

# Inviting visitors in the new portal

The Visitor Management portal allows you to register visitors upfront so they can pick up a badge at the reception desk.

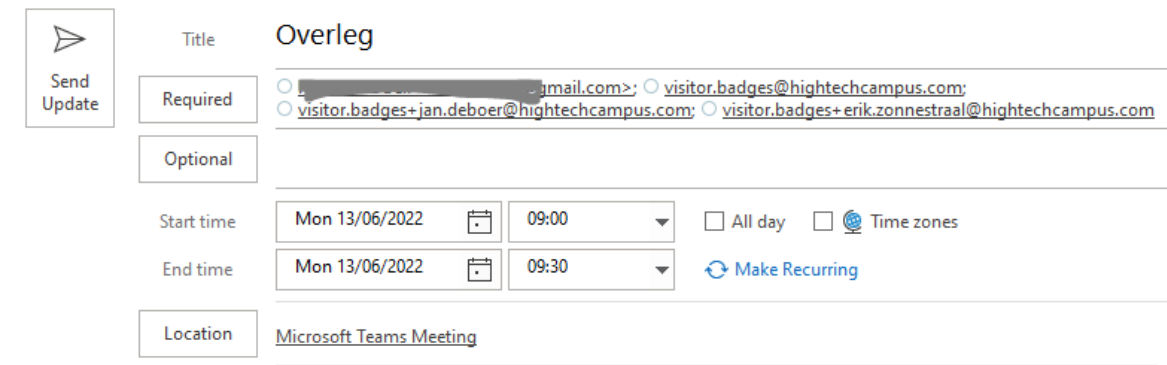
## Step 1: Outlook invitation

You start the registration of visitors with an Outlook calendar invitation. If people from off-campus need to be present at an appointment, you fill in the e-mail address of the visitors themselves as well as the e-mail address of the visitor system. This email address is: [visitor.badges@hightechcampus.com](mailto:visitor.badges@hightechcampus.com).<sup>1</sup>

If you do not have an email address for the visitor or do not want to send an email, it is also possible to add these visitors with a special email address: [visitor.badges+firstname.lastname@hightechcampus.com](mailto:visitor.badges+firstname.lastname@hightechcampus.com). Note the dot between first and last name and that you cannot use spaces in the email address.

It is also possible to add visitors anonymously. It is important, however, that the visitors know with whom and when they have an appointment. It is also important that the reception can contact you (by phone). In this case, put your phone number in the subject of the invitation.

In the screenshot below you can see that one person with their own email address, the visitor system and two people without an email address have been invited.



The screenshot shows an Outlook calendar invitation for a meeting titled "Overleg". On the left, there is a "Send Update" button with a right-pointing arrow icon. The invitation details are as follows:

- Title:** Overleg
- Required:** Three email addresses are listed: a redacted address ending in ".gmail.com>"; [visitor.badges@hightechcampus.com](mailto:visitor.badges@hightechcampus.com); and [visitor.badges+jan.deboer@hightechcampus.com](mailto:visitor.badges+jan.deboer@hightechcampus.com); [visitor.badges+erik.zonnestraal@hightechcampus.com](mailto:visitor.badges+erik.zonnestraal@hightechcampus.com).
- Optional:** No optional attendees are listed.
- Start time:** Mon 13/06/2022 at 09:00. There are checkboxes for "All day" and "Time zones".
- End time:** Mon 13/06/2022 at 09:30. There is a "Make Recurring" button.
- Location:** Microsoft Teams Meeting

Please note that at this time no distinction is made between persons who are on or off campus.

The start and end time of the outlook invitation determines when the visitor badge works. Visitors can enter with their visitor badge from half an hour before the start until half an hour after the end of their appointment, but only between 06:30 and 19:00. Visitors can also be signed up for multiple days, but no longer than two weeks.

<sup>1</sup> In earlier communications [visitors.badges@hightechcampus.com](mailto:visitors.badges@hightechcampus.com) was noted. This email address also works.

## Step 2: Login to the portal

Within minutes of sending out the invitation, you will receive an email from the visitor system containing the link to further complete the registration.

The link will take you to the host portal. This is also directly accessible at <https://htc-vmh.cardyourself.com>. If you are not logged in yet you will be redirected to the login screen:

### Login

To use the application, you must log in. You will be redirected to the desired page.

Stay logged in on this computer

LOGIN

[Password forgotten?](#)

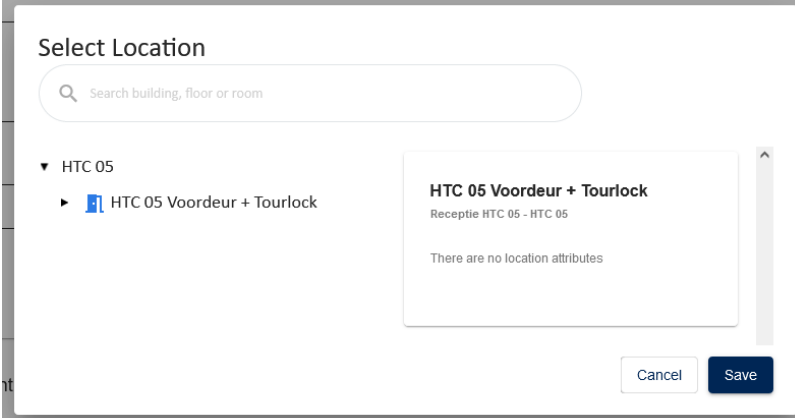
You use your badge person number (6-digit code on your badge) as your username to log in. On the new badge, this number appears under your name.



Before you can log in, you must first set a password. This can be done by clicking on the "Password forgotten" link. Fill in your email address in the next screen and you will receive a link via email with which you can set a new password.

### Step 3: Select location and external visitors


In the appointment screen you select the reception desk where the person should report as well as the location where the appointment will take place. You can only select locations that your organization has access to.



Select Location

Search building, floor or room

▼ HTC 05

- ▶  HTC 05 Voordeur + Tourlock

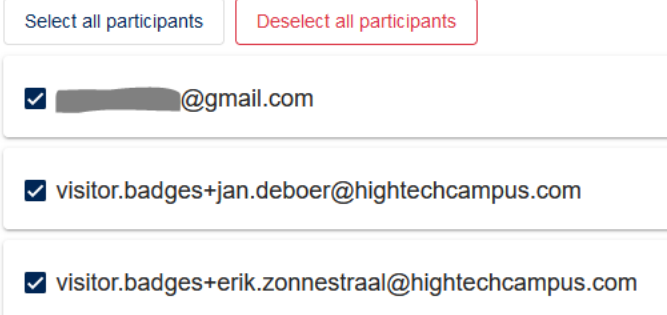
**HTC 05 Voordeur + Tourlock**  
Receptie HTC 05 - HTC 05

There are no location attributes

Cancel Save

In the list of invitees, mark the people who come from outside the HTC.

#### Participants



Select all participants Deselect all participants

- [redacted]@gmail.com
- visitor.badges+jan.deboer@hightechcampus.com
- visitor.badges+erik.zonnestraal@hightechcampus.com

Once the appointment is saved it is visible to the front desk and the system sends an email to each visitor. In the mail to the visitor there is a link that sends them to a form where the visitor can fill in his or her data so that this does not have to be done when arriving at the reception.

Of course, this does not apply to visitors who are registered with the special email address (visitor.badges+firstname.lastname@hightechcampus.com).

### **Additional information**

If it is not possible to register visitors via an outlook appointment, you may arrange this through the reception desk. Please supply at least the following information: Location, name of contact person and telephone number, date, start and end time and names of visitors. Be aware that it is not possible for the reception desk to register multi-day visitors.

In Q3/Q4 of 2022 the portal will be expanded so that you can also invite visitors directly from the portal, without having to make an outlook appointment.