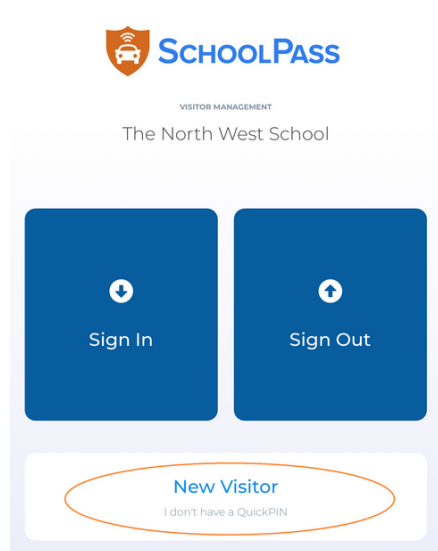


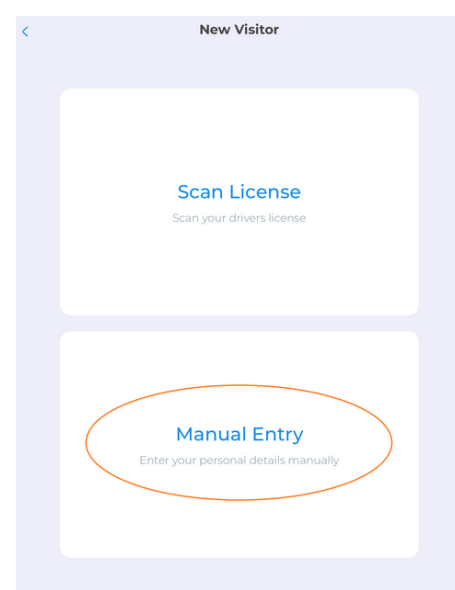
HOW TO SIGN IN TO VISITOR MANAGEMENT

SIGNING IN AS A NEW VISITOR

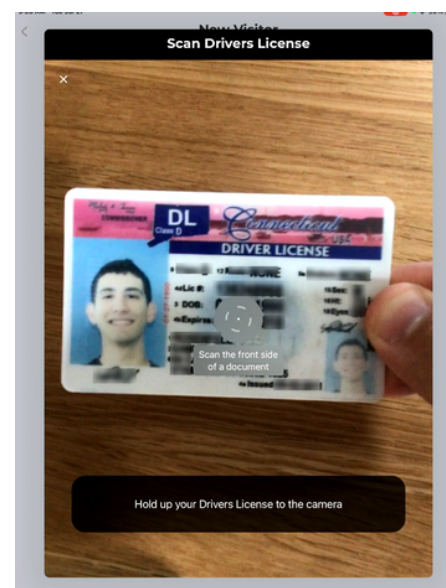
1
CLICK ON NEW VISITOR



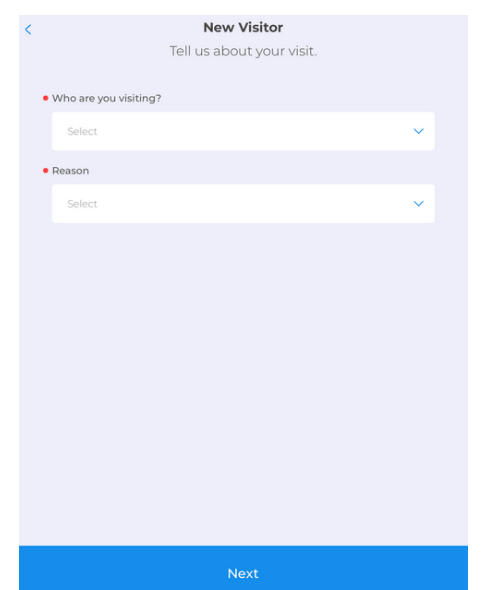
2
SCAN LICENSE OR
MANUAL ENTRY



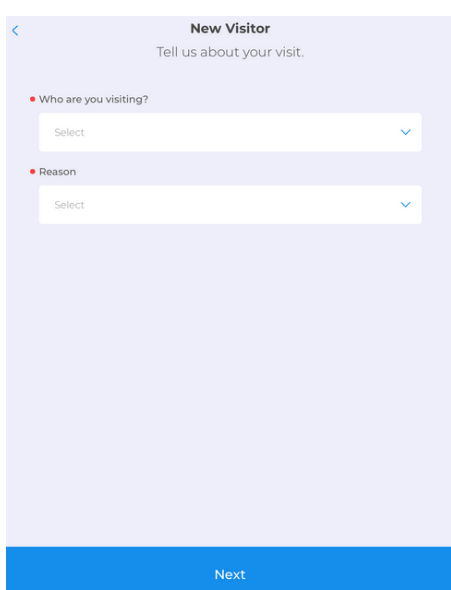
3
USE THE BACK
CAMERA OF THE IPAD
AND SCAN ONLY THE
FRONT OF THE
LICENSE



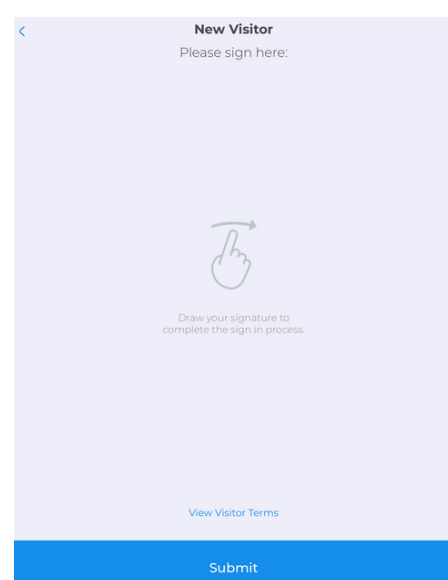
4
FOR MANUAL ENTRY,
FILL OUT FORM AND
TAKE PICTURE



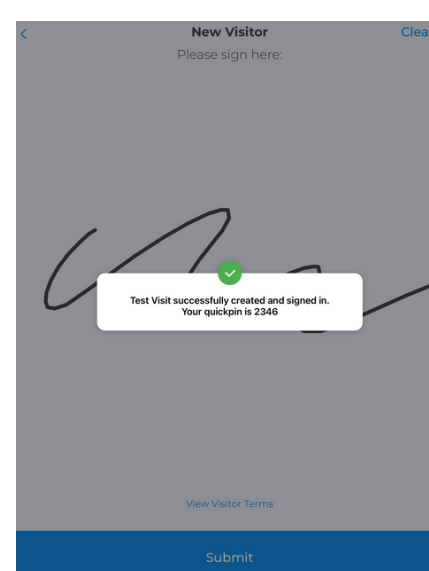
5
SELECT WHO AND
REASON FOR YOUR
VISIT



6
SIGNATURE REQUIRED

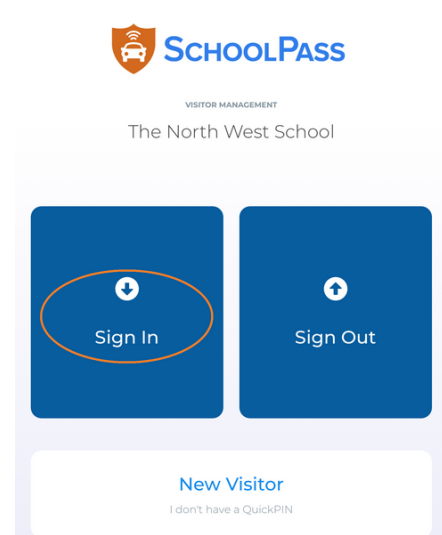


7
SIGN IN COMPLETED
AND QUICK PIN ISSUED

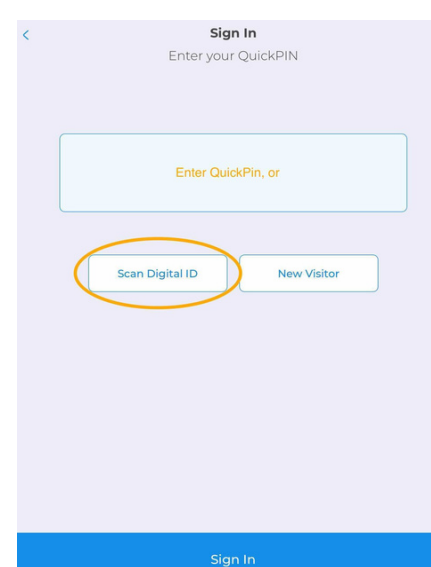


SIGNING IN AS STAFF

1
SIGN IN



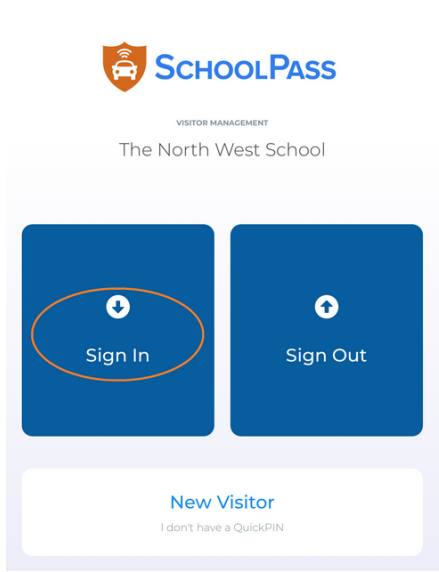
2
ENTER YOUR QUICKPIN
OR SCAN DIGITAL ID



SIGNING IN AS A PARENT

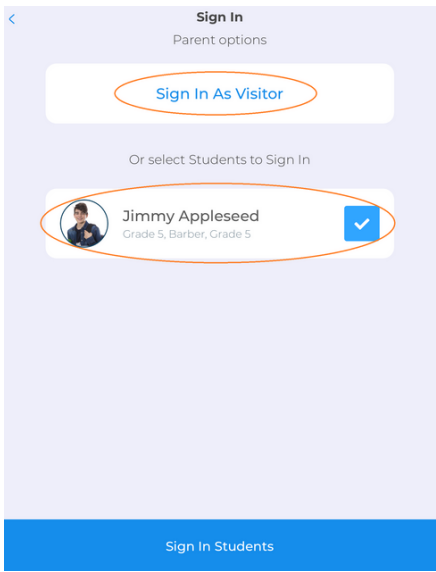
1

CLICK SIGN IN



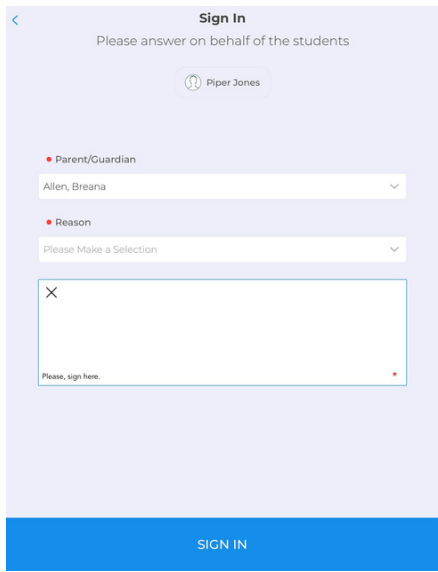
2

PARENTS TO SIGN IN AS VISITOR OR STUDENT



3

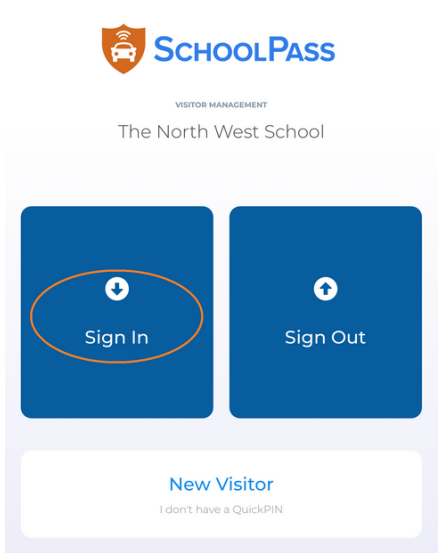
SELECT REASON FROM LIST AND SIGN



SIGNING IN AS A STUDENT

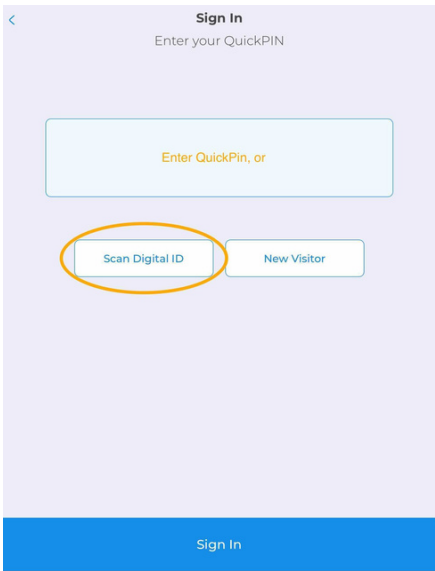
1

CLICK ON SIGN IN



2

ENTER YOUR QUICKPIN OR SCAN DIGITAL ID



3

SELECT REASON FROM LIST AND SIGN

