

# **Self Service - Visit Creation**

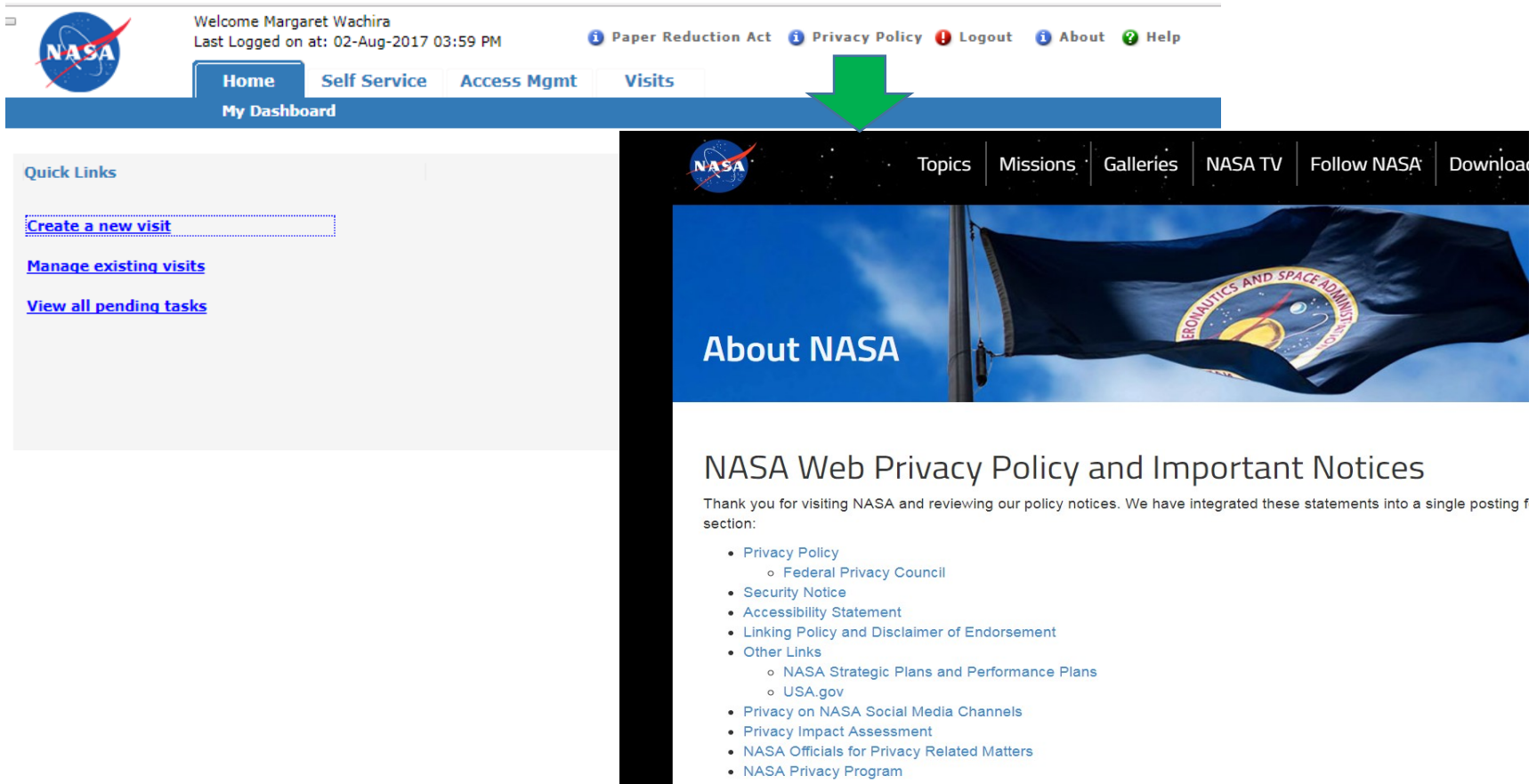
# PRA Link pop-up

The screenshot shows a web browser window with the NASA website. The browser's address bar contains the URL `watch-v=H1XplZAvTQA`. The website header includes the NASA logo, a welcome message for 'won Jun', and a 'Last Logged on at: 19-Jun-2017 01:49 PM' timestamp. A green dashed circle highlights a link labeled 'Paper Reduction Act' in the top navigation bar. A blue pop-up box is overlaid on the page, containing the following text:

**Paperwork Reduction Act**  
This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-XXXX and expires on dd/mm/yyyy. We estimate that it will take five (5) minutes to read the instructions, gather the facts, and answer the questions. Send only comments regarding the time estimate to: [james.p.nicholas@nasa.gov](mailto:james.p.nicholas@nasa.gov)

The background website interface includes a search bar, a 'Visit Info' section with fields for 'Purpose of Visit', 'Center', 'Visit Location', 'Visit Date', and 'Status', and a 'Search' button. A green rectangular marker is visible on the right side of the pop-up box.

# Privacy Policy link



The image shows a screenshot of the NASA website dashboard. At the top left is the NASA logo. To its right, the user is logged in as Margaret Wachira, with the last login time of 02-Aug-2017 03:59 PM. A navigation bar contains links for Paper Reduction Act, Privacy Policy (highlighted with a green arrow), Logout, About, and Help. Below this is a secondary navigation bar with Home, Self Service, Access Mgmt, and Visits. The main content area is divided into two columns. The left column, titled 'Quick Links', contains three links: 'Create a new visit', 'Manage existing visits', and 'View all pending tasks'. The right column features a large banner for 'About NASA' with a NASA flag. Below the banner is the section 'NASA Web Privacy Policy and Important Notices', which includes a thank-you message and a list of links to various policy documents.

Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 03:59 PM

[Paper Reduction Act](#) [Privacy Policy](#) [Logout](#) [About](#) [Help](#)

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My Dashboard

Quick Links

- [Create a new visit](#)
- [Manage existing visits](#)
- [View all pending tasks](#)

[Topics](#) [Missions](#) [Galleries](#) [NASA TV](#) [Follow NASA](#) [Download](#)

## About NASA

### NASA Web Privacy Policy and Important Notices

Thank you for visiting NASA and reviewing our policy notices. We have integrated these statements into a single posting of this section:

- [Privacy Policy](#)
  - [Federal Privacy Council](#)
- [Security Notice](#)
- [Accessibility Statement](#)
- [Linking Policy and Disclaimer of Endorsement](#)
- [Other Links](#)
  - [NASA Strategic Plans and Performance Plans](#)
  - [USA.gov](#)
- [Privacy on NASA Social Media Channels](#)
- [Privacy Impact Assessment](#)
- [NASA Officials for Privacy Related Matters](#)
- [NASA Privacy Program](#)

# Visit Tab

Welcome MARGARET Wachira  
Last Logged on at: 10-Apr-2017 09:34 PM





[Home](#) [Self Service](#) [Access Mgmt](#) **Visits**

[Add New Visit](#) | [My Visits](#) | [My Visitors](#) | [Watchlist](#)

**Visit** | [Visitors](#) | [Recurring](#) | [Group Import](#) | [Access](#) | [Access Justification](#)

Visits -> Add New Visit -> Visit Details

**Visit Information**

<b>Purpose of Visit</b>	NASA Visit		
<b>Center</b>	Armstrong Flight Rese: ▼	<b>Visit Location</b>	AFRC (Main Campus) ▼
<b>Visit Type</b>	Visit ▼	<b>Wireless Access</b>	Ye ▼
<b>Escorted?</b>	No ▼	<b>Escort</b>	Location Approver <a href="#">Select</a>
<b>Start Time</b>	11-Apr-2017 10:00 AM  	<b>End Time</b>	11-Apr-2017 02:00 PM  
<b>Requester</b>	MARGARET Wachira	<b>Host or Approver</b>	Escort Approver <a href="#">Select</a>
<b>Host DL #</b>		<b>DL State</b>	-- Select -- ▼
<b>Add'l Check-in Notify Email</b>	test@yahoo.com		
<b>Additional Information / Emergency Contacts</b>	Please contact Jane Jones		

[Next](#) [Save as Draft](#) [Submit](#) [Close](#)

1. Enter/Select the appropriate information.  
2. Click the **[Select]** hyperlinks to change the Escort/Host/Approver.  
3. Click **[Next]** to add visitors.

## Requestor creates the visit

- Drop down information
  - **Visit Location**
    - See back-up slides
  - **Center**
    - See back-up slides
  - **Visit Type**
    - Visit
    - Special Event
  - **Escorted**
    - No
    - Yes
  - **Wireless Access**
    - Yes – Default
  - **Host DL# and DL State**
    - AFRC Only

# Existing Visitor Search

Welcome MARGARET Wachira  
Last Logged on at: 10-Apr-2017 09:34 PM

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[Visit](#) **Visitors** [Recurring](#) [Group Import](#) [Access](#) [Access Justification](#)

Visits -> Add New Visit -> Visitors

**Search for Existing Visitor**

First Name:   
Last Name:   
Company:   
Email:   
Visitor Type:   
Private Visitor:

[Search](#) [Reset](#)

[Add New](#)

**Select Existing Visitors: 1 records found.**

Add	First Name	Last Name	Company	Email
<a href="#">Add</a>	ann	Jackson	SAIC	

**Visitors**

First Name	Last Name	Company	FN Company	E-mail Address	Visit Days	Citizenship Type	Visit Type	Edit	Remove	Details
------------	-----------	---------	------------	----------------	------------	------------------	------------	------	--------	---------

[Back](#) [Next](#) [Submit](#) [Close](#)

1. Enter the search criteria/ leave blank and click **[Search]** to search for an existing visitor.
2. From the search result, click **[Add]** to add visitors.
3. Once added in the visitor list, you can click **[Remove]** to remove the visitors.
4. Click **[Add New]** to add new visitor.

Requester searches for existing visitors to add to visit

•Visitor Type

- Visitor
- Students
- Minor
- Construction
- Day Construction
- Delivery – Vendor
- Support
- Retiree
- Retired Alumni
- Former Astronaut
- Suspended Driver
- Limited Access
- Employee

•Private Visitor

- Yes
- No

# New Visitor Search

Visit Visitors Recurring Group Import Access Access Justification

Visits -> Add New Visit -> Visitors

**Add New Visitor**

First Name  Date of Birth

Last Name  Birth Country -- Select --

Company  ? Citizenship Country -- Select --

Email  ? Company Foreign? -- Select --

Cell Phone  ID Type -- Select --

Visitor Type Visitor ID Source -- Select --

Citizenship Type -- Select -- ID #

Social Security # (SSN)

Resend Invitation Invite Close

Back Next Submit Close

If Visitor does not exist, the Requestor adds a new visitor to the system  
Required fields: Last Name, First Name, Email, Citizenship Type, Visitor Type.

A link is then sent to the visitor to complete the rest of their information


## •Visitor Type

- Visitor
- Students
- Minor
- Construction
- Day Construction
- Delivery – Vendor
- Support
- Retiree
- Retired Alumni
- Former Astronaut
- Suspended Driver
- Limited Access
- Employee

## •Citizenship Type

- U.S. Citizen
- Non-U.S. Citizen (If selected, Requestor is notified that FN cannot currently be entered through this system)
- Lawful Permanent Resident

# Recurring visit tab



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[Home](#) [Self Service](#) [Access Mgmt](#) **Visits**

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[Visit](#) [Visitors](#) **Recurring** [Group Import](#) [Access](#) [Access Justification](#)

[Visits -> Add New Visit -> Recurring Visits](#)

### Schedule Additional Visits

Visits	Schedule Start Time	Schedule End Time	<a href="#">Add Additional Date</a>
Visit 1	11-Apr-2017 10:00 AM	11-Apr-2017 02:00 PM	

### Schedule Weekly Visits

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Start time: Hour:  Minute:  AM

End time: Hour:  Minute:  PM


Scheduling Starts On:

Scheduling Ends On:

[Back](#) [Next](#) [Submit](#) [Close](#)

1. Select the days and time of visit for periodic visits.
2. Click **[Add Additional Date]** to add random visit date/period of visit for recurring visit.
3. Click **[Submit]**.

# Group Import tab

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[Visits](#) -> [Add New Visit](#) -> [Import Visitors](#)

**Import File**

File Name  [Browse](#) [Process](#) [Sample File](#) 

**Total Number Of Visitors:** [Remove](#)


<input type="checkbox"/>	First Name	Last Name	Company	E-mail Address	Cell Phone
--------------------------	------------	-----------	---------	----------------	------------

[Back](#) [Next](#) [Submit](#) [Close](#)

1. For registering large groups, please upload a pre-formatted Excel file.
2. The file should be formatted with the exact header information as described in the Sample Excel.
3. An example document can be downloaded by clicking the Sample File link above.



# Access tab

 Welcome MARGARET Wachira  
Last Logged on at: 10-Apr-2017 09:34 PM

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[Visit](#) [Visitors](#) [Recurring](#) [Group Import](#) **Access** [Access Justification](#)

[Visits -> Add New Visit -> Access](#)

Search for Access Area		Select Area to Assign	
Center	<input type="text" value="Marshall Space Flight C"/>		
Visit Location	<input type="text" value="MSFC (Redstone Arsen)"/>		
Floors/Rooms	<input type="text" value="-- Select --"/>		
Area Name	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

**Visit Access**

Access Area	Status	System	Details	Remove
-------------	--------	--------	---------	--------

1. Select a Location and click **[Search]** to search for access areas related to the selected location.
2. From the search results, click on **[Add]** next to access areas you wish to request on behalf of the visitor.
3. Click on **Remove** next to the desired Access Area to remove the area from the request.

# Access Justification tab

 Welcome MARGARET Wachira  
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[Add New Visit](#) | [My Visits](#) | [My Visitors](#) | [Watchlist](#)

[Visit](#) [Visitors](#) [Recurring](#) [Group Import](#) [Access](#) **[Access Justification](#)**

Visits -> Add New Visit -> Justification

**Justification**

Restricted Area Access Justification

[Back](#) [Submit](#) [Close](#)

Provide access justification for your visit. Click **[Save]** to submit.

# Events tab

Welcome MARGARET Wachira  
Last Logged on at: 10-Apr-2017 09:34 PM

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[Home](#) [Self Service](#) [Access Mgmt](#) **Visits**

[Add New Visit](#) | [My Visits](#) | [My Visitors](#) | [Watchlist](#)

[Visit](#) **Event Info** [Visitors](#) [Recurring](#) [Group Import](#) [Access](#) [Access Justification](#)

Visits -> My Visits -> Event Info

**Special Event Details**

Portal Ready?

Registration Cut off: 10-APR-2017

Event Description: This is a NASA Event  
*Note: Purpose of Visit is Event Title*

Event Address: 123 Street

Event City: Huntsville

Event Country: United States


Event State: Alabama

Event Zip: 35824

Google URL: www.google.com

Event URL: www.nasaevent.com

Attach Thumbnail Image

[Browse](#) 

[Remove](#)

[Back](#) [Next](#) [Save as Draft](#) [Submit](#) [Close](#)

## Special Events Coordinator creates an event

- Fields
  - Event Registration Cut off
  - Event description
  - Event Address
  - Event City
  - Country
  - Google URL
  - Event URL
  - Attach Event Email
  - Event photo

# **Special Events Portal**

# Terms of Service

## Acknowledgements

### Terms of Service

#### Terms of Service

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Federal law; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to

### Paper Reduction Act

To be Provided d

#### Paperwork Reduction Act


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- I have read and agree with the Terms of Service
- I have read and agree with the Paperwork Reduction Act

<< Back

Proceed to Registration >>

# Events Search Screen



## NASA Special Event Registration


**Event**  **Start**

**Center**  **End**

**City**  **State**

[Search Events >>](#)

Showing 1 of 1 Events

Image	Event Name	Description	Center	City	State	Start
	MARGARET Wachira's Visit - Special events	This is an event	Marshall Space Flight Center (MSFC)	Huntsville	AL	4/10/2017 12:00:00 PM

# Registration Screen

## Registration Information

First Name	<input type="text" value="margaret"/>	Last Name	<input type="text" value="Last Name*"/>
DOB	<input type="text" value="1/12/1980"/>	Email	<input type="text" value="Email*"/>
Cell Phone	<input type="text" value="Cell Phone*"/>	Citizenship Type	<input type="text" value="U.S. Citizen"/>
Company	<input type="text" value="Company or enter 'Self*'"/>	Citizenship	<input type="text" value="-- Citizenship Country --"/>
ID Doc Type	<input type="text" value="-- Select Identification Type*"/>	Birth Country	<input type="text" value="-- Birth Country --"/>
ID Source	<input type="text" value="-- Select ID Source --"/>	ID Number	<input type="text" value="Identification #*"/>
		Re-Enter ID	<input type="text" value="Re-enter Identification #*"/>

Real ID compliant identity document required.

I will be escorting minors to this event

<< Back

Complete Registration >>

# Minor's Registration Screen

## Register Minors

**First Name**

First Name \*

**Last Name**

Last Name \*

**DOB**

Date Of Birth \*

**Citizenship Type**

U.S. Citizen ▼

**Phone :**

Phone

Add Minor

<< Back

Complete Resgitation >>



# **Visitor Invitation Portal**

# Passcode entry

## NASA Visitor Invitation Portal

Welcome to NASA's Visitor Information Request Portal

To proceed please enter the Passcode sent to you via email.

Enter Your Passcode \*

CANCEL

NEXT >>

# Terms of Service

## Acknowledgements

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Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Federal law; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to

### Paperwork Reduction Act

To be Provided

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- I have read and agree with the Terms of Service
- I have read and agree with the Paperwork Reduction Act

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Proceed to Registration >>

# Registration Screen

## Registration Information

<b>First Name</b>	<input type="text" value="First Name*"/>	<b>Last Name</b>	<input type="text" value="Last Name*"/>
<b>DOB</b>	<input type="text" value="DOB*"/>	<b>Email</b>	<input type="text" value="Email*"/>
<b>Cell Phone</b>	<input type="text" value="Cell Phone*"/>	<b>Citizenship Type</b>	<input type="text" value="U.S. Citizen"/> ▼
<b>Company</b>	<input type="text" value="Company or enter 'Self*'"/>	<b>Citizenship</b>	<input type="text" value="-- Citizenship Country --"/> ▼
<b>ID Doc Type</b>	<input type="text" value="-- Select Identification Type*"/> ▼	<b>Birth Country</b>	<input type="text" value="-- Birth Country --"/> ▼
<b>ID Source</b>	<input type="text" value="-- Select ID Source --"/> ▼	<b>ID Number</b>	<input type="text" value="Identification #*"/>
		<b>Re-Enter ID</b>	<input type="text" value="Re-enter Identification #*"/>

Real ID compliant identity document required.

**Admin Side**

# Access Management - Centers

Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 02:08 PM

Paper Reduction Act Privacy Policy Logout About Help

Home Reports Analytics **Access Mgmt** Personnel Policy Admin Self Service Visitors Employer

Access Profiles | Access Zones | Access Areas | **Centers** | Badging | Audits | Audits Runs

General Buildings Floors/Rooms Access Areas Printers Documents Roles


Access Mgmt -> Centers -> Center Details

**Location Details**

<b>Center Name</b>	Marshall Space Flight Center (MSFC)	<b>Center Code</b>	MSFC
<b>Status</b>	Active	<b>Auto Generate Card Number</b>	No
<b>Address Line 1</b>		<b>Location Specific Range</b>	<input type="checkbox"/>
<b>Address Line 2</b>		<b>Minimum Card Number</b>	
<b>Country</b>	United States	<b>Maximum Card Number</b>	
<b>State</b>	Alabama	<b>Description</b>	
<b>City</b>	Huntsville	<b>System</b>	-- Select --
<b>Zip</b>			<b>Add</b>
<b>Time Zone</b>	-- Select --		<b>Remove</b>
<b>Latitude</b>	34.7304	<b>Badge Template</b>	LDAPNED Lenel SAFE YMI WebService
<b>Longitude</b>	-86.5861		<b>Add</b>
<b>Location Map Url</b>			<b>Remove</b>
<b>Host DL Req'd</b>	<input type="checkbox"/>	<b>Contractor Employee</b>	
<b>SSN Req'd</b>	<input checked="" type="checkbox"/>		<b>Add</b>
<b>Foreign Company Req'd</b>	<input checked="" type="checkbox"/>	<b>Kiosk Host</b>	
<b>Kiosk Photo?</b>	<input type="checkbox"/>		<b>Remove</b>
		<b>Cooperating Centers</b>	-- Select --
			<b>Add</b>
			<b>Remove</b>

**Next** **Save** **Close**

# Access Management - Buildings

 Welcome Margaret Wachira  
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Access Mgmt -> Centers -> Buildings

### Building Details

**Visit Location Name**  **Status**

**Address Line 1**  **Description**

**Address Line 2**

**City**  **State**  **Segment ID**

**Country**  **Zip**  **Segment Name**

Visit Location Name	Address Line 1	Address Line 2	Status	Remove
<input type="checkbox"/> MSFC (Redstone Arsenal)	Redstone Arsenal		Active	<a href="#">Remove</a>

# Access Management - Access Areas

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Last Logged on at: 02-Aug-2017 02:08 PM

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Access Mgmt -> Centers -> Access Areas


**Search for Access Areas** | **Access Areas Search Results**

Area Type:    
System:     
Area Name:

System Name	Area Name	Visit Location Name	Floors/Rooms	Area Type	Apply Roles	Details	Remove
Lenel	MSFC 4203 ROOM 6230 (CONTROLLED)	<input type="text" value="MSFC (Redstone Arsenal)"/> <input type="button" value="v"/>	<input type="text" value="-- Select --"/> <input type="button" value="v"/>	Access Level	<input checked="" type="checkbox"/>	<a href="#">Details</a>	<a href="#">Remove</a>



# Access Management - Roles

 Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 02:08 PM

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[Access Mgmt -> Centers -> Roles](#)

**Search for Roles** **Search Results**

First Name

Last Name

Primary ID

Person  
 Admin User  
 Admin Group  
 Others

Name	Role Type	Roles	Role Level	Remove
Location Approver	Person	Location Approver ▼	1st Level Approver ▼	<a href="#">Remove</a>
BIT Approver	Person	BIT Members ▼	Final Level Approver ▼	<a href="#">Remove</a>

# Personnel - Identity



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[Personnel](#) -> [Manager](#) -> [General](#)

KeepAlive|eauthka||Employee

## Personal Details

Primary ID	<input type="text" value="eauthka"/>
<b>First Name</b>	<input type="text"/>
Middle Name	<input type="text"/>
<b>Last Name</b>	<input type="text" value="KeepAlive"/>
Status	<input type="text" value="-- Select --"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Email	<input type="text" value="agency-icam-dev-general@n"/>
Phone	<input type="text"/>
Alt-Phone	<input type="text"/>
Cell Phone	<input type="text"/>
SSN	<input type="text"/> <input type="text"/> <input type="text"/>
Agency UID	<input type="text" value="eauthka"/>

## Employment Details

Employer	<input type="text" value="-- Select --"/>
Type	<input type="text" value="Employee"/>
Company Name	<input type="text"/>
Country	<input type="text" value="United States"/>
State	<input type="text" value="-- Select --"/>
Center	<input type="text" value="Marshall Space Flight Cen"/>
Visit Location	<input type="text" value="-- Select --"/>
Street	<input type="text"/>
Floor	<input type="text"/>
Department	<input type="text" value="-- Select --"/>
Manager Name	<input type="text"/>
Manager ID	<input type="text"/>
Manager Email	<input type="text"/>



[Upload](#)

[Capt](#)

[Next](#)

[Save](#)

[Close](#)

1. Enter/Edit personal and employment details of the person.
2. Click **[Upload]**/ **[Capture]** to add the photo of the person.
3. Click **[Save]**.

# Watchlist



Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 02:08 PM

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## Watchlist

Visits -> Watchlist -> Add/Edit

### General

<b>First Name</b>	<input type="text" value="Donald"/>	<b>Aliases</b>	<input type="text"/>
<b>Last Name</b>	<input type="text" value="Duck"/>	<b>Status</b>	<input type="text" value="Active"/>
<b>Company</b>	<input type="text" value="Self"/>	<b>ID Type</b>	<input type="text" value="-- Select --"/>
<b>E-mail</b>	<input type="text"/>	<b>ID Number</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>ID Source</b>	<input type="text" value="-- Select --"/>
<b>DOB</b>	<input type="text" value="10-Dec-1966"/>	<b>Expiry Date</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>	<b>Primary ID</b>	<input type="text"/>
<b>City</b>	<input type="text"/>	<b>Agency UID</b>	<input type="text"/>
<b>State</b>	<input type="text" value="-- Select --"/>	<b>Type</b>	<input type="text" value="-- Select --"/>
<b>Zip</b>	<input type="text"/>	<b>Requestor Name</b>	<input type="text" value="System"/>
<b>Source</b>	<input type="text" value="-- All --"/>	<b>Reason</b>	<input type="text"/>
		<b>Center</b>	<input type="text" value="-- Select --"/>



[Browse](#) [Capture](#)

[Reset](#)

[Save](#)

[Close](#)

# Visitor Search



Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 02:08 PM

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## Search

[Visitors](#) -> [Check-in](#) -> [Visitors Search](#)

### Visitor Info

First Name

Last Name

Company

Email

Confirmation No.

Access Card No.

Type

Visitor Status

### Visit & Host Info

When

Center

First Name

Last Name

Phone

Purpose of Visit

[Reset](#)

[Unscheduled Visitor Check-in](#)

[Search](#)

# Visitor check-in

Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 02:08 PM

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**Visit and Visitor** [Access](#) [Watch List](#) [Audit](#)

Visitors -> Check-in -> Scheduled Visitor Check-in -> Visit and Visitor


100000097 | Jonathan Kelly Security Check Status: **Pass** | Visitor Status: **Invited**


**Visitor Information**

First Name	<input type="text" value="Jonathan"/>	Device	<input type="text" value="3M AT9000 Doc Scann"/>
Last Name	<input type="text" value="Kelly"/>	ID Type	<input type="text" value="U.S. Passport/Passport"/> <a href="#">Scan</a>
Company	<input type="text" value="Self"/>	ID Number	<input type="text" value="1234"/>
E-mail	<input type="text" value="margaret.w.wachira@nasa.gov"/>	ID Expiration Date	<input type="text"/>
Cell Phone	<input type="text"/>	ID Source	<input type="text" value="U.S. Department of State"/>
Visitor Type	<input type="text" value="Visitor"/>	ID Name	<input type="text"/>
Citizenship Type	<input type="text" value="U.S. Citizen"/>		
DOB	<input type="text" value="12-Oct-1980"/>		

**NASA and Center Specific (Conditionally Required)**


SSN	<input type="text" value="123456789"/>
Foreign Company	<input type="text" value="No"/>
Citizenship Country	<input type="text" value="United States"/>
Birth Country	<input type="text" value="Albania"/>

 [Browse](#) [Capture](#)

 [Capture](#)

<b>Visit Information</b>	<b>Host and Approver Information</b> <a href="#">Details</a>
<b>Purpose of Visit</b>	Host Name <input type="text" value="Host Approver"/>
<input type="text" value="Margaret Wachira's Visit - ..."/>	Primary ID <input type="text" value="NE10280"/>
<b>Center</b>	Phone <input type="text"/>
<input type="text" value="Marshall Space Flight C"/>	
<b>Visit Location</b>	
<input type="text" value="MSFC (Redstone Arsen)"/>	
<b>Start Time</b>	Approver Name <input type="text" value="Host Approver"/>
<input type="text" value="02-Aug-2017 03:00 PM"/>	Primary ID <input type="text" value="NE10280"/>
<b>End Time</b>	Phone <input type="text"/>
<input type="text" value="08-Aug-2017 07:00 PM"/>	
Access Card	Escort Name <input type="text" value="Margaret Wachira"/> <a href="#">Select</a>
<input type="text" value="Yes"/>	Primary ID <input type="text" value="117797233"/>
Status	Phone <input type="text" value="256.961.2664"/>
<input type="text" value="Approved"/>	
Visit Type	
<input type="text" value="Visit"/>	
Escorted?	
<input type="text" value="No"/>	
Wireless Access	
<input type="text" value="Yes"/>	
Confirmation No.	
<input type="text" value="1004220"/>	
Additional Info	
<input type="text" value="This person needs to check in at gate"/>	
<b>Visitor Check-in</b>	<b>Visitor Access Card Information</b>
Status	Access Card No. <input type="text"/>
<input type="text" value="Checked In"/>	
Badge Template	
<input type="text" value="Contractor"/>	
<a href="#">Next</a>	<a href="#">Print &amp; Save</a> <a href="#">Save</a> <a href="#">Close</a>
<ol style="list-style-type: none"><li>1. Capture photo and other necessary visitor information.</li><li>2. To assign a card to the visitor, click on Access Card No. and enter the card number.</li><li>3. Click <b>[Save]</b> and then <b>[Print Badge]</b> to print the badge.</li></ol>	

# Visitor check-out

 Welcome Margaret Wachira  
Last Logged on at: 02-Aug-2017 02:08 PM

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[Home](#) [Reports](#) [Analytics](#) [Access Mgmt](#) [Personnel](#) [Policy](#) [Admin](#) [Self Service](#) **Visitors** [Employer](#) [Assets](#)

[Check-in](#) | [Check-out](#) | [Audit](#) | [Packages](#) | [All Visitors](#) | [All Visits](#)

Visitors -> Check-out

**Visitor ID Info**

Access Card No.  Confirmation No.

[Add](#)

**Visitor List**

Name	Access Card No.	Company	Visitor Status	Check-in Time	Check-out Time (Scheduled)	Check-out Time (Actual)	Remove
------	-----------------	---------	----------------	---------------	----------------------------	-------------------------	--------

[Check-out](#)

**Kiosk**

< Back

<Workflow Label>

Next >

Please enter any one search criteria and click Next

**OPTION 1: Email Address**

Enter Your Email Address

**OPTION 2: Confirmation Email**

Enter the Confirmation number or scan Barcode

Cancel

Next





< Back

<Workflow Label>

Next >

ID Type

--Select ID Type--

Place your Document on the Scanner as Shown



Scan Document

or

Cancel



If you have an alternate document not listed as an ID type, please Cancel and proceed to the Visitor Desk

< Back

<Workflow Label>

Next >

# Provide Information

Agency UID

Agency UID (AUID)\*

Example: jsmith

Please Cancel and Proceed to the Visitor Desk if:

1. You do not have your Driver's License
2. Your permanent Badge is Lost, Stolen, or Damaged

Cancel

Next



**Back up**

# Center and Location Drop Down

Center	Locations available per Center			
AFRC	AFRC			
ARC	ARC			
HQ	HQ	GSFC (Greenbelt)		
JSC	JSC	WSTF	El Paso	
WSTF	WSTF	JSC	El Paso	
LaRC	LaRC			
MAF	MAF			
MSFC	MSFC			
JPL	JPL			
KSC	KSC			
GRC	GRC	Plum Brook Station		
SSC	SSC	NSSC		
NSSC	NSSC	SSC		
GSFC	GSFC	IV&V	GISS	WFF
IV&V	IV&V	GSFC	GISS	WFF
GISS	GISS	GSFC	IV&V	WFF
WFF	WFF	GSFC	IV&V	GISS
WSC	WSC			

# Birth and Citizenship Country drop downs

ANDORRA	CUBA	INDONESIA	MAURITANIA	SLOVENIA
UNITED ARAB EMIRATES	CAPE VERDE	IRELAND	MONTSERRAT	SVALBARD AND JAN MAYEN
AFGHANISTAN	CHRISTMAS ISLAND	ISRAEL	MALTA	SLOVAKIA
ANTIGUA AND BARBUDA	CYPRUS	ISLE OF MAN	MAURITIUS	SIERRA LEONE
ANGUILLA	CZECH REPUBLIC	INDIA	MALDIVES	SAN MARINO
ALBANIA	GERMANY	BRITISH INDIAN OCEAN TERRITORY	MALAWI	SENEGAL
ARMENIA	DJIBOUTI	IRAQ	MEXICO	SOMALIA
NETHERLANDS ANTILLES	DENMARK	IRAN, ISLAMIC REPUBLIC OF	MALAYSIA	SURINAME
ANGOLA	DOMINICA	ICELAND	MOZAMBIQUE	SÃO TOMÉ AND PRÍNCIPE
ANTARCTICA	DOMINICAN REPUBLIC	ITALY	NAMIBIA	EL SALVADOR
ARGENTINA	ALGERIA	JERSEY	NEW CALEDONIA	SYRIAN ARAB REPUBLIC
AMERICAN SAMOA	ECUADOR	JAMAICA	NIGER	SWAZILAND
AUSTRIA	ESTONIA	JORDAN	NORFOLK ISLAND	TURKS AND CAICOS ISLANDS
AUSTRALIA	EGYPT	JAPAN	NIGERIA	CHAD
ARUBA	WESTERN SAHARA	KENYA	NICARAGUA	FRENCH SOUTHERN TERRITORIES
ÅLAND ISLANDS	ERITREA	KYRGYZSTAN	NETHERLANDS	TOGO
AZERBAIJAN	SPAIN	CAMBODIA	NORWAY	THAILAND
BOSNIA AND HERZEGOVINA	ETHIOPIA	KIRIBATI	NEPAL	TAJIKISTAN
BARBADOS	FINLAND	COMOROS	NAURU	TOKELAU
BANGLADESH	FIJI	SAINT KITTS AND NEVIS	NIUE	TIMOR-LESTE
BELGIUM	FALKLAND ISLANDS (MALVINAS)	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	NEW ZEALAND	TURKMENISTAN
BURKINA FASO	MICRONESIA, FEDERATED STATES OF	KOREA, REPUBLIC OF	OMAN	TUNISIA
BULGARIA	FAROE ISLANDS	KUWAIT	PANAMA	TONGA
BAHRAIN	FRANCE	CAYMAN ISLANDS	PERU	TURKEY
BURUNDI	GABON	KAZAKHSTAN	FRENCH POLYNESIA	TRINIDAD AND TOBAGO
BENIN	UNITED KINGDOM	LAO PEOPLE'S DEMOCRATIC REPUBLIC	PAPUA NEW GUINEA	TUVALU
BERMUDA	GRENADA	LEBANON	PHILIPPINES	TAIWAN
BRUNEI DARUSSALAM	GEORGIA	SAINT LUCIA	PAKISTAN	TANZANIA, UNITED REPUBLIC OF
BOLIVIA	FRENCH GUIANA	LIECHTENSTEIN	POLAND	UKRAINE
BRAZIL	GUERNSEY	SRI LANKA	SAINT PIERRE AND MIQUELON	UGANDA
BAHAMAS	GHANA	LIBERIA	PITCAIRN	UNITED STATES MINOR OUTLYING ISLANDS
BHUTAN	GIBRALTAR	LESOTHO	PUERTO RICO	URUGUAY
BOUVET ISLAND	GREENLAND	LITHUANIA	PALESTINIAN TERRITORY, OCCUPIED	UZBEKISTAN
BOTSWANA	GAMBIA	LUXEMBOURG	PORTUGAL	HOLY SEE (VATICAN CITY STATE)
BELARUS	GUINEA	LATVIA	PALAU	SAINT VINCENT AND THE GRENADINES
BELIZE	GUADELOUPE	LIBYAN ARAB JAMAHIRIYA	PARAGUAY	VENEZUELA
CANADA	EQUATORIAL GUINEA	MOROCCO	QATAR	VIRGIN ISLANDS, BRITISH
COCOS (KEELING) ISLANDS	GREECE	MONACO	RÉUNION	VIRGIN ISLANDS, U.S.
CONGO, THE DEMOCRATIC REPUBLIC OF THE	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	MOLDOVA, REPUBLIC OF	ROMANIA	VIET NAM
CENTRAL AFRICAN REPUBLIC	GUATEMALA	MONTENEGRO	SERBIA	VANUATU
CONGO	GUAM	MADAGASCAR	RUSSIAN FEDERATION	WALLIS AND FUTUNA
SWITZERLAND	GUINEA-BISSAU	MARSHALL ISLANDS	RWANDA	SAMOA
CÔTE D'IVOIRE	GUYANA	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	SAUDI ARABIA	YEMEN
COOK ISLANDS	HONG KONG	MALI	SOLOMON ISLANDS	MAYOTTE
CHILE	HEARD ISLAND AND MCDONALD ISLANDS	MYANMAR	SEYHELLES	SOUTH AFRICA
CAMEROON	HONDURAS	MONGOLIA	SUDAN	ZAMBIA
CHINA	CROATIA	MACAO	SWEDEN	ZIMBABWE
COLOMBIA	HAITI	NORTHERN MARIANA ISLANDS	SINGAPORE	
COSTA RICA	HUNGARY	MARTINIQUE	SAINT HELENA	

# Identity Type and ID Source Drop Downs

Identification Document drop down	Identification Source drop down
U.S. Passport or U.S. Passport Card	U.S. Department of State
U.S. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	United States Citizenship and Immigration Services
Foreign Passport	Country List - <a href="#">See slide 7</a>
Employment Authorization Document (Form I-766)	Department of Homeland Security
State Driver's License or ID Card	District of Columbia, All States List - <a href="#">See Slide 9</a>
Government Issued ID Card (with photo)	Federal State Local
PIV Card	Federal Agency
U.S. Military ID or Draft Record	Department of Defense
U.S. Military dependent's ID Card	Department of Defense
U.S. Coast Guard Mariner Card	U.S. Coast Guard
Global Entry	U.S. Customs and Border Protection
School ID (with Photo)	N/A

# Identity Source – DL States

Alaska	Mississippi
Alabama	Montana
Arkansas	Nebraska
American Samoa	North Carolina
Arizona	North Dakota
California	New Hampshire
Colorado	New Jersey
Connecticut	New Mexico
District of Columbia	Nevada
Delaware	New York
Florida	Ohio
Federated States of Micronesia	Oklahoma
Georgia	Oregon
Guam	Pennsylvania
Hawaii	Puerto Rico
Iowa	Palau
Idaho	Rhode Island
Illinois	South Carolina
Indiana	South Dakota
Kansas	Tennessee
Kentucky	Texas
Louisiana	Utah
Massachusetts	Virginia
Maryland	Virgin Islands (U.S.)
Maine	Vermont
Marshall Islands	Washington
Michigan	Wisconsin
Minnesota	West Virginia
Missouri	Wyoming
Mariana Islands	