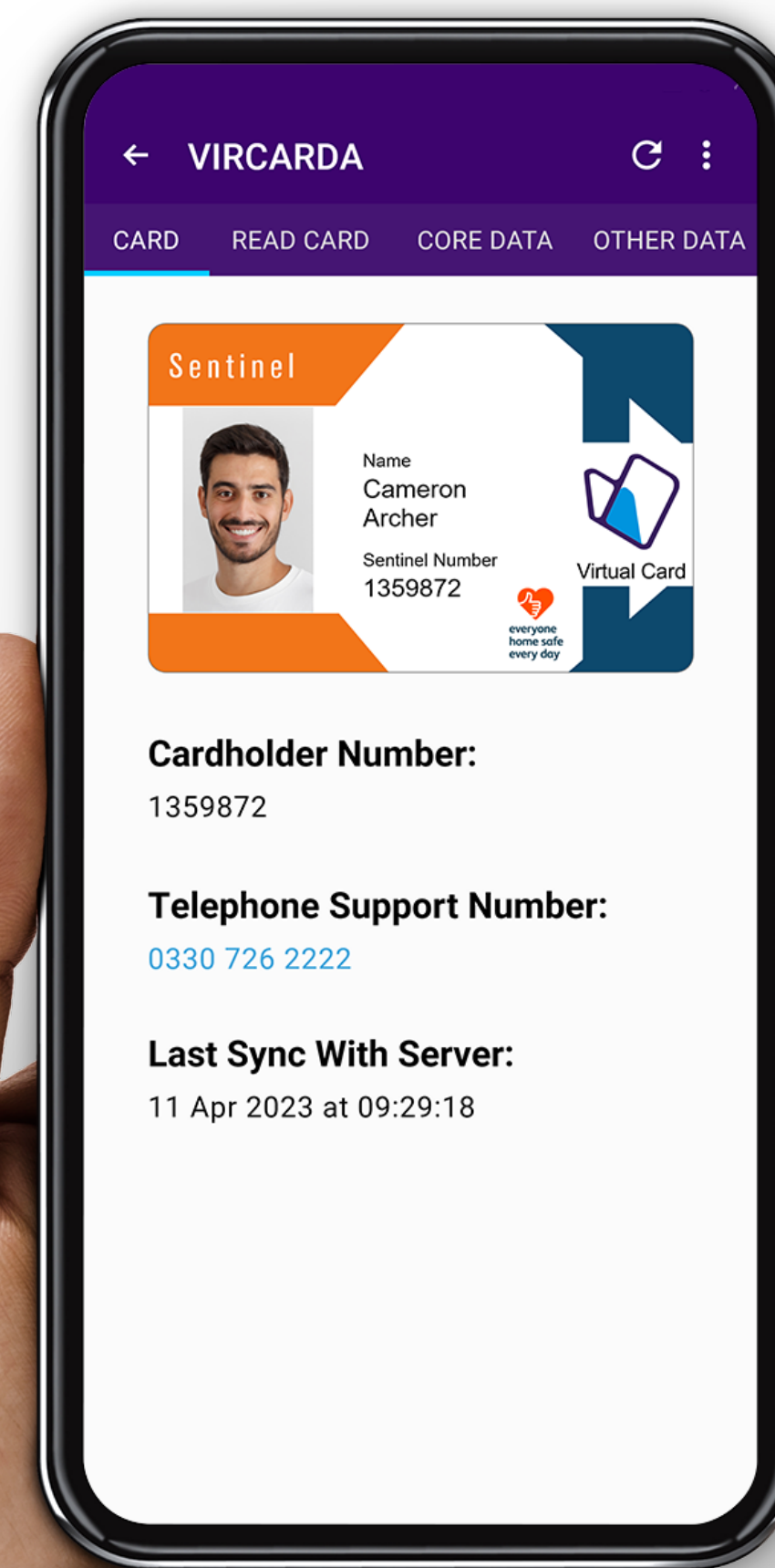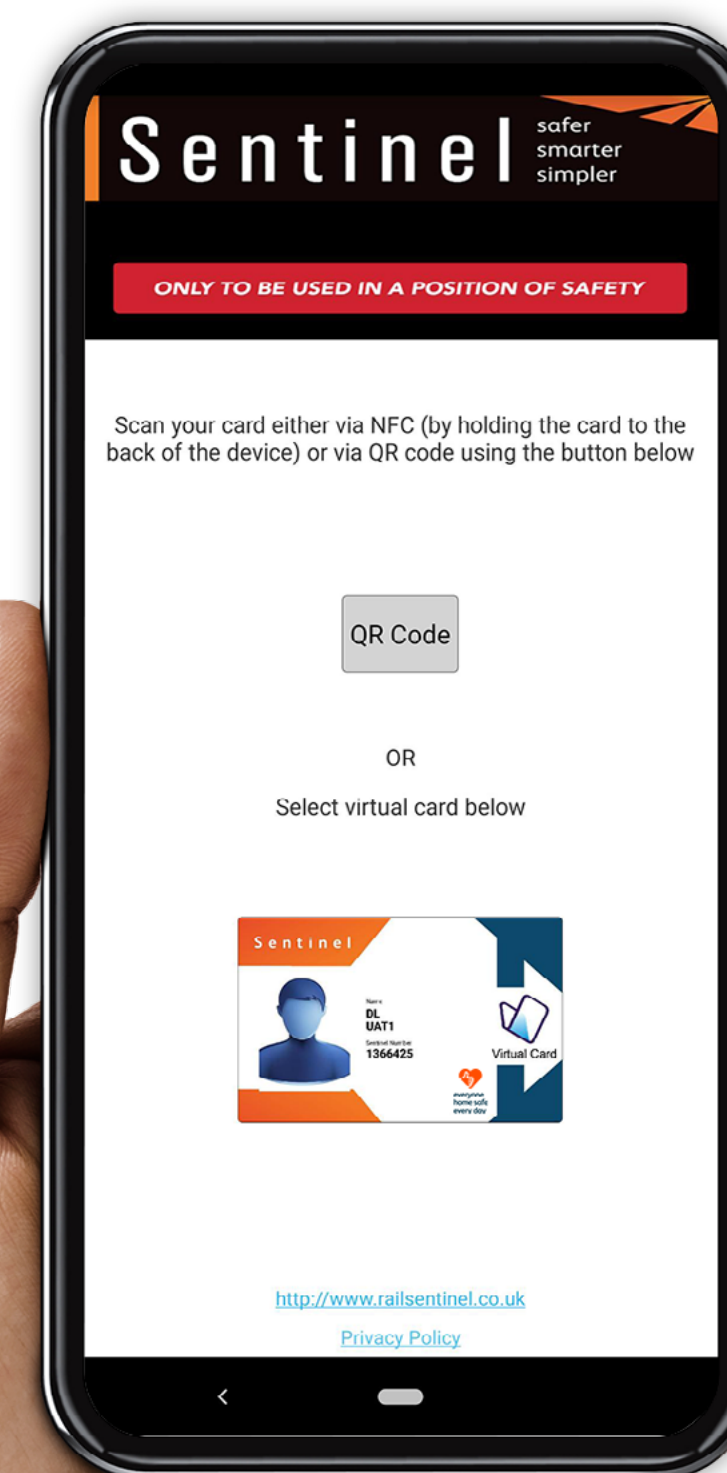
Sentinel

Information for Card Checkers

Card checkers will start seeing virtual Sentinel cards presented at site, as well as physical cards. Virtual Sentinel cards provide the same assurance of a worker record as physical Sentinel cards and can be read using the same Sentinel app.

Swiping yourself in using a virtual card

It is straightforward to use your own virtual Sentinel Card when acting as a Card Checker. This means you don't have to swipe your physical card.

If you have your virtual card loaded onto the same device as your Sentinel app you use to swipe in your team, simply open the Sentinel app and press **Select Virtual Card** on Android, or **Use Vircarda** for iOS devices.

If you have your virtual Sentinel card stored on a different device you use to swipe in your team, open your virtual card in Vircarda and swipe it as normal selecting QR code/Scan your card in Sentinel.

Sentinel

www.railsentinel.co.uk
sentinel@mitie.com
0330 7262 222

**More information about your
virtual card:**

https://info.railsentinel.co.uk/help-support/

Vircarda's privacy notice:

https://referencepoint.co.uk/privacy/vircarda