# Guest Management Swipe System

Step 1: Secure laptop to the desk via the security cable provided (when provided)

Step 2: Attached the card swipe reader to the laptop via the USB port on the side of the machine

Step 3: Power on the laptop. The log-in for the laptop will be the building log-in and password. There will be a label on the machine with the password. The laptop should then automatically open the login screen for the your specific building. The code is 1234
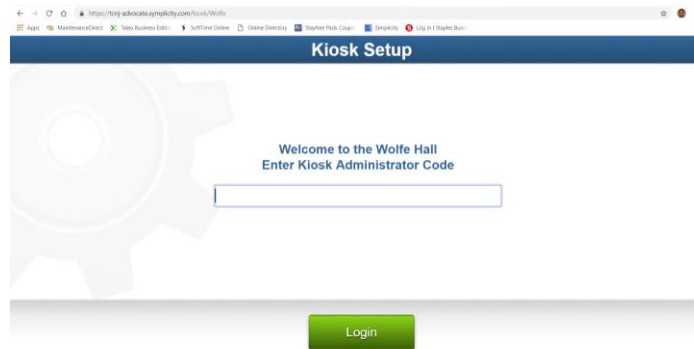
Step 4: To Sign in a guest, first swipe the ID card of the host who lives in the building. As an alternative, you may enter the PAWS ID number as well. Remember to ensure that the cursor is in the box to enter the ID
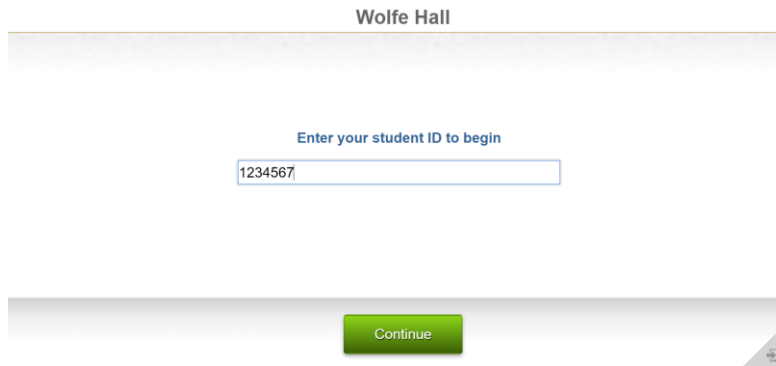
Step 5: After you swipe or enter the card information, you will be asked if the guest being signed in is a current student. If they are currently enrolled, you may select yes and swipe their TCNJ Student ID card. After their ID card has been swiped, the screen will display the student information and ask when they will be leaving. If they are aware of when they will be leaving, you may enter that information via the dropdown box – otherwise, you may click submit:
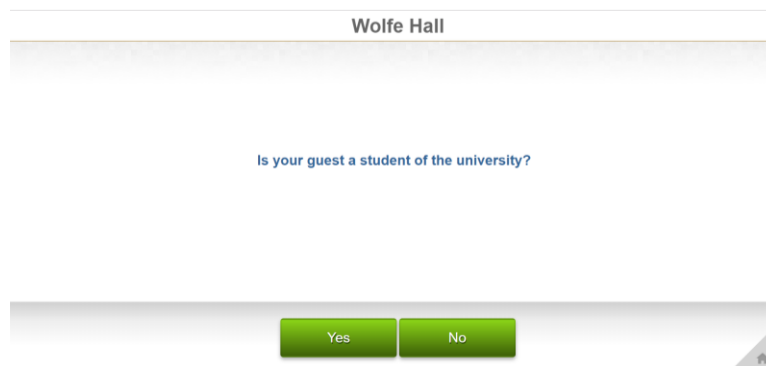
Welcome

Please provide a day/date and time for when your guest will be leaving.

Date of Birth

Gender

Female

| Today | ∨ | 9 PM | ∨ |

Back   Submit

Step 6: If the guest is not a current student at TCNJ, you will select NO.

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Is your guest a student of the university?

Yes   No

Step 7: You may selection two different options for Guest Photo ID. Passport or Drivers License. If they do not have either one of these, you may select Drivers License along with the state of their ID. For example, if they have a Rutgers University Student ID, you can select NJ as the State. You can then enter the number listed on their ID and press Continue

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Enter information from your guest's photo ID.

Select an ID type   ∨

Back   Continue

Step 8: If they have never signed into the system before, you will need to enter their information into the system, including their name, Date of Birth, Gender (optional) and Emergency contact information. Their ID information will populate from the previous screen. If they know what time the guest will be leaving, please indicate it and click submit. Otherwise, use the default day and time and click submit. If they have signed into the building previously, their information will automatically populate and you will just have to confirm everything is correct.

Step 9: If they have any other guests to sign in, you can select Yes. If there is no one else to sign in, click No.

Reminders:

- Laptops are only to be used to sign in guests. Do not use it for any other purpose or to visit any other websites
- Keep the laptops charged during use. The card readers are powered by the USB Port
- Report any problems or equipment issues to you SMRO immediately
- Anyone who is banned from campus or a building will be in the system. If they attempt to sign in with the information we have on file, you will receive a message notifying you that they are not permitted on-campus. Please contact the CA on duty immediately and let the individual know that they are not permitted to sign into the building.
- If you are having problems signing in guests, please use the paper logs and notify your SMRO immediately of the issue