



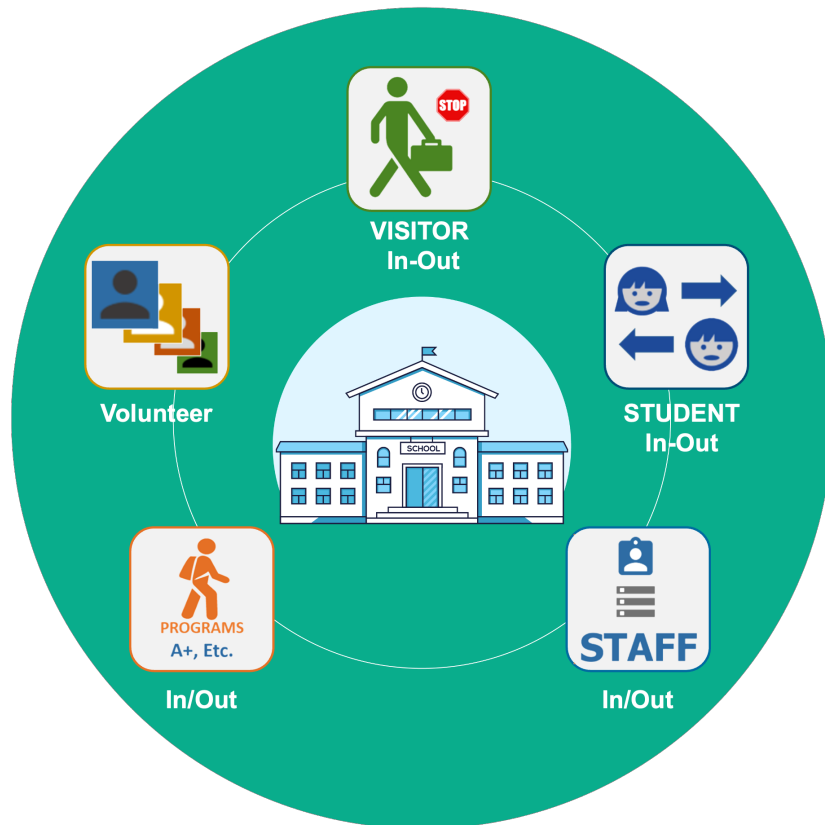
## Visitor Management System Training

Visitor Sign-In/Out

# Visitor Management Instructions

Visitor management is critical to the safety and security of your school, students, and staff. KIDaccount provides a simple interface that allows you to securely manage visitors entering the school and provide badges for immediate identification of each visitor. KIDaccount's comprehensive system also includes the ability to sign-in and sign-out for staff and students to ensure accountabilities for all souls on campus.

The visitor management system offers two points of access – one is the kiosk mode which will be used on the computer/tablet for the visitor, staff, or students to sign in and sign out while the other is the administrator display where the secretary will approve or deny a visitor and print badges.



## These instructions include:

1. [Kiosk Mode Set-Up](#)
2. [Kiosk Secure Visitor Sign-In](#)
3. [Administrator Approval](#)
4. [Kiosk Secure Visitor Sign-Out](#)
5. [Manual Visitor Sign-In](#)
6. [Manual Visitor Sign-Out](#)
7. [No Entry List](#)

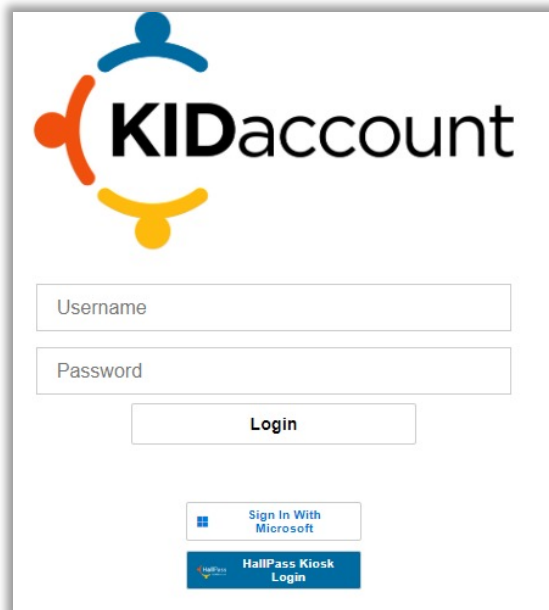
# Kiosk Mode Set-Up

**General Kiosk Set-Up** – The Sign-In and Sign-Out process may be completed by two different methods

- a. Kiosk Entry – The school may utilize an iPad or external tablet/Chromebook and allow the visitor to input their information.
- b. Manual Entry – The office staff may manually enter the data for the visitor.

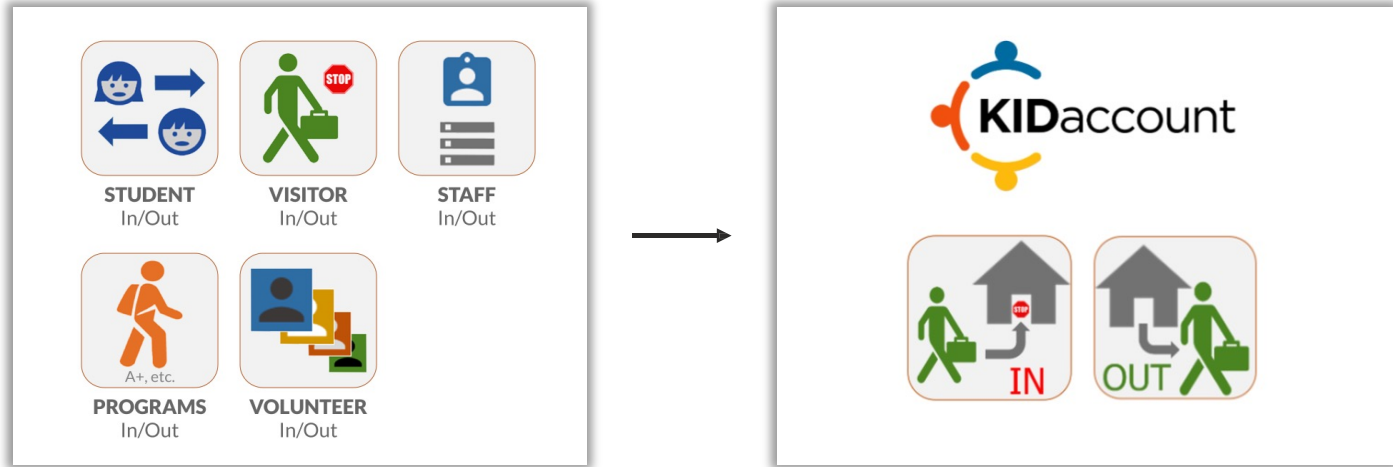
## Kiosk Entry Method

To set up the Kiosk - Go to your KIDaccount website (<https://kidaccount.net/districtname>) and enter the Sigpad username and password that was provided by KIDaccount. (Please reach out to us if you are unsure of these credentials). The system will automatically open the appropriate display for all VMS modules.

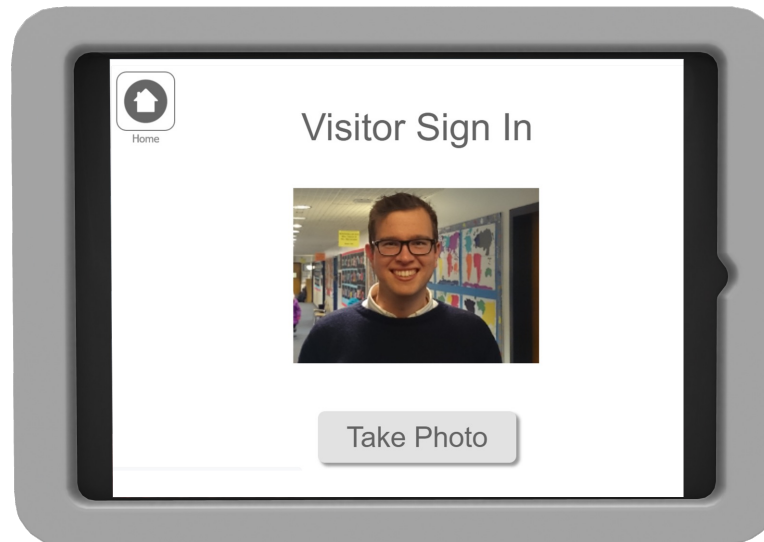


# Secure Visitor Sign-In – Kiosk

Visitors will click on the **VISITOR In/Out** button and click **IN** on the next page.

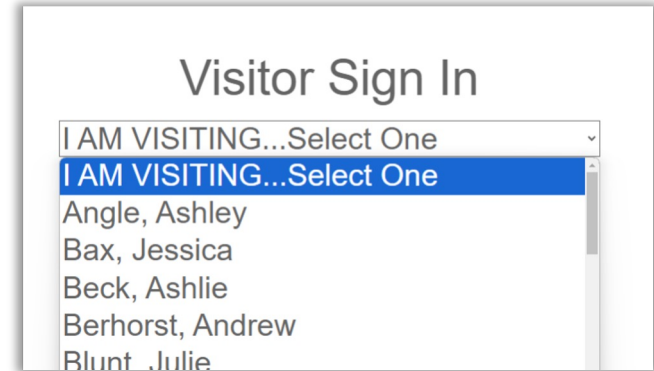
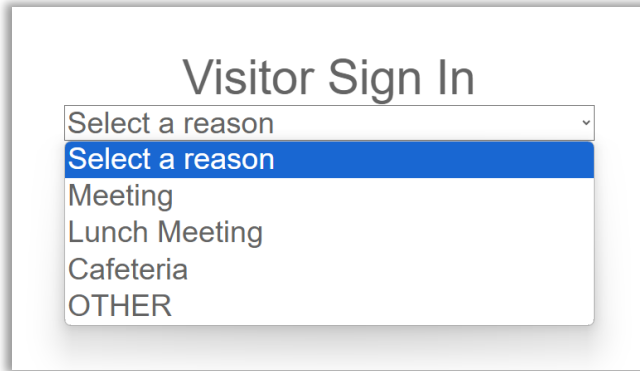


The visitor will be asked to take a selfie on the next page.

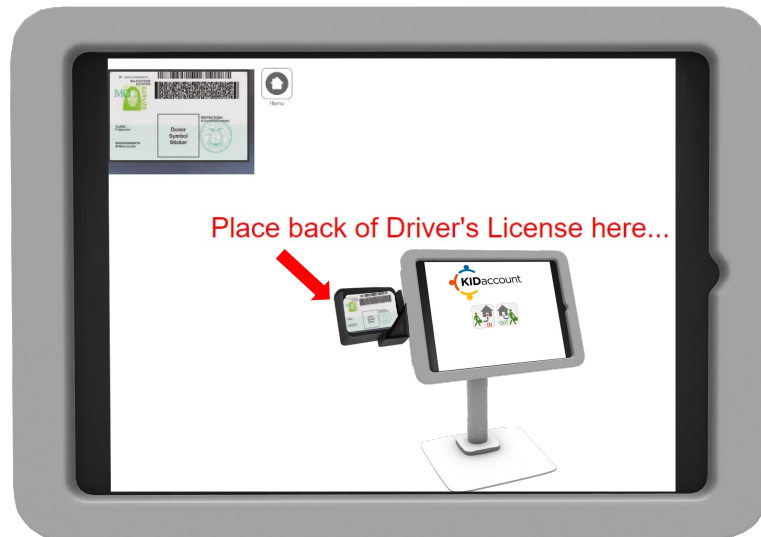


# Secure Visitor Sign-In – Kiosk

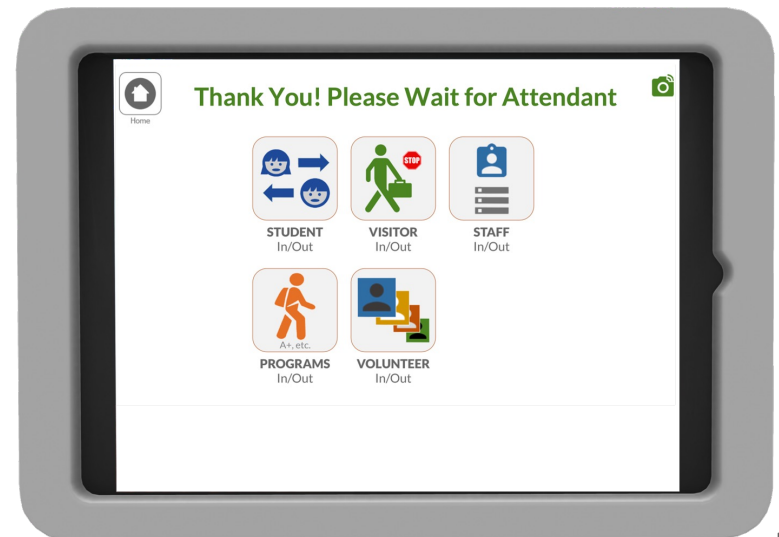
On the next page, there is an option to select pre-added reasons from a dropdown and/or select the staff member that is being visited. These features are customizable from the Admin settings page.



Next, the system will prompt the visitor to scan their license using the back camera of the iPad.

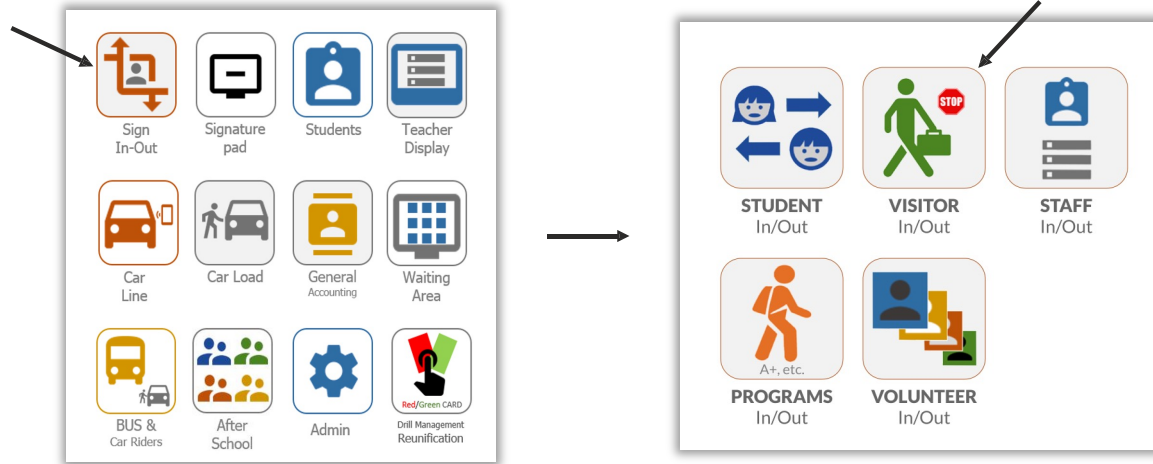


Once the license has been scanned successfully, the visitor will see the attendant.



# Administrator Approval

To approve a visitor from the log, click on the **Sign In-Out** button and click on **Visitor In-Out**.



Once the visitor log is displayed, the administrator can approve or deny a visitor based on the results. The status column will indicate if any results were found on the National Sex Offense Registry Database. The status field will display “No Results” if no results are found. If the system displays “View Results” the screening has identified a potential offender.

Manual Visitor Entry **VISITOR IN/OUT LOG | May-23-2024** [Print Daily Report](#) [Print Monthly Report](#) [Party Day](#) [No Entry List](#)

Select A Date:  [View](#) Returning Visitor




Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
Robert Dickey - SD <a href="#">Print Badge</a>	Andrew Berhorst	Cafeteria		<a href="#">ACCEPT</a> <a href="#">DENY</a>	12:21 PM		<a href="#">View Results</a>	No
Patricia Adams - MO <a href="#">Print Badge</a>	Julie Blunt	Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	10:37 AM		No Results	No
Robert Dickey - ND <a href="#">Print Badge</a>	Jessica Bax	Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	10:36 AM		No Results	No

# Administrator Approval

If there are no results listed, select **Accept**. Once you select accept, a yellow sign out button will appear. This can be used by the admin in case a visitor leaves without signing themselves out using the kiosk.

Manual Visitor Entry VISITOR IN/OUT LOG | May-23-2024 [Print Daily Report](#) [Print Monthly Report](#) [Party Day](#) [No Entry List](#)


Select A Date:  [View](#) Returning Visitor

Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
Robert Dickey - SD <a href="#">Print Badge</a>	Andrew Berhorst	Cafeteria		<span>ACCEPT</span> <span>DENY</span>	12:21 PM		<a href="#">View Results</a>	No
Patricia Adams - MO <a href="#">Print Badge</a>	Julie Blunt <span>Notification is ON</span>	Meeting		<span>SIGN OUT</span>	10:37 AM		No Results	No
Robert Dickey - ND <a href="#">Print Badge</a>	Jessica Bax	Meeting		<span>ACCEPT</span> <span>DENY</span>	10:36 AM		No Results	No

Next, select Print Badge to print a visitor badge using a Dymo Printer. Please ensure the print settings are correct.

**VISITOR**  
West Coast Academy  
**Patricia Adams**  
Meeting  
Teacher: Julie Blunt

10:37 AM  
05-23-24

  
Scan To Exit

Print 1 sheet of paper

Destination: DYMO LabelWriter 4

Pages: All

Copies: 1

Layout: Landscape

More settings

Paper size: 30256 Shipping

Pages per sheet: 1

Margins: Default


Quality: 300 dpi

Scale: Custom

[Print](#) [Cancel](#)

**VISITOR**  
West Coast Academy  
**Patricia Adams**  
Meeting  
Teacher: Julie Blunt

10:37 AM  
05-23-24




  
Scan To Exit

# Administrator Approval

If the Sex Offense screening displays “View Results” in the status field, select **View Results** to see the issue.


Manual Visitor Entry VISITOR IN/OUT LOG | May-23-2024 [Print Daily Report](#) [Print Monthly Report](#) [Party Day](#) [No Entry List](#)

Select A Date:  [View](#) Returning Visitor

Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry
Robert Dickey - SD <a href="#">Print Badge</a>	Andrew Berhorst	Cafeteria		<a href="#">ACCEPT</a> <a href="#">DENY</a>	12:21 PM		<a href="#">View Results</a>	No
Patricia Adams - MO <a href="#">Print Badge</a>	Julie Blunt <a href="#">Notification is ON</a>	Meeting		<a href="#">NOBA OUT</a>	10:37 AM		No Results	No
Robert Dickey - ND <a href="#">Print Badge</a>	Jessica Bax	Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	10:36 AM		No Results	No

**Result Information**

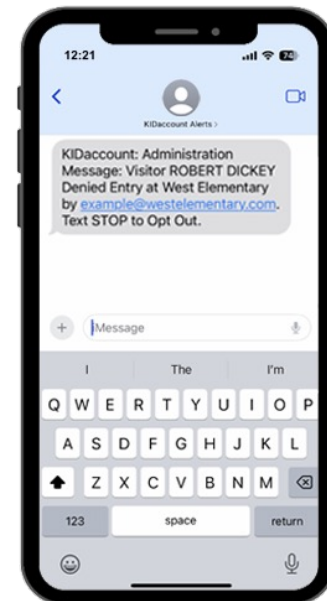
Number Of Results: 1



ROBERT ALLEN DICKEY  
DOB: 08/06/1961  
ADDRESS: 308 S FOSS AVE  
SIOUX FALLS SD 57110

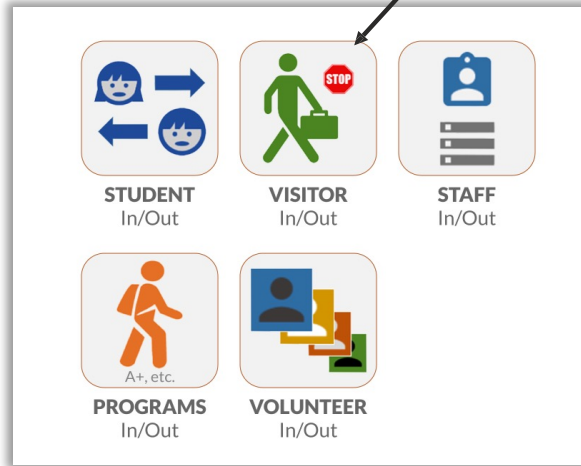
Category: SEX OFFENDER  
Description: SUBJECT RAPED A 20  
YEAR OLD FEMALE.

Selecting the **Deny** button will immediately send a text message to specific faculty or resource officers designated within your system.



# Secure Visitor Sign-Out – Kiosk

Visitors can sign-out by selecting **Visitor In-Out**. Then select **Out**.

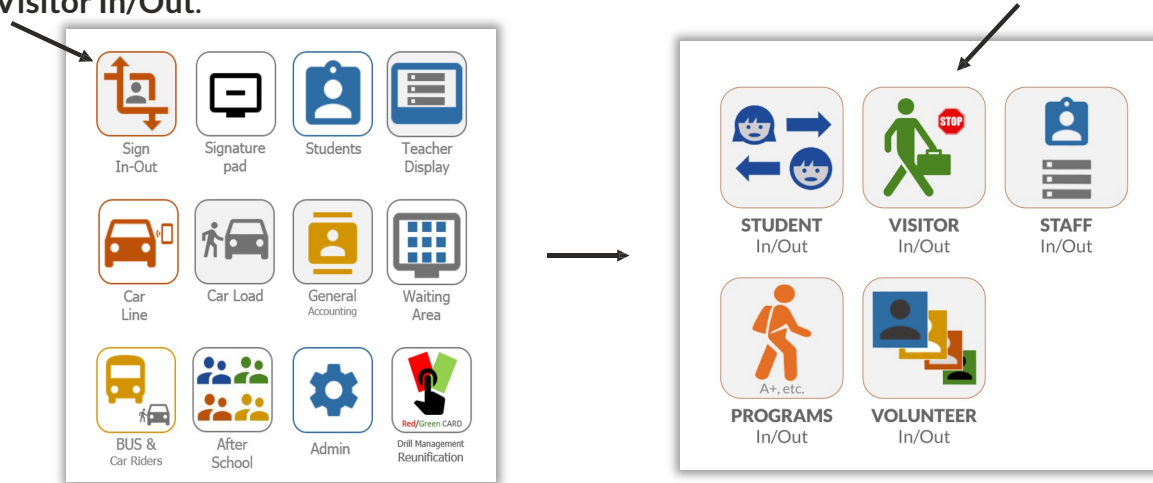


On the next page, visitors can either search their name by typing in their last name or the visitor may simply scan their visitor badge to automatically sign themselves out.



# Manual Visitor Sign-In

If you are not using the Kiosk, you may manually add visitor information. Click on the **Sign In-Out** on the home page, then click on **Visitor In/Out**.



On the Log Report Page, click on **Manual Visitor Entry**.

Manual Visitor Entry VISITOR IN/OUT LOG | May-23-2024 [Print Daily Report](#) [Print Monthly Report](#) [Party Day](#) [No Entry List](#)

Select A Date:  [View](#) Returning Visitor

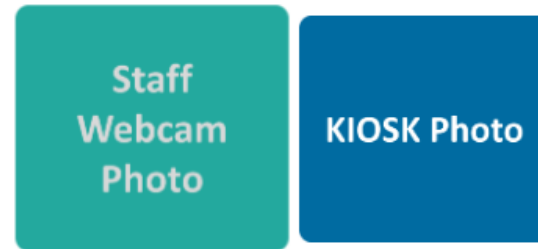
Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
Robert Dickey - SD <a href="#">Print Badge</a>	Andrew Berhorst	Cafeteria		<span>ACCEPT</span> <span>DENY</span>	12:21 PM		<a href="#">View Results</a>	No
Patricia Adams - MO <a href="#">Print Badge</a>	Julie Blunt	Meeting		<span>ACCEPT</span> <span>DENY</span>	10:37 AM		No Results	No
Robert Dickey - ND <a href="#">Print Badge</a>	Jessica Bax	Meeting		<span>ACCEPT</span> <span>DENY</span>	10:36 AM		No Results	No

# Manual Visitor Sign-In





Complete the visitor information form and select “Add Visitor” Please ensure to include only the abbreviation for the state. Then take a picture of the visitor. This can be done via the kiosk camera or a webcam attached to the admin PC. This will display the photo screen. Select **submit** to take the visitor photo and automatically perform as sex offense screening.

**Add Visitor Manually**

ALL manual entries are subject to Sex Offender Check

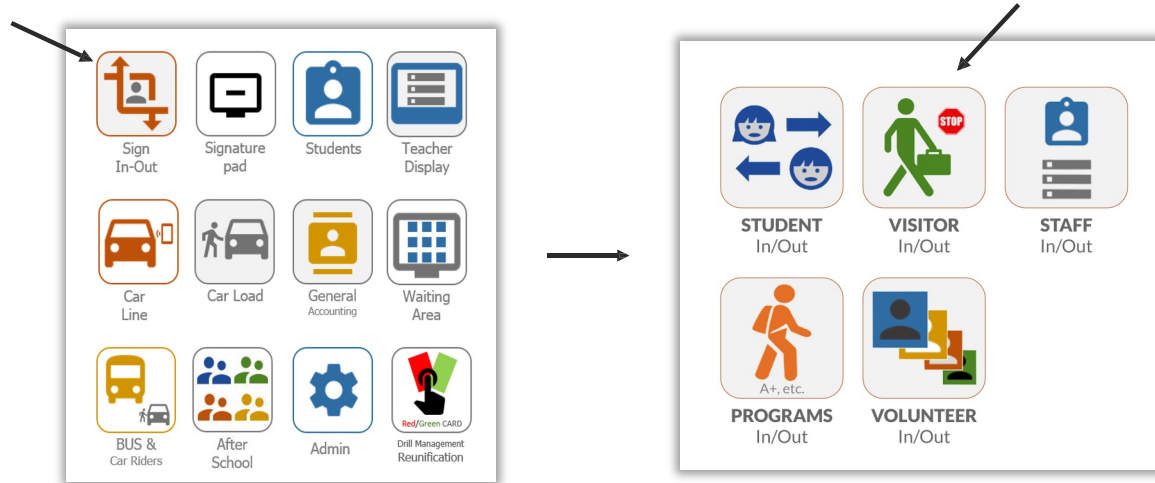


You will be forwarded to the Log Report screen to review the status and accept or deny entry. This completes the manual visitor Sign-In.

Manual Visitor Entry		VISITOR IN/OUT LOG   May-23-2024		Print Daily Report	Print Monthly Report	Party Day	No Entry List	
Select A Date: <input type="text"/>				<input type="button" value="View"/>		Returning Visitor <input type="text" value="Last Name"/>		
Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
Samantha Adams - MO <input type="button" value="Print Badge"/>	Christina Brauner	Meeting		<input type="button" value="ACCEPT"/> <input type="button" value="DENY"/>	1:40 PM		No Results	No
Robert Dickey - SD <input type="button" value="Print Badge"/>	Andrew Berhorst	Cafeteria		<input type="button" value="ACCEPT"/> <input type="button" value="DENY"/>	12:21 PM		<a href="#">View Results</a>	No
Patricia Adams - MO <input type="button" value="Print Badge"/>	Julie Blunt <input type="button" value="Notification is ON"/>	Meeting		<input type="button" value="PENDING"/>	10:37 AM		No Results	No
Robert Dickey - ND <input type="button" value="Print Badge"/>	Jessica Bax	Meeting		<input type="button" value="ACCEPT"/> <input type="button" value="DENY"/>	10:36 AM		No Results	No

# Manual Visitor Sign-Out

From the home page, click on the **Sign In-Out** button, then click on **Visitor In/Out**.



On the Log Report page select the **Sign Out** button next to the appropriate visitor and collect their badge.

Manual Visitor Entry VISITOR IN/OUT LOG | May-23-2024 [Print Daily Report](#) [Print Monthly Report](#) [Party Day](#) [No Entry List](#)

Select A Date:  [View](#) Returning Visitor

Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
Samantha Adams - MO <a href="#">Print Badge</a>	Christina Brauner	Meeting		<span>ACCEPT</span> <span>DENY</span>	1:40 PM		No Results	No
Robert Dickey - SD <a href="#">Print Badge</a>	Andrew Berhorst	Cafeteria		<span>ACCEPT</span> <span>DENY</span>	12:21 PM		<a href="#">View Results</a>	No
Patricia Adams - MO <a href="#">Print Badge</a>	Julie Blunt <span>Notification is ON</span>	Meeting		<span>APPROVE</span>	10:37 AM		No Results	No
Robert Dickey - ND <a href="#">Print Badge</a>	Jessica Bax	Meeting		<span>ACCEPT</span> <span>DENY</span>	10:36 AM		No Results	No

This will add a time and date stamp in the Time Out field and complete the visitor sign-out process.

# No Entry List

Administrators have the option to add visitors to the No Entry List. This is useful when certain visitors are not allowed to enter the building. To assign a visitor as banned, click on the **No Entry List** button.

Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
David Ackerman - MO <a href="#">Print Badge</a>	Christina Brauner	Visit		<a href="#">ACCEPT</a> <a href="#">DENY</a>	1:10 PM		No Results	No
Samantha Adams - MO <a href="#">Print Badge</a>	Christina Brauner	Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	12:09 PM		No Results	No
MEHAR KAUR - MO <a href="#">Print Badge</a>	Andrew Berhorst	Lunch Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	11:53 AM		No Results	No

Click on **Add No Entry** and enter the required fields. Click **Submit**.

### No Entry List

[Add No Entry](#)

Visitor Name / State

Note (Not Shown On Badge)

#### Add No Entry

First Name

Last Name

State

Notes




Submit

# No Entry List

When a visitor on the No Entry list attempts to sign in, they will be marked on the visitor log. The example below shows David Ackerman is now added to the No Entry List.

Manual Visitor Entry **VISITOR IN/OUT LOG | May-27-2024** [Print Daily Report](#) [Print Monthly Report](#) [Party Day](#) [No Entry List](#)

Select A Date:  [View](#) Returning Visitor

Visitor Name / State	Visiting	Reason	Image	Approve	Time In	Time Out	Status	No Entry List
David Ackerman - MO <a href="#">Print Badge</a>	Christina Brauner	Visit		<a href="#">ACCEPT</a> <a href="#">DENY</a>	1:10 PM		No Results	Yes
Samantha Adams - MO <a href="#">Print Badge</a>	Christina Brauner	Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	12:09 PM		No Results	No
MEHAR KAUR - MO <a href="#">Print Badge</a>	Andrew Berhorst	Lunch Meeting		<a href="#">ACCEPT</a> <a href="#">DENY</a>	11:53 AM		No Results	No

# THANK YOU

This concludes the Visitor Management user guide. Please contact us with any questions.

[CustomerService@kidaccount.com](mailto:CustomerService@kidaccount.com)

Thank you for choosing KIDaccount.

