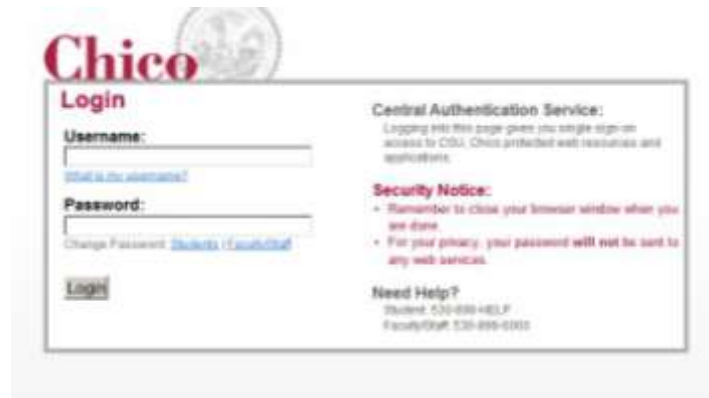


## Guest Check In for University Village Residents



1. Before you start, make sure your printer is connected to your computer. If you don't have a printer, you can register your guest in the lab or at the front desk. If you register in the lab, you will pick up your pass at the front desk.
2. To begin, open the GCI page from the link in your email message or [click here](#). Bookmark or add this page to your Favorites so you can easily register guests in the future. Click on the login button to begin. Note: the "blackout" areas on the sample screens will not be shown when you are filling in the boxes.



3. Use your portal account User Name and Password and click Login.



4. Your information will be filled as the Host. This information cannot be changed.



# Guest Check In

Logout

MENU

**If your Guest is a Resident of another Hall you may;**

You can enter Wildcat card number (On the back) by hand. Example - 0001146160XXXXXX.

Enter the ID number in the format as shown here.

Example - ;0001146160XXXXXX=?.

Swipe Guest ID ...

Student First Name	<input type="text"/>	Guest License or ID	<input type="text"/>
Student Last Name	<input type="text"/>	<small>(In case of a Minor enter the birth date MM/DD/YYYY)</small>	
Room	UV-367x <input type="text"/>	Guest First Name	<input type="text"/>
WildcatID	000114616 <input type="text"/>	Guest Middle Name	<input type="text"/>
Host Hall	University Village <input type="text"/>	Guest Last Name	<input type="text"/>
Resident Sponsor Cell Number	97: <input type="text"/>	Address	<input type="text"/>
Resident Sponsor Housing Phone#:	7904 <input type="text"/>	City	<input type="text"/>
		State	<input type="text"/>
		Guest Phone #	<input type="text"/>
Guest's today	1	If under 18, Guardian Name:	<input type="text"/>
Date Today	8/21/2009	Guardian Phone Number:	<input type="text"/>
PASS Expires	8/22/2009 12:00 PM		

Start Over

Authorize

Fields marked with \* are necessary

Free

Local intranet

100%

5. If your guest is a resident living in another hall in University Housing, you can quickly register your guest by entering a semicolon (;), their 16 digit Wildcat ID number from the back of the card followed by an equal sign and a question mark (=?) in the "Swipe Guest ID" box. The guest information will be filled in automatically. If your guest is not a fellow resident, you must register the guest by completing all boxes in the Guest's information from their Driver's License or state ID card.

If you make a mistake, you can click Start Over to clear Guest information and then start from beginning

Click Authorize when you are finished entering the information. See the sample screen on the next page.



UHFS  
University Housing & Food Service  
California State University, Chico



Logout

MENU ▶

### If your Guest is a Resident of another Hall you may;

You can enter Wildcat card number {On the back} by hand. Example - 0001146160XXXXXX.

Enter the ID number in the format as shown here.

Example - ;0001146160XXXXXX=?.

Swipe Guest ID ...

Student First Name

Guest License or ID

(In case of a **Minor** enter the birth date MM/DD/YYYY)

Student Last Name

Guest First Name

Room

Guest Middle Name

WildcatID

Guest Last Name

Host Hall

Address

Resident Sponsor Cell Number

City

Resident Sponsor Housing Phone#:

State

Guest Phone #

Guest's today

1

Date Today

8/21/2009

PASS Expires

8/22/2009 12:00 PM

Start Over

Authorize

Fields marked with \* are necessary

6. When your guest is successfully registered, you will see a Guest Pass like the one shown below. Click on Print button to take printout of this Pass.

<a href="#">&lt;&lt; Back</a>	<a href="#">Print</a>	<a href="#">Logout</a>
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California State University, Chico      Pass# 0822-34921

### Guest Pass

Guest Name    Anl

Host Name     Anl

Residence Hall    UV

\*This pass does not include food service.

This card expires at 12:00 PM on 08/22/2009

This card must stay with you at all times and you must present it when requested by UHFS staff persons, UPD officers, or any other authority affiliated with CSU, Chico. Failure to provide this pass along with a picture ID will result in immediate escort from UHFS property. By accepting this pass, you agree to always be accompanied by the hall sponsor that signed you in. You also agree to abide by all CSU, Chico rules and UHFS rules as stated in the "Living In" handbook. Failure to do so will result in disciplinary action.

Clicking on Logout, will Log you out from the GCI Site. If you have a second Guest to Check in, click on the “Back” link (do not use the browser “Back” button).

7. Always log out of the system when you are done to protect your student information. If you logged out before you were done registering guests, do not use the “log in to the portal” link in the log out box shown below. Close the browser and start again.

