

# VISITOR CHECK-IN

## Registration and Tracking of Guests

Keeping up with guests on campus and in dormitories can be a challenging task. TotalCard's Visitor Management application allows for easy association of visitors with the student they are coming to visit. Simply scan a student ID and visitor ID to register guests. If dormitory visitors have not checked out before curfew, automatically notify campus personnel.














*"We have a lot of visitors to each of our residence halls. TotalCard Visitor Check-In lets us scan IDs of students who are visiting halls that aren't their own and scan Driver's Licenses of parents, friends and other guests that may be on campus. Now we know who is visiting at all times."*

**Residence Hall Director**

### Key Features & Benefits:

- Simplified guest registration
- Driver's License scanning
- Associate guests with student residents
- Electronic reporting
- Real-time onsite list
- Ban unwelcome visitors and guests
- Automated email notification

### Additional TotalCard Modules:

- |   |   |
|---|---|
|  Photo ID           |  Vending           |
|  Access Control     |  Laundry           |
|  Dining & Meal Plan |  Copy Control      |
|  Student Attendance |  Key Management    |
|  Event Tracking     |  Time & Attendance |
|  Bookstore          |   |