

 visitor

Installation guide for district admins

A Securly Solutions Architect will onboard your school district shortly after your evaluation request has been submitted.



Once onboarded, you will get access to the Visitor district admin interface and can begin setting up Visitor for schools within your district. Please use one of the following URLs as per your cluster. In case of doubt, ask your sales representative about your regional cluster.

1

US East 2/ Ohio cluster:

<https://useast2-vms.securly.com/>

2

US West cluster:

<https://vms.securly.com>

3

US East cluster:

<https://useast-vms.securly.com>

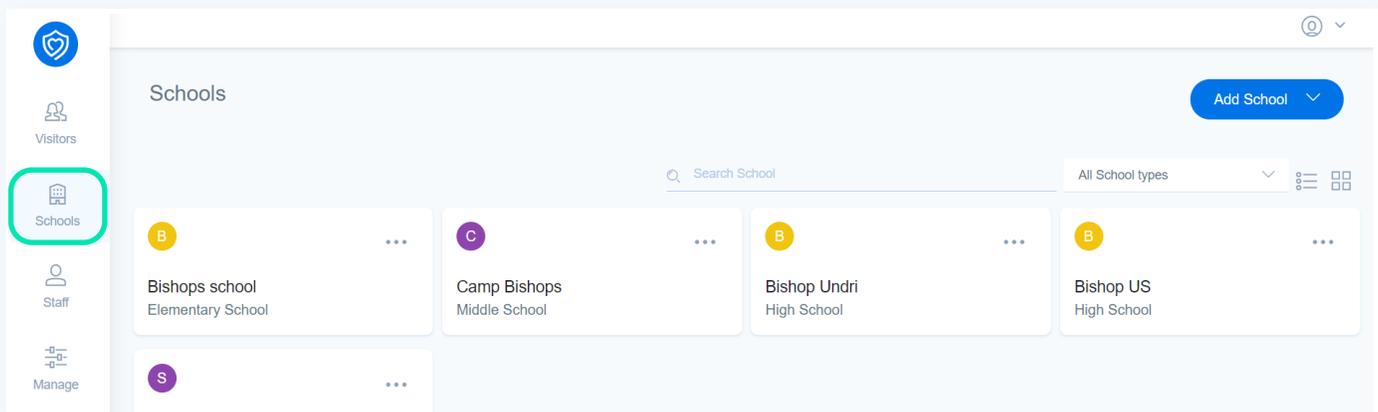
Now follow the steps below for setup:

1

Log in to your Visitor interface with a Google Super Admin or Microsoft Global Administrator credential from your domain.

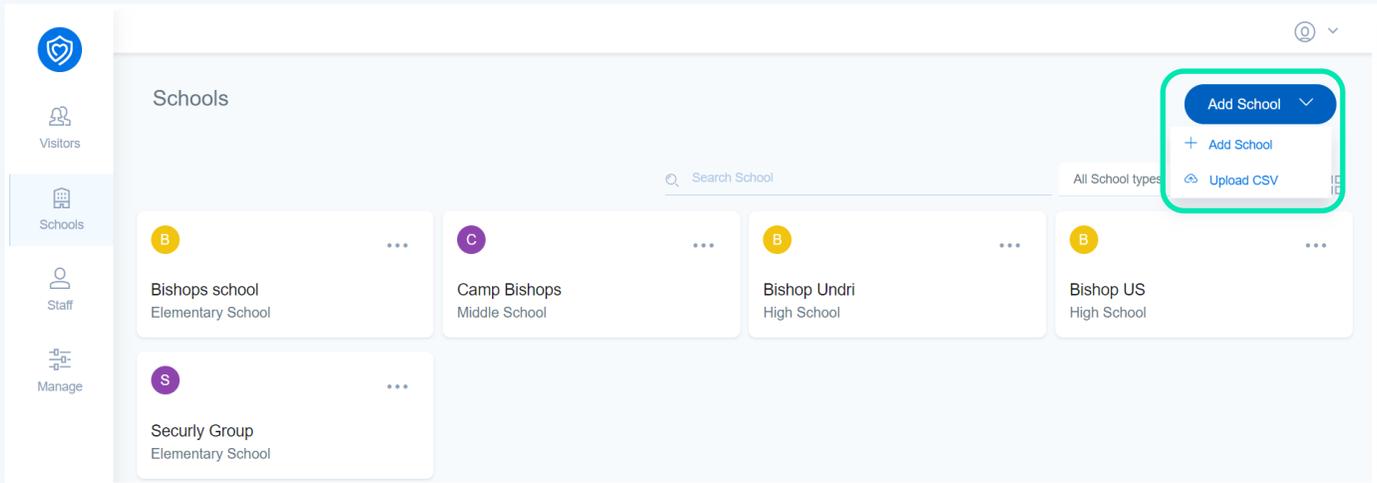
2

Navigate to the Schools page to get started



3

Add schools manually or by uploading a CSV with the required information. A sample CSV can be downloaded to show the formatting requirements of uploading information en masse.

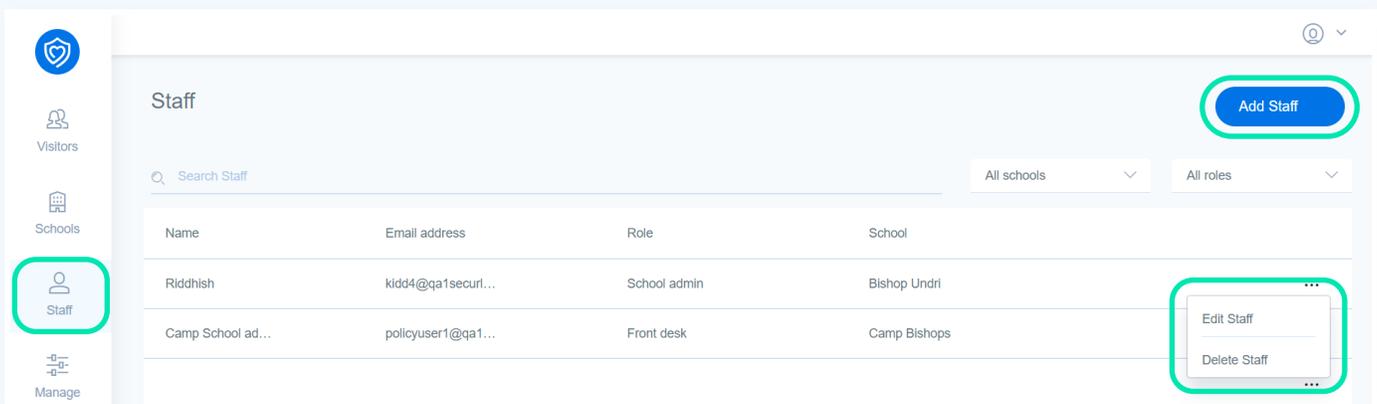


4

Once uploaded, all schools will be displayed to you under the same tab. You can then go ahead and edit individual schools if required.

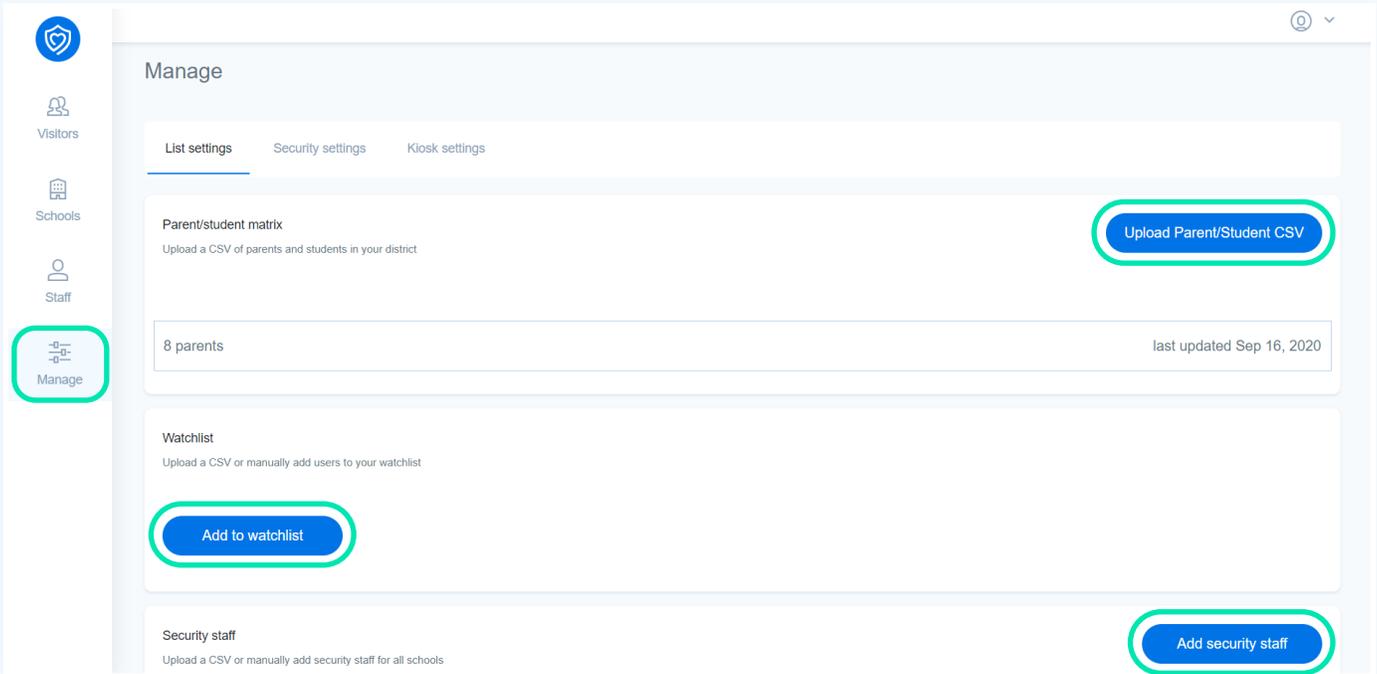
5

Next, go to the Staff page and add staff members as either school admins or front desk staff to manage the working of the Visitor management system for their school on a day-to-day basis. It is possible to edit staff details at any time.



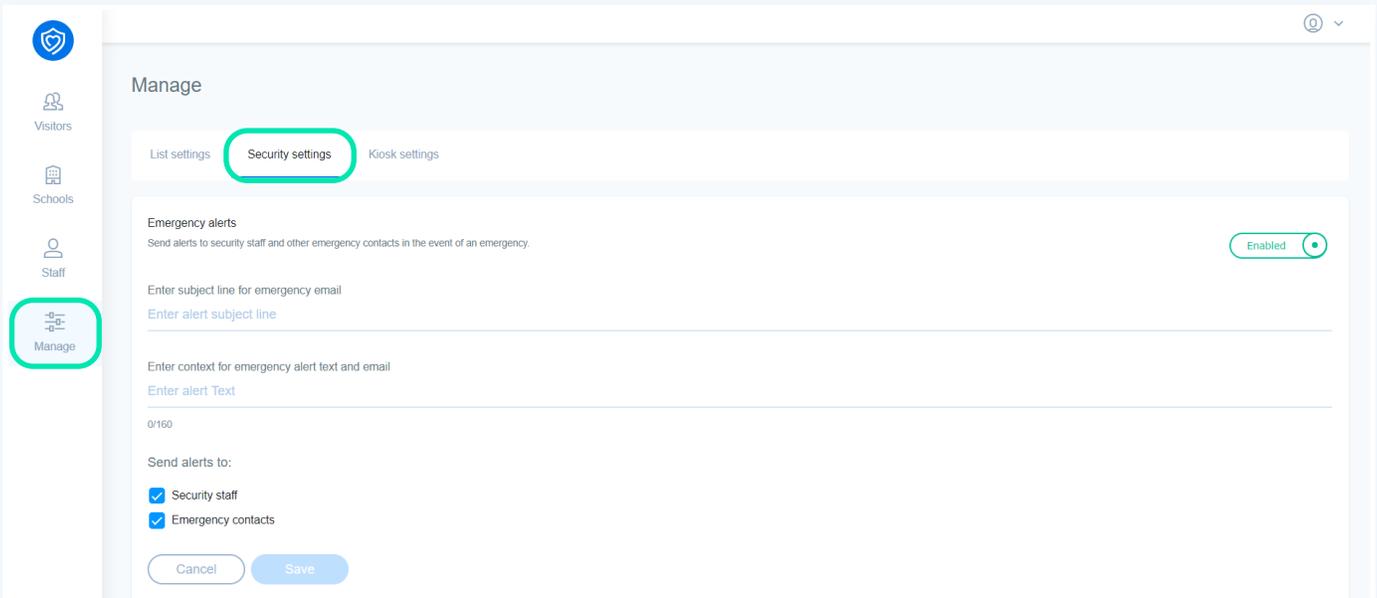
6

Now move on to the “Manage” page. Here you would need to upload student/parent CSV, watchlists, security staff, and emergency contacts for your schools. The school admin can also upload these from their Visitor portal. These lists and fields are editable at any time.



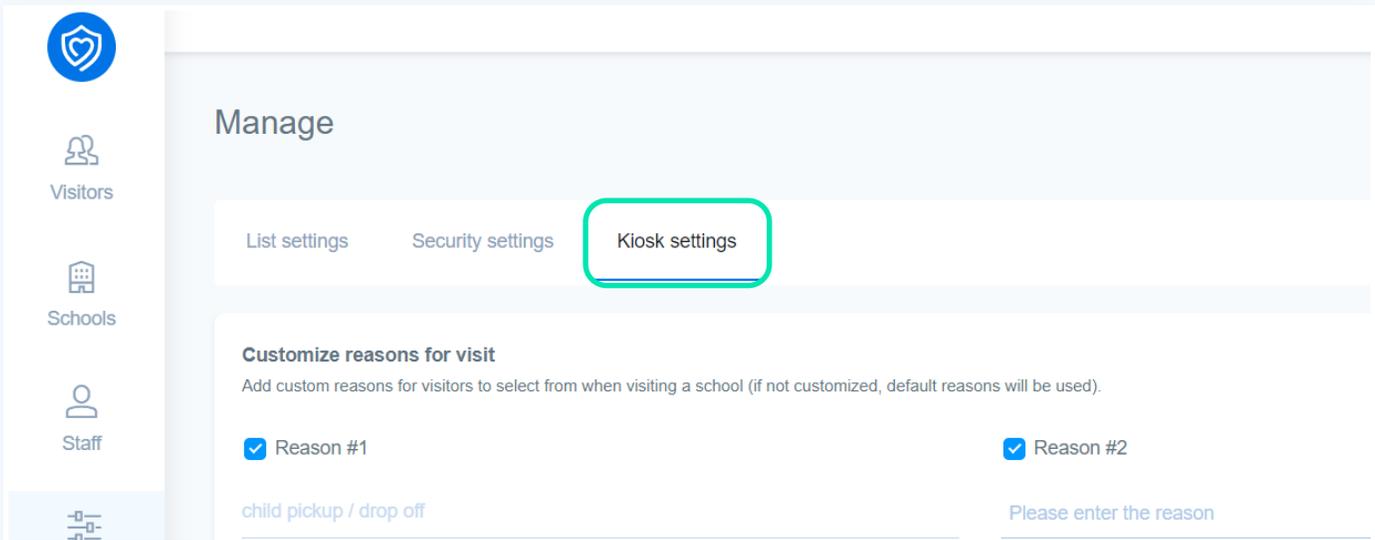
7

Next, set up emergency alert notifications that should be sent out in case a sex offender or Watchlist individual visits the school.



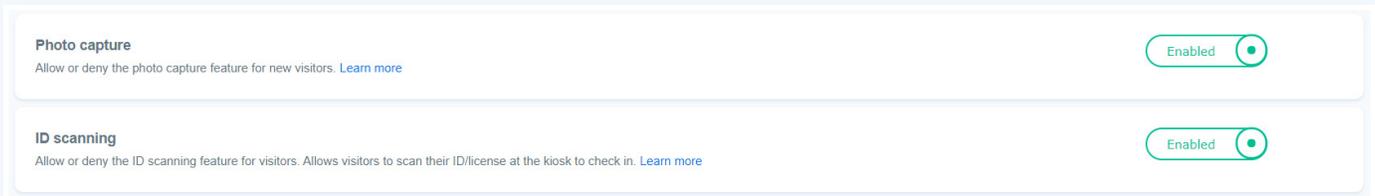
8

On the Manage page, you can also configure the “Reason for visit” for guests. These reasons will be displayed to the guest on the iPad app during check-in. The school admin can change the reasons for their individual school is needed. Note that an “Others” option will be displayed to guests by default if none of customized reasons match their reason for visit.



9

The Kiosk settings section also allows you to set up photo capturing and ID scanning permissions for your district. It is recommended that you enable both for maximum student safety.



10

Once your setup is complete designated school admins and front desk staff will be able to use the Visitor web app.

11

The final step in the process is settings up iPads with the Visitor app at all your schools. Guests to the school will use this device to check-in as Visitors. School admins and front desk staff can manually check-in guests using their Visitor portal, but it is recommended that you use the Visitor app on an iPad to allow self-check-in for guests.

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Ensure that the badge printers at every school are also connected to the device where school admins or front-desk staff will access the Visitor web app to check-in guests.

That's it. You can now begin using the Visitor management system.

