

A Guide to Using the Visitor Management System

MCW Host Pre-Registration Process

1. Log in to the **Visitor Portal** (include link) and create a username and password. Save this username and password to use in the future.

2. Enter your Guest's information.

- Name
- Phone
- Time and date of arrival
- Destination
- Business purpose

3. Guest's information sent to **Public Safety**.

Visitor & Guest Registration Process

1. Start the registration process by visiting either the **MCW Information Desk** or the **Public Safety Center**.

2. Present a valid photo ID and enter basic information on the provided tablet.

- Name
- Phone
- Time and date of arrival
- Destination
- Business purpose

3. **Public Safety** will issue you a temporary ID sticker. Please wear your sticker in a visible place throughout your visit.

4. For **Guests**, your **Host** will meet you and escort you during your visit to the **MCW Milwaukee campus**.