

User Guide
for
Visitor Registration System
(Guess Access)
For PolyU Student

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Arrangement for visiting PolyU campus

Guests and visitors may visit PolyU campus for various business reasons. To facilitate these visitors' access to the PolyU campus, student who initiates the invitation (the "Requestor") can make registration via the Visitor Registration System.

Requestor is required to make registration for the visitor(s) at least 24 hours before the visit.

Once the visit is successfully registered, the visitor(s) will receive an acknowledgement via email with a QR code for access to the campus. The requestor will receive a confirmation email with details of the visit. The requestor should review the registration information, in particular the email address of the visitor(s) and the date of the visit.

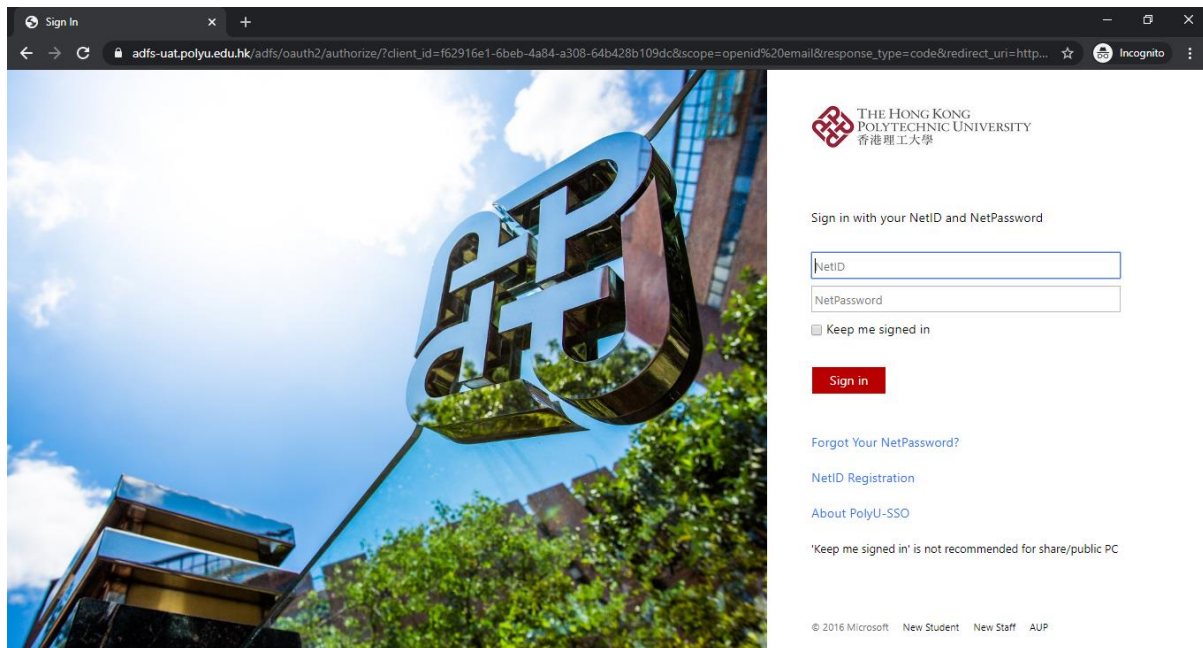
The requestor can make changes to or cancel the registration via the System before the first date of the visit. The visitor(s) will then be notified via email.

When arriving at the PolyU campus, the visitor(s) shall present and scan the QR Code at the entry points. Upon successful validation, the visitor(s) can enter the campus.

Online registration by PolyU student

Logging in

1. Access the Visitor Registration System via the link: <https://fmovrs.polyu.edu.hk>



The screenshot shows a web browser window with the URL https://fmovrs.polyu.edu.hk/adfs/uaat/polyu.edu.hk/adfs/oauth2/authorize?client_id=f62916e1-6beb-4a84-a308-64b428b109dc&scope=openid%20email&response_type=code&redirect_uri=http.... The page features a large image of the PolyU logo on the left. On the right, the PolyU logo and name are displayed at the top. Below this, the text "Sign in with your NetID and NetPassword" is followed by input fields for "NetID" and "NetPassword". A checkbox for "Keep me signed in" is present, along with a red "Sign in" button. Links for "Forgot Your NetPassword?", "NetID Registration", and "About PolyU-SSO" are provided. A note states: "'Keep me signed in' is not recommended for share/public PC". At the bottom, there is a copyright notice: "© 2016 Microsoft New Student New Staff AUP".

2. Type in your NetID and NetPassword, then click “Sign in”

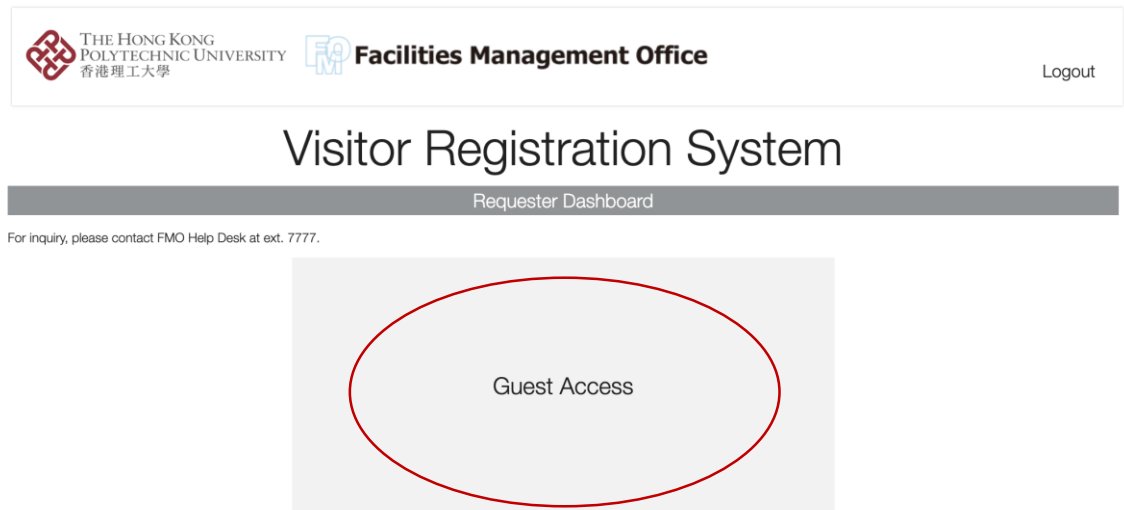
Logging Out

1. To log out from the System, click “Logout”

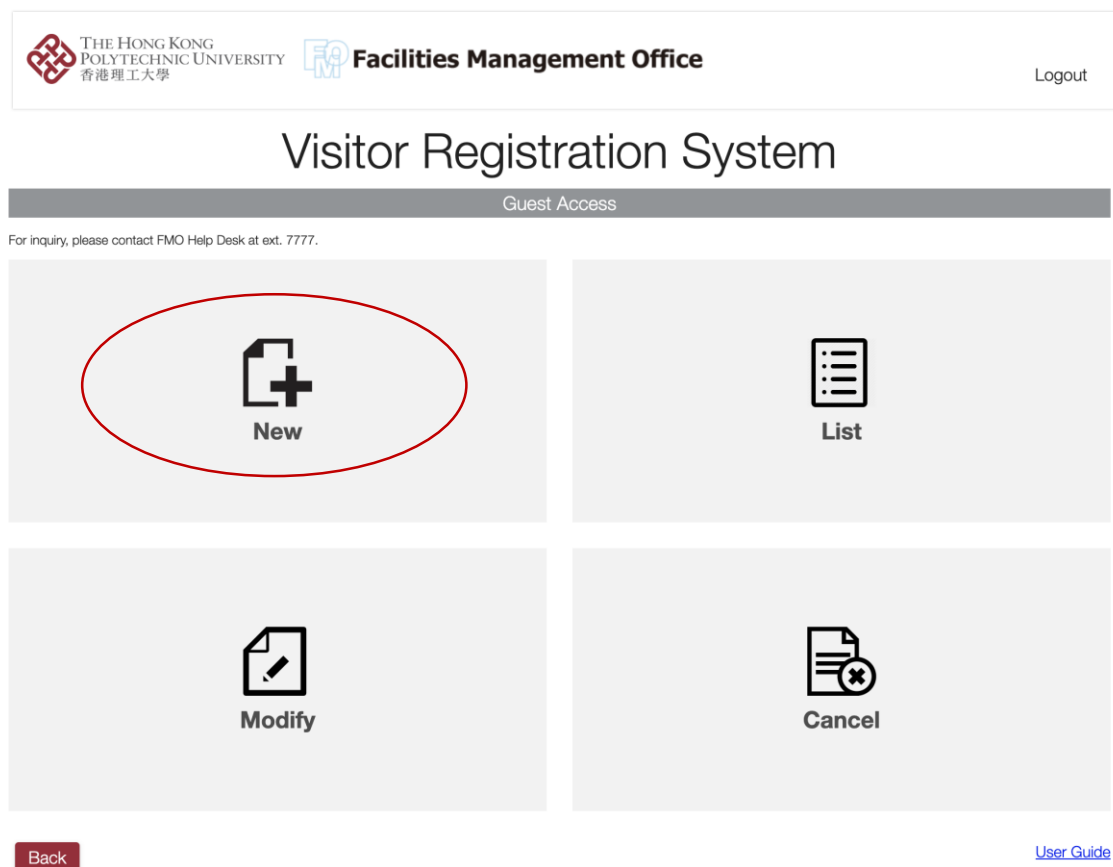


Creating a registration


1. Go to the Requestor Dashboard
2. Select “Guest Access”




3. Click “New”



4. Input the Purpose of Visit, Venue to Visit, Visit Start Date, Visit End Date (Max 5 days), your Contact Number

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

 **Facilities Management Office**

Logout

Visitor Registration System

New

Purpose of Visit *

Venue to Visit *

Visit Start Date (dd-mm-yyyy) *
▼ 09-01-2020

Visit End Date (dd-mm-yyyy) *
09-01-2020

5. Input the visitor's information (First Name, Last Name, Organization, Contact Number and Email) and click "Add"

Visitor

First Name *

Last Name *

Organization

Contact Number *

Email *

Add

Reset

FirstName	Last Name	Organization	Contact Number	Email
0 of 0 < >				

6. Input multiple visitors if needed. (Max 5 visitors per request)
7. Click "Submit"

Submit

8. A notification email will be sent to the requestor. Meanwhile, each visitor will receive a QR code via email

Visitor Registration System

New Visitor(s)



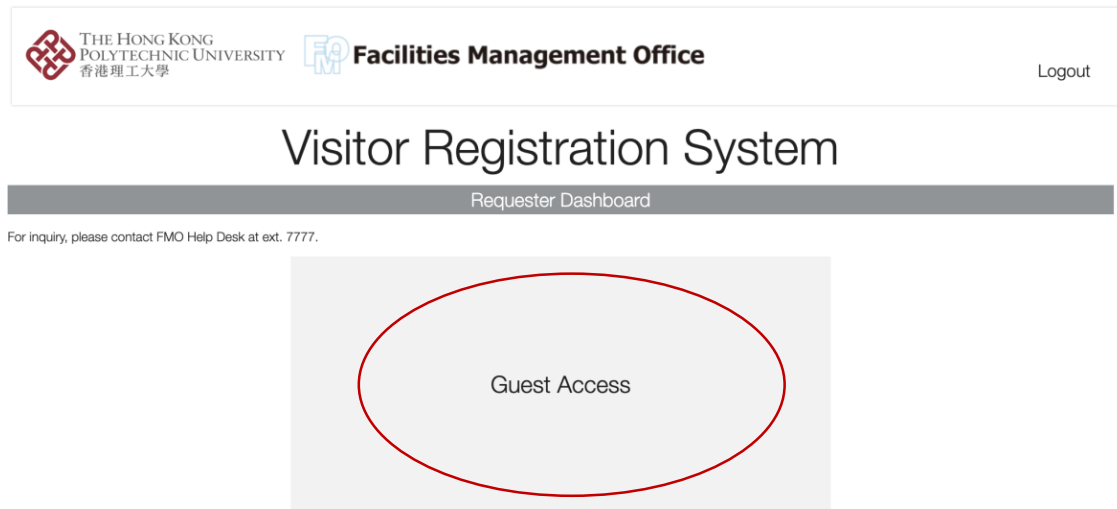
Success

[Back](#)

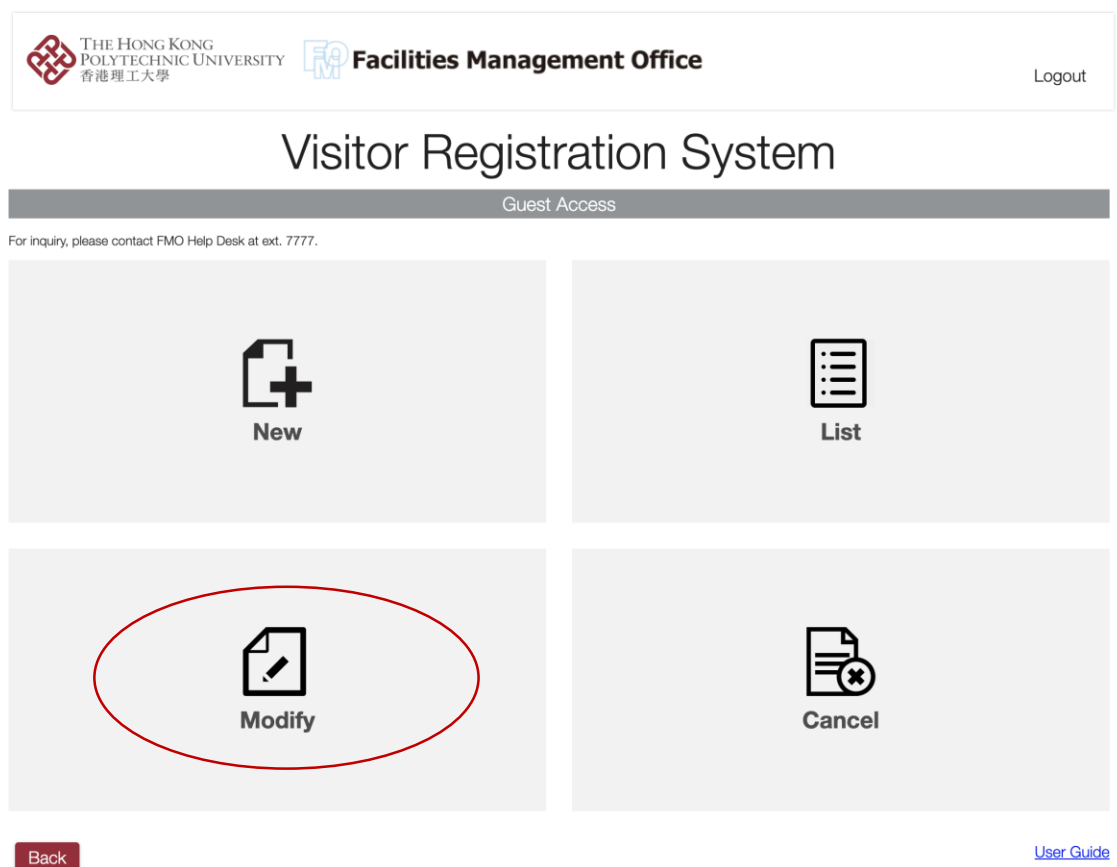
Modifying a request

The requestor may modify a request before the visitor arrives at PolyU.

1. Go to the Requestor Dashboard
2. Select “Guest Access”



3. Click “Modify”
- 4.



5. Input the visitor's information (Visitor Name, Contact Number or Email) in the search area and click "Search"

Visitor Name, Contact, Email, Purpose of Visit and Access Code

Search

6. Locate the request under the list of visits
7. Click "Details" to edit the information
8. Modify the information and click "Submit" upon completion

Details

Submit

9. Visitors will receive an email about the update

Searching a request

The requestor may search a request previously submitted

1. Go to the Requestor Dashboard
2. Select "Guest Access"



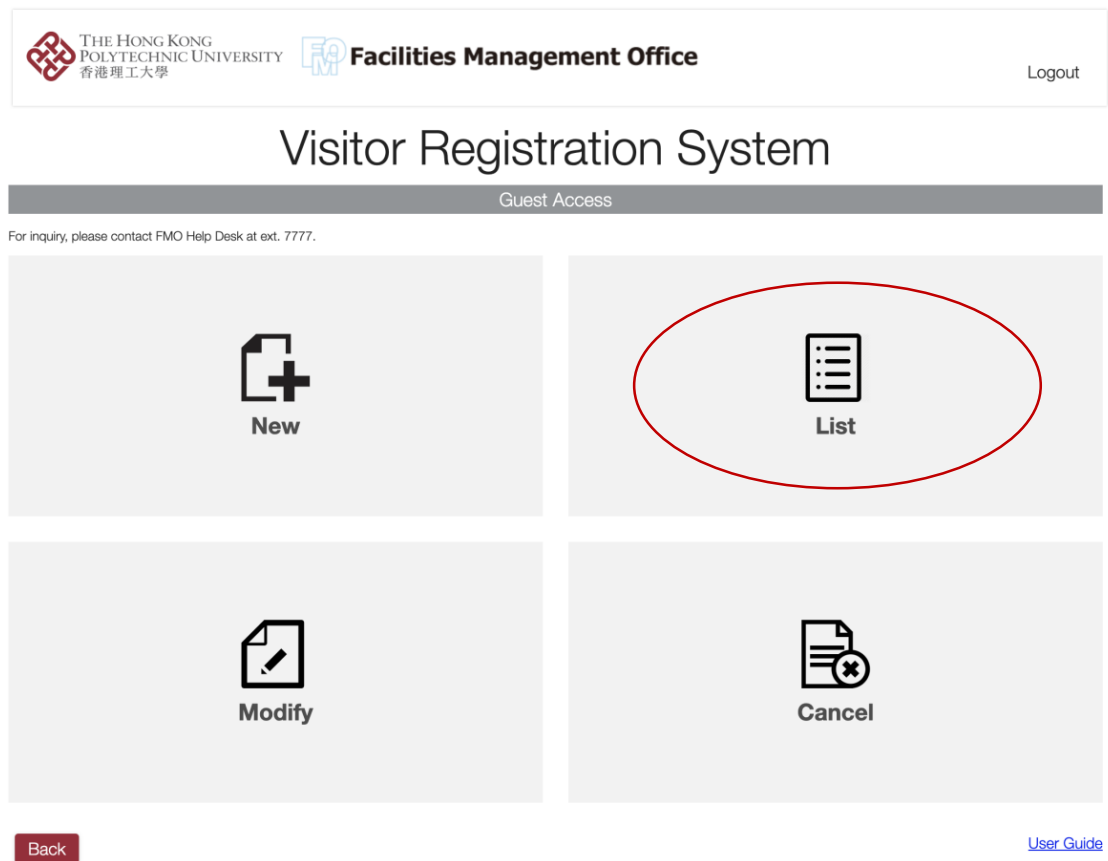
Visitor Registration System

Requester Dashboard

For inquiry, please contact FMO Help Desk at ext. 7777.

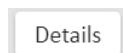


3. Click “List”



4. Input the visitor’s information (Visitor Name, Contact Number or Email) in the search area and click “Search”

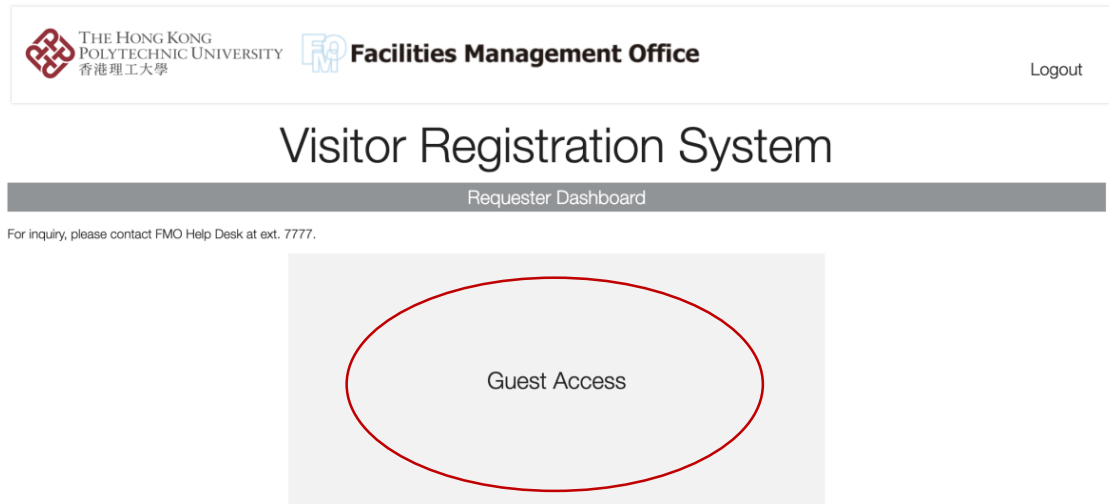
5. Locate the request under the list of visits
6. Click “Details” to edit the information



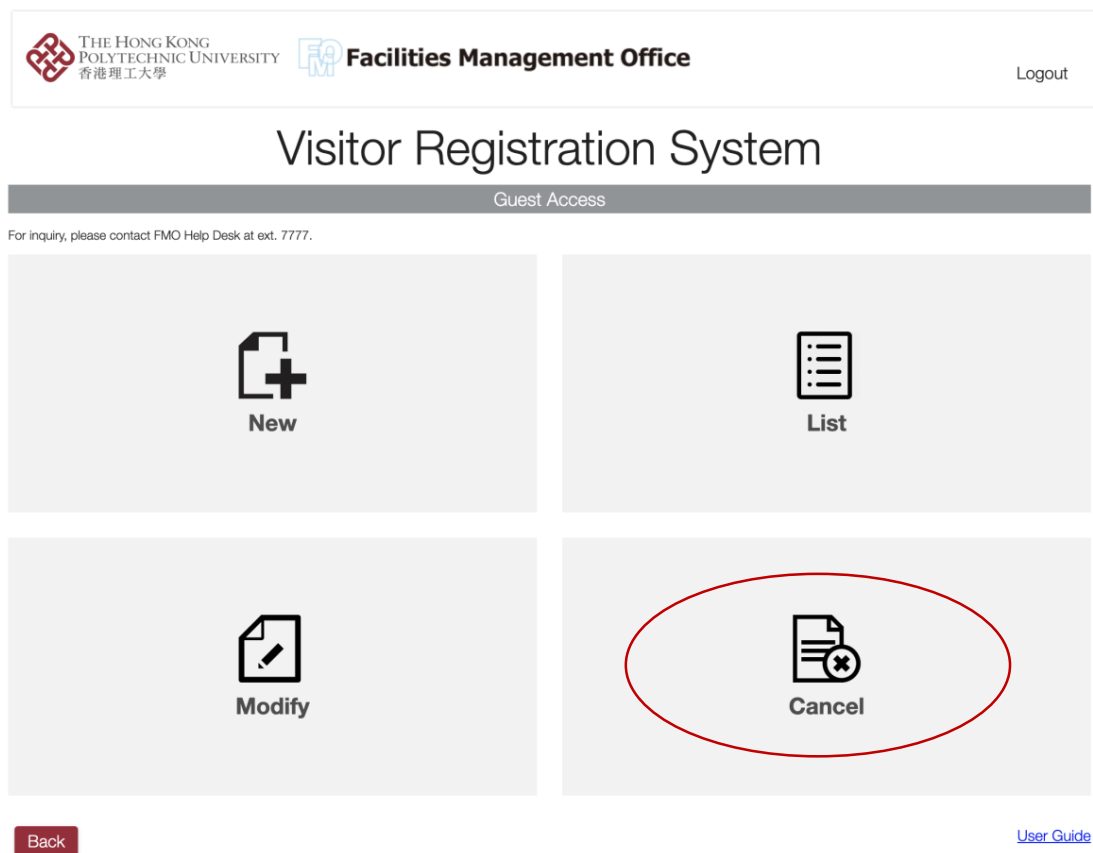
Cancelling a request

The requestor may cancel the request before the visitor arrives at PolyU

1. Go to the Requestor Dashboard
2. Select “Guest Access”



3. Click “Cancel”



4. Input the visitor's information (Visitor Name, Contact Number or Email) in the search area and click "Search"

Visitor Name, Contact, Email and Purpose of Visit

Search

5. Locate the request under the list of visits

6. Click "Details" to edit the information

Details

7. Click "Cancel the Request" upon completion

Cancel the Request

8. All visitors and the requestor will receive the cancellation email