

How to Sign into the Visitor Management System

Step 1:

To check-in, select a category (*Parent/Guardian, Vendor and Volunteer*).

Step 2: Enter your phone number or email address. Then click **Next**.

Step 3:

On the next screen, click the **'Ready to Scan'** button. Note: You may place a check mark to skip the ID scan for 90 days to expedite future visits.

Step 4:

To scan your government issued ID (i.e. driver's license), please make sure the front side of your **ID is facing the square box** on the iPad. Please center your ID card in the frame and hold it steady. Once detected, your ID will be scanned automatically and a green check mark will appear to confirm a successful scan.

Step 5: Type or verify your full name. Click **Next**.

Step 6:

Look at the camera where it says **"Look Here"** to take a picture. Click **Next**.

Step 7: Review your information and confirm by selecting the **"Finish"** button

Step 8: Once your visit is complete, please remember to check out by selecting **"End Visit"** at the top right hand corner of the iPad. **Enter your name, phone number or email address** (exactly the same way you did during check-in). **Select your name.** Click **"Sign Out"**. **Note: You will also receive a text or email address with a link to sign out.**

