

VisitorAware Self-Registration Instructions

1 Click on the blue hyperlink in your pre-registration email

To save time in the morning, please complete our security pre-screen before your visit.

If you are unable to complete this pre-screening, make sure to bring your driver's license or MI State ID to the training for a quicker registration experience.

[HISD-Admin Building Visitor Self Registration | Visitor Aware \(visitor-aware.com\)](#)

2 Alternately, you can access the pre-registration site using this QR Code.



3 Use your phone's camera to take a clear photo of your entire face.

Take your photo with your computer or device's camera. For security, your photo is required in order to register as a visitor with HISD-Admin Building.



ACTIVATE CAMERA TAKE PHOTO

4 Enter your demographic information.

All fields are required. *Please ensure that the information you provide matches your government issued identification.*

First Name

Middle Name

Last Name

Date of Birth

Sex

Email Address

5 Make sure you enter your full address in the address line.

Street Number
Street Name
City
State
Zipcode

Address
1234 North Van Dyke Road, Bad Axe, MI
Phone Number (Optional)

6 Click the Blue Box.

Reason for Self Registration

Training

By checking the box, I certify that all of the information on this registration is true and correct to the best of my

7 Press the Blue "Submit Registration" button.

SUBMIT REGISTRATION
CANCEL

8 If you followed the steps correctly, you will see this screen. Click "OK".

Thank You
Registration successful!
Instructions, a QR code, and authentication token have been sent to your email address at:
OK
SUBMIT REGISTRATION
CANCEL

9 This is a common error, if you see this screen make sure your full address is typed in the address line.

Error!
City / Locality is required
State / Region is required
OK

Address
1234 North Van Dyke Road, Bad Axe, MI
Phone Number (Optional)

On the day of your visit to the HISD, check in at either of the kiosks located at the Reception Desk.

You will receive a photo ID badge to wear while you are in the building.

When you leave, don't forget to check out!