How to Accept a Scan Session Email Invite as a Guest Scanner

ID Card Scanner · https://www.id123.io/knowledgebase/how-to-accept-a-scan-session-invite/

When an administrator invites you to scan ID cards for their organization as a guest scanner, you will receive a scan session email invitation. Guest scanners do not need an ID123 account or app. You do not need any additional software or hardware to start scanning; just any device with internet access and a camera. This article walks you through how to accept a scan session email invitation so you can start scanning ID cards. If you were invited as an IDMS admin, simply sign in with your IDMS admin login instead.

Step 1: Open Your Scan Session Invitation

- Open the scan session invitation email from your email inbox. You should see an email sent from "app@id123.io" with your scan session invite.
- If you open the email on the device you will use to scan. Click the 'Launch Scan Session button' in the email to open the scan session in your web browser.
- Alternatively, you can scan the QR code located in the email invitation to open the scan session on a different device.

Note:

Can’t find the email? Check your spam or junk folder. If it is not there, ask your administrator to resend the invitation.

You've been invited to a scan session by Monster University.

An admin from Monster University has created a scan session and invited you to join.

Scan Session Details

Scan Session Name: Test KBA

Scanner:

Authorized by:

Start Time: Thursday, October 15, 2026 at 11:33 AM (America/New_York)

End Time: Not set

Location: Boston

You can scan using a desktop computer equip with a webcam or using your mobile device.

Start scanning with this device's browser.

Launch Scan Session

OR

Start scanning from a different mobile device's browser.

Step 2: Verify Your Information to Launch

- Enter your email address, followed by your first and last name when prompted. (Use the email address the initial invitation was sent to.)
- Select 'Continue' to move forward.
- Allow use of your device's camera to begin scanning.

Accept Invitation,

Confirm your information to begin scanning.

Scan Session: Test KBA

Email Address

First Name *

Enter first name

Last Name *

Enter last name

Continue

Things to Know

- **Session start time:** If the session is scheduled to start in the future, you cannot begin scanning until the start date and time
- **Session end and timeouts:** You cannot scan after the session ends. You may also be signed out after a period of inactivity, and an administrator can deactivate or terminate the session or your access at any time
- **Multiple devices:** Depending on the session’s settings, you may only be able to use the session on one device at a time
- **Your scans are logged:** Every card you scan is recorded in the organization’s Scan Log along with your name and location

You are ready to start scanning! If you have any questions or trouble accepting your invitation, contact the administrator who invited you, or feel free to contact our support team.