

ESU VISITATION

UPDATED 11/12/2024

HOW VISITATION WORKS:

Visitors first enter themselves into the system.

Once they are "Verified" the Student who is hosting the visitor can create their Digital Visitation Pass.

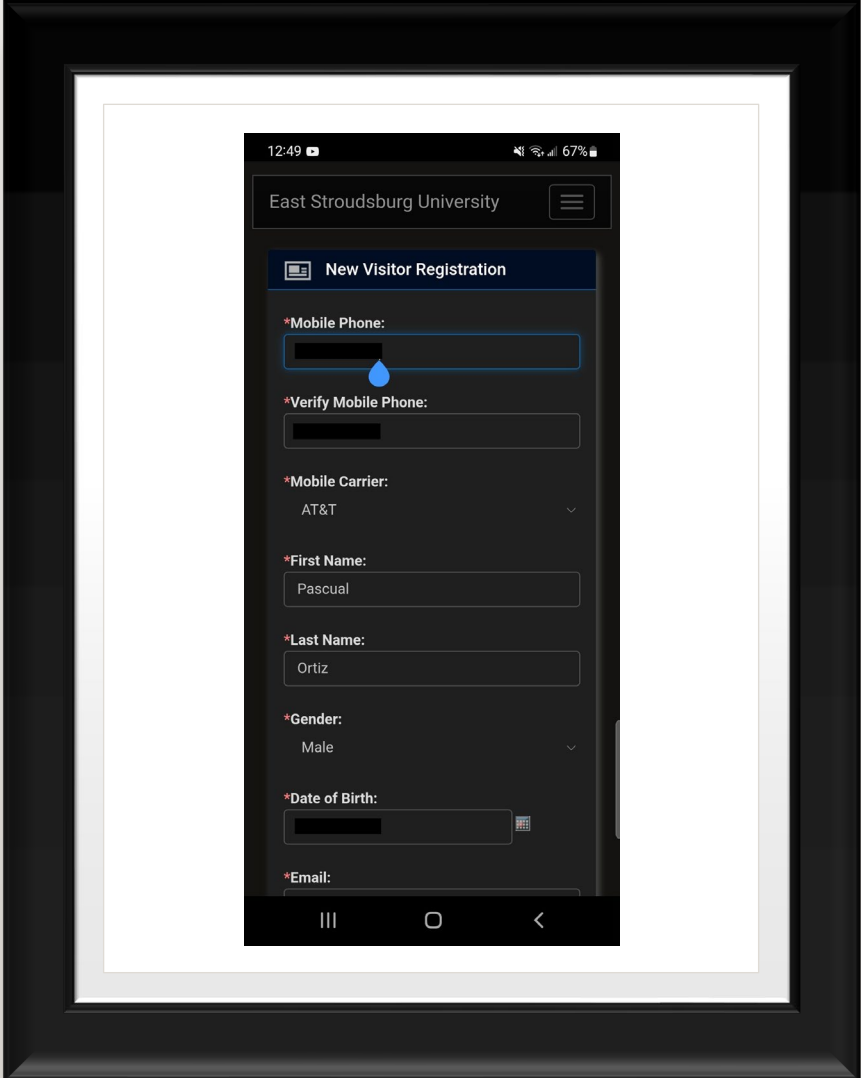
The Digital Visitation Pass is on the visitor's phone and is used for access in and out of the building.

VISITOR REGISTRATION

GO TO THE FOLLOWING LINK:

<https://www.esu.edu/residential-life-housing/visitor-registration.cfm>

Then click on the "pre-registration" link.



The image shows a mobile application interface for "New Visitor Registration" at East Stroudsburg University. The form is displayed on a dark-themed screen with white text and input fields. The fields are as follows:

- *Mobile Phone:** A text input field with a blue water drop icon below it.
- *Verify Mobile Phone:** A text input field.
- *Mobile Carrier:** A dropdown menu currently showing "AT&T".
- *First Name:** A text input field containing "Pascual".
- *Last Name:** A text input field containing "Ortiz".
- *Gender:** A dropdown menu currently showing "Male".
- *Date of Birth:** A date picker input field.
- *Email:** A text input field.

The top of the screen shows the time "12:49", signal strength, Wi-Fi, and battery level at "67%". The bottom of the screen features a standard Android navigation bar with three icons: a square, a circle, and a triangle.

FILL OUT ALL THE FIELDS

- "Contact phone" and "contact email" refer to your emergency contact.
- If you intend to register a vehicle on campus you must contact the campus parking in addition to this form. More info on https://www.esu.edu/university_police/parking-transportation/vehicle-registration.cfm

12:49 67%

*Email:

*Emergency Contact Name:
David Campbell

*Contact Phone:

*Contact Email:

Will you have a vehicle on campus?
 Yes No

Vehicle Make/Model:

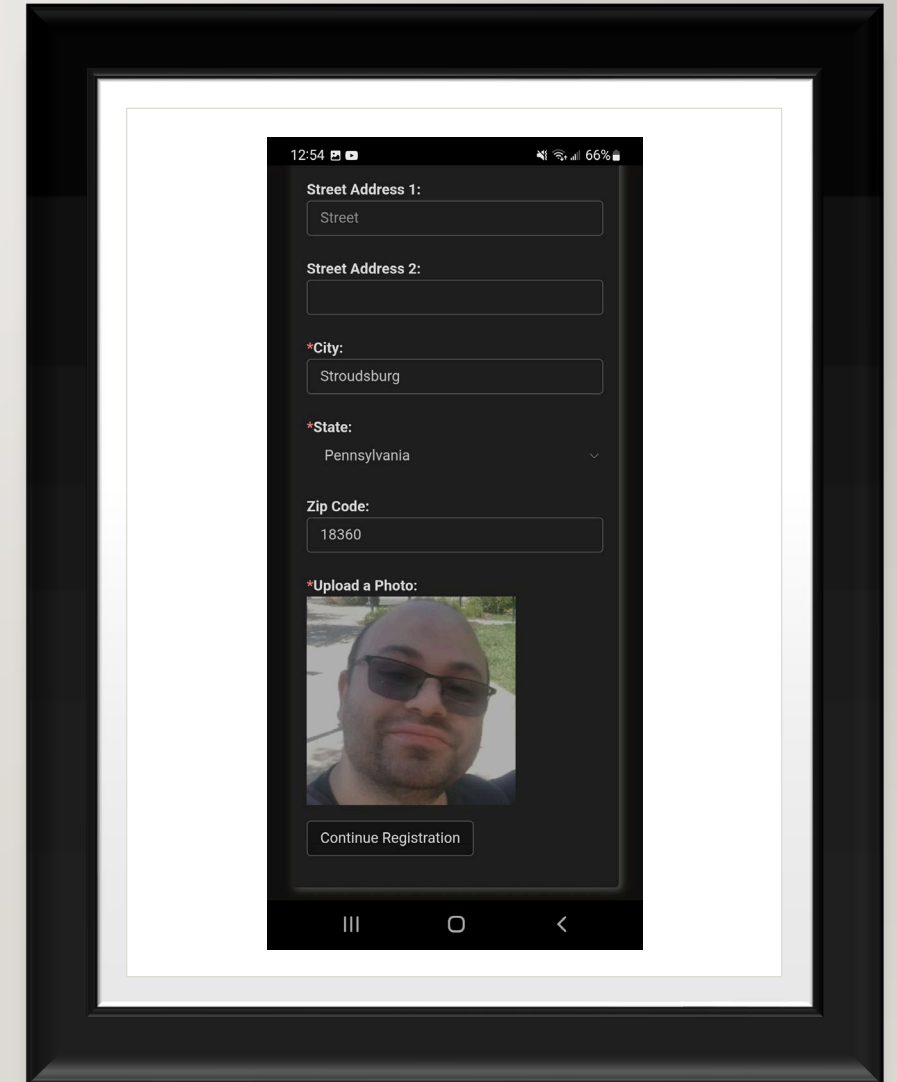
Vehicle Plate#:

Vehicle Color:

Street Address 1:
Street

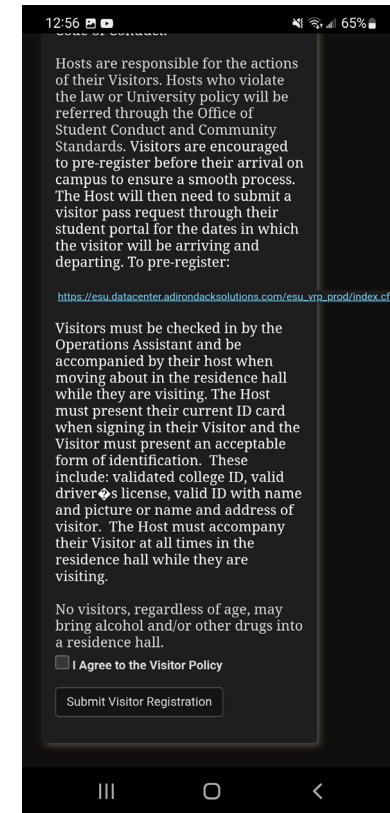
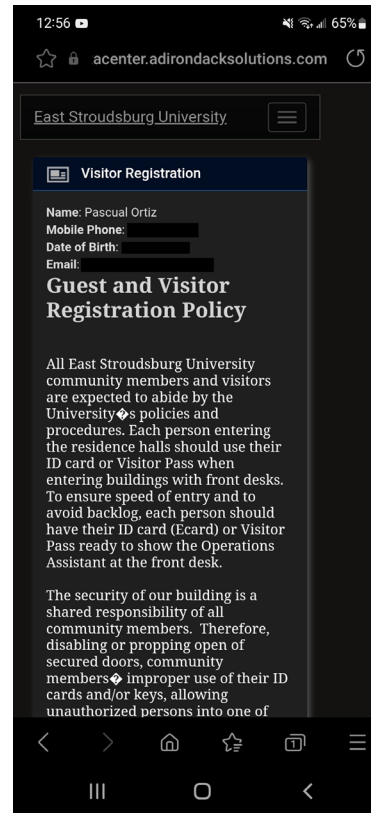
ADD PICTURE

- "Contact phone" and "contact email" refer to your emergency contact.
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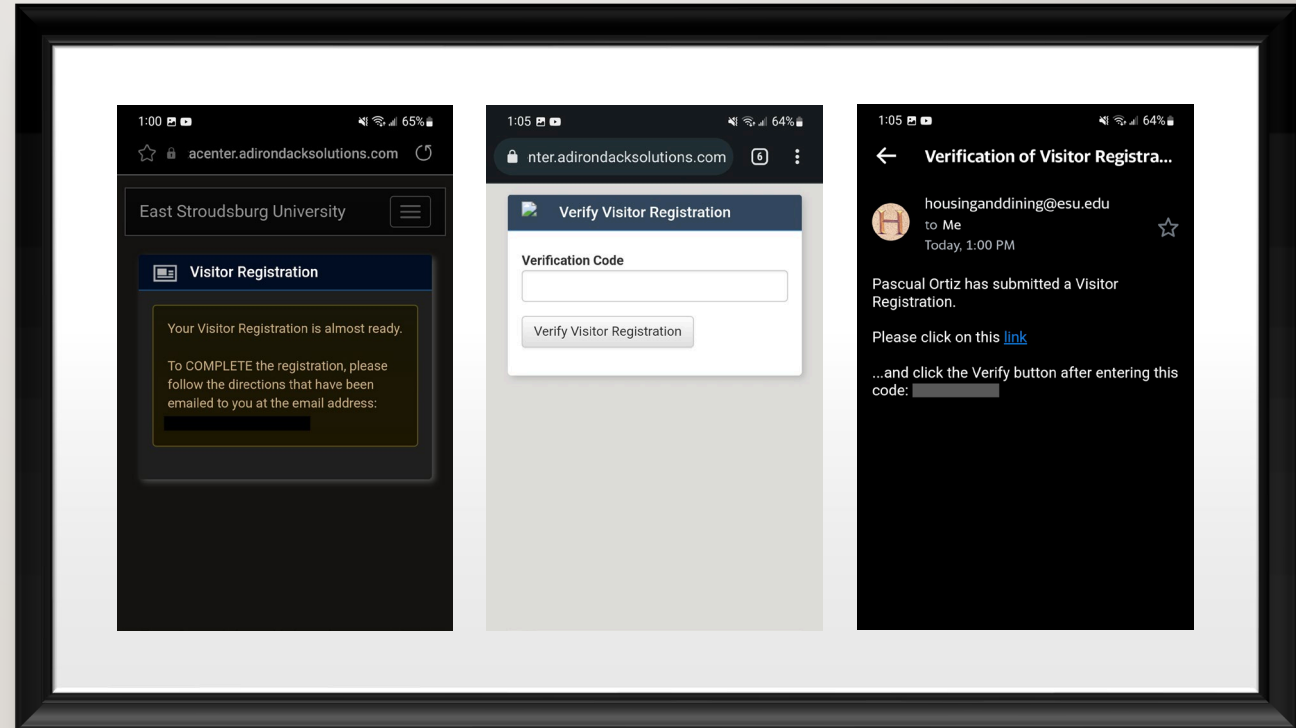
ACCEPT GUEST AND VISITOR POLICY

- Read the Guest and Visitor Registration Policy
- Click on the Agree to the Visitor Policy.



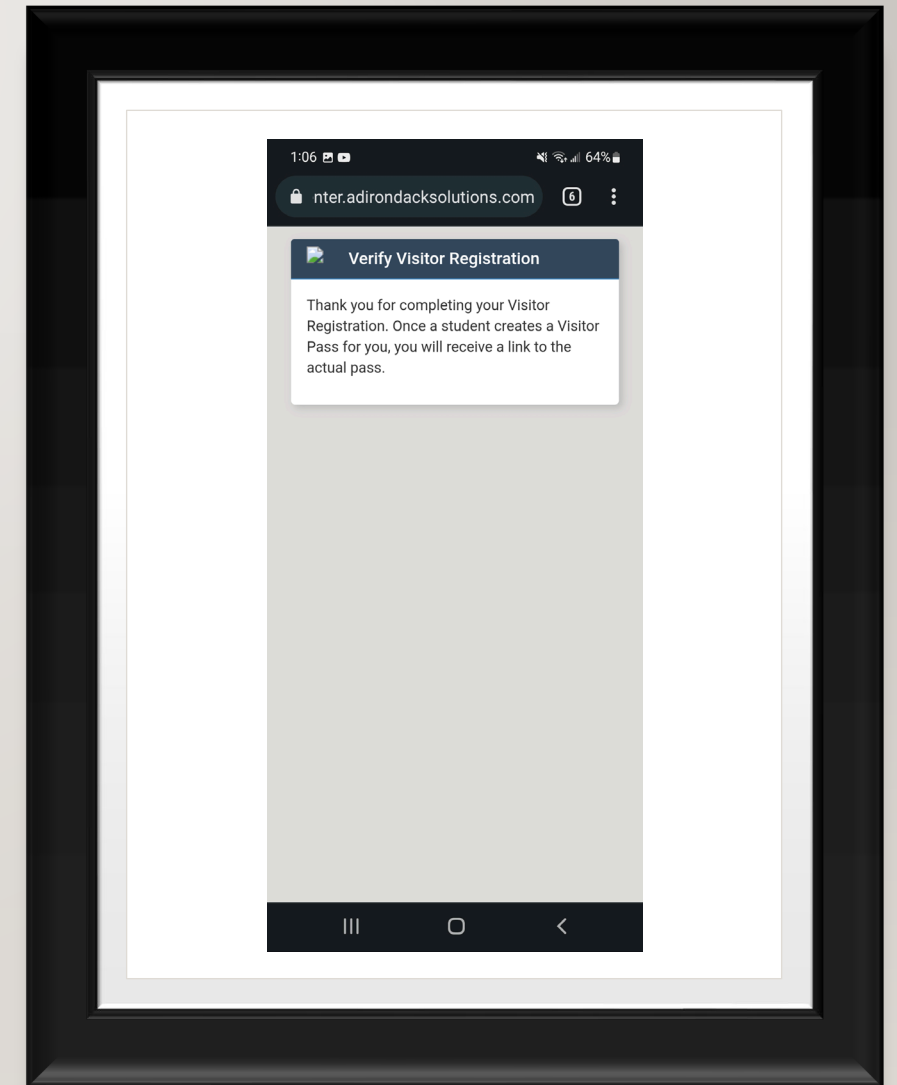
COMPLETING VERIFICATION

- You will receive an email with a link and a one-time code for verification. Click on the link and use the one-time code to finish the verification.



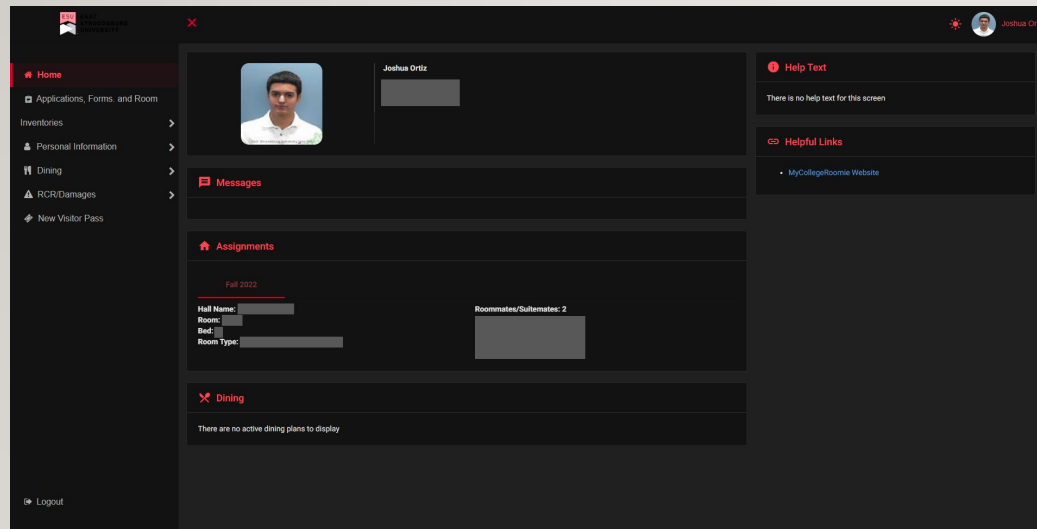
FINISHED

- Once you hit this screen you are verified. The Host (the student you are visiting) can make your pass now.



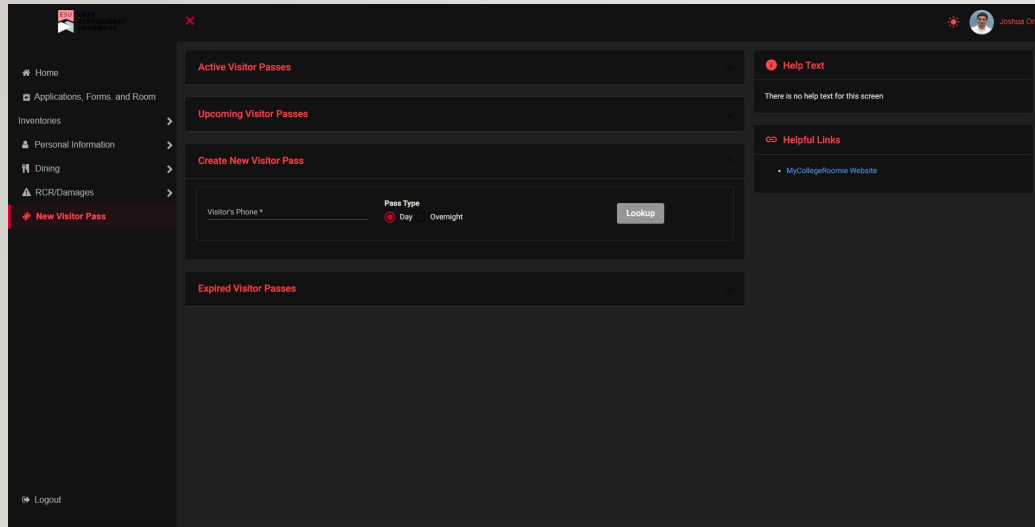
HOST PASS CREATION

LOGIN TO SELF-SERVICE.



- This is the same location in the Self-Service that you have done your housing applications.
- Select "New Visitor Pass" in the menu on the left.

ENTER VISITOR'S NUMBER



The screenshot shows a web application interface for creating a visitor pass. The interface is dark-themed and features a sidebar on the left with navigation options: Home, Applications, Forms, and Room; Inventories; Personal Information; Dining; RCR/Damages; and New Visitor Pass (highlighted). The main content area is divided into sections: Active Visitor Passes, Upcoming Visitor Passes, Create New Visitor Pass, and Expired Visitor Passes. The 'Create New Visitor Pass' section contains a form with a 'Visitor's Phone #' field, a 'Pass Type' dropdown menu with options for 'Day' and 'Overnight', and a 'Lookup' button. A 'Help Text' section on the right indicates that there is no help text for this screen, and a 'Helpful Links' section provides a link to the 'MyCollegeRoomie Website'. The user's name, 'Joshua Ortiz', is visible in the top right corner, and a 'Logout' button is located in the bottom left corner.

- Choose what type of pass you are trying to create for the visitor: day or night.
- Enter the visitor's phone number as entered in their verification form.

ACCEPT THE VISITATION POLICY

The screenshot shows a web application interface for creating a visitor pass. The main content area is titled "Create New Visitor Pass" and contains the following elements:

- A "Visitor's Phone" input field with a "Clear" button.
- A "Pass Type" section with radio buttons for "Day" (selected) and "Overnight".
- A "Create Pass for: Pascual Ortiz" section.
- A "Date of Event" field showing "10/19/2022" and a "Time" field showing "07:00 AM - 04:30 PM".
- A "Guest and Visitation Policy" section with a scrollable text area containing the following text:

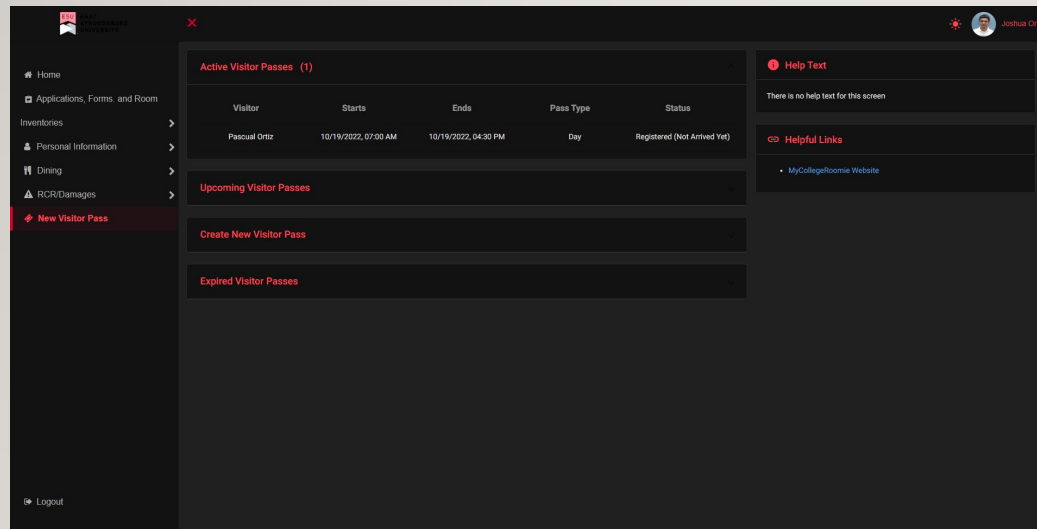
For all residents, the ability to host guests within the residence halls is a privilege. Residential Life and Housing assert that a resident's right to comfortably sleep, study, and have privacy in their residential space at all times takes priority over guest privileges. Therefore, to ensure that the safety and security of individual and shared living environments will not be compromised by unwanted guests and visitors, requests for any disruptive individuals to leave residential spaces at any time will be honored. Any report of residents refusing to remove guests or visitors will be reported to the ESU Police Department for removal from the residence halls.

Residence hall guests and visitors must comply with established sign-in procedures. Non-ESU guests must present a valid photo ID and their electronic visitor pass to the front desk. ESU students must swipe their ID e-card. All guests and visitors, including ESU students, must be escorted to and from the lobby area and throughout the building. As a non-resident of the hall, you are required to stop at the desk and call the person whom you are visiting. Operations Assistants are NOT permitted to give out room numbers, and guests and visitors must be escorted to the student's room by the host. Residential Life and Housing reserve the right to withhold privileges to residents as necessary.

Roommates must develop a mutual agreement regarding visitors and/or guests. All students are expected to know, understand, and develop a plan to implement the visitor and guest policy as outlined. Students are reminded that the roommate's right to privacy in their room supersedes the right to host guests and visitors in all situations. Overnight guests of students are permitted in residence halls for a maximum of two (2) nights in a seven-day period, and no more than four (4) nights in a one (1) month period. This policy is designed to accommodate the occasional guest and/or visitor, and not to provide temporary housing for students or non-students. For guest and visitation purposes, the week will begin on Sunday and ends on Saturday.
- A checkbox labeled "I agree to the Visitor Policy".
- A "Create Visitor Pass" button and a "Clear" button.

- Read the Visitation Policy completely and click on the "I agree to the Visitor Policy" check box below.
- Once you agree to the Policy, you can click on "Create Visitor Pass"

COMPLETED



- Once on this page, the visitor will receive a message containing their visitor pass.