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 on the UHFS Web page, type the URL 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.

URL

https://uhfs-web3.csuchico.edu/gci/login.aspx
Enter your Chico State Portal credentials to proceed.
Your side will be filled in for you as the Host. Fill in the Guest side. You have several options. If your guest is a fellow UHFS resident from another hall, you may use their campus ID to register. Use the Wildcat Card Number from the back of the card and enter it like the example. Put a semicolon (;) in front of the number and an equal sign and question mark (=?) after the number and press enter. If the person is a resident in another hall, the form will be filled in for you automatically. If it doesn’t fill in automatically, use a state/federal issued photo ID like a driver’s license or passport to register your guest.
If your Guest is a Resident of another Hall you may;
You can enter Wildcat card number (on the back) by hand. Example – 00011461600000.
Enter the ID number in the format as shown here.
Example – (00011461/60000000)t.

Swipe Guest ID: 0001146110000001

Student First Name [Redacted]
Student Last Name [Redacted]
Room [Redacted]
WildcatID 00011461 [Redacted]
Resident Sponsor Cell Number
Resident Sponsor Housing Phone:

Guest’s today 89
Date Today 3/7/2014
PASS Expires 3/7/2014 12:00 PM

Guest License or ID
Guest First Name
Guest Middle Name
Guest Last Name
Address
City
State

Guest Phone #
If under 18, Guardian Name:
Guardian Phone Number:

OR

Fields marked with * are necessary
Enter your Guest information manually

Click Authorize to continue.
If you are using a driver's license or passport, enter the fields in the form manually.
After you register your guest successfully, you will see a Guest Pass. Print this and give it to your guest. The pass must be in their possession and be presented to UHFS Staff or UPD if requested.