ALL-STAR PRE-REGISTRATION

How to invite guests to visit you in your residence hall.

Last updated: 3/24/14
The link for the site is: http://allstaridwebnode/visitors/

Use your standard ESU user name and password to login.
ADDING A VISITOR
INVITING SOMEONE: PART ONE

- Here you can start the pre-registration process.
- Enter all relevant information in the fields located here. Please double check your entries, as your visitor will not be allowed on the premises if the information is wrong.
- Hit continue when done.
INVITING SOMEONE: PART TWO

- Here you enter all the information about the visitor.
- Please fill as much relevant information as possible.
- Important please check next slide!
If you wish to be alerted when your visitor(s) arrive, please enter your phone number in “Host Cell” and enter your phone’s provider in “Provider”.

If you do this, you will receive a text to alert you when your visitor(s) are at the front desk.

when finished, hit [Add Visitors]
VIEWING VISITOR STATUS
VIEWING VISITOR STATUS: PART ONE

- Click [View Your Appts]
Here is where you can view your appointments. You can edit, delete and reregister people here.
VISITATION POLICY
A. Visitation hours may be determined by a vote of the residents of the hall within the parameters established by the University. (The residents may establish shorter visitation hours but may not lengthen them). The visitation hours currently in effect are as follows:

1. Monday through Thursday a residence hall may have visitation privileges between 10:00 AM and 1:00 AM.

2. A hall may have twenty-four hour weekend visitation beginning at 10:00 AM on Friday and extending until the end of visitation hours on Monday morning at 1:00 AM (except during Summer Session). Visitation is NOT extended to Monday on holiday weekends.

3. Residents of the building have 24-hour visitation (not overnight) privileges within their hall seven days a week. All non-residents must abide by the hours specified in section #A.1. above.

B. Residence hall visitors must comply with established sign-in procedures. Non-ESU students must sign-in and leave a valid photo ID at the front desk. ESU students must swipe their ID/e-card. All visitors must be escorted to and from the lobby area and throughout the building. Unescorted visitors will be required to leave the building immediately and may be subject to disciplinary referral and/or a trespass violation.

C. During visitation hours, the University expects roommates to respect each other’s individual rights. Complete cooperation in regard to study habits, personal habits and periods of privacy should be taken into consideration. As mature individuals, students should handle problems cooperatively.

D. A student may have overnight guests on weekends only. Any guests not registered will be considered trespassers, and University Police may prosecute them as such.

E. Visitation hours will be canceled when the front desk is not staffed. Announcements will be made and appropriate signs posted. Visitation is NOT extended to Monday on holiday weekends.

F. Residents’ guests are the responsibility of their host/hostess.
For more policy details go to:
http://www4.esu.edu/students/residence_life/documents/pdf/res_hall_policies.pdf

For questions regarding the All-star visitation system or any technical questions regarding the website email questions to:
portiz2@po-box.esu.edu

For specific questions regarding your hall’s visitation policy, please contact your Resident Director.