香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Dear Colleagues,

Visitor Registration System

The University's Visitor Registration System (VRS) has been in operation since January 2020. This message serves as a reminder to all colleagues to use the VRS when their external visitors need to access the campus.

Using the VRS

1. Designated staff members of your departments/offices can access the VRS to register for your visitors to enter the campus. Information about the hosts, the visitors, the visiting periods and the campus access locations is required for the registration.
2. Upon successful registration, a unique one-time QR code together with a link to the online health declaration will be generated and issued to your visitors individually by email.
3. Your visitors can enter the campus by just scanning the QR code at the designated entrance checkpoint during the prescribed visiting period. For entering the campus, visitors are also required to complete the online health declaration and undergo the body temperature check at the entrance.
4. For security reasons, visitors might be requested to show their photo ID.

Without using the VRS

Your visitors can still enter the campus without registration via the VRS but the procedures will be much more inconvenient and time-consuming.

1. Visitors without a QR code are required to be accompanied or picked up by staff in person at the campus entrance. Otherwise, the visitors will not be allowed to enter the campus.
2. Visitor registration will be done at the entrance. The information of both the visitors and the staff will be recorded by the campus security guard. Visitors will be requested to show their photo ID.
3. Visitors are also required to complete the health declaration on the spot and undergo the body temperature check at the entrance.

You are strongly recommended to make use of the VRS which is much more convenient to you and your visitors. If you are not certain who in your offices/departments are the designated staff that can access the VRS to register visitors, please contact Miss Stacey Ng at ext. 2070 or Miss June Tsang at ext. 2479.

Our Office and the Office of Information Technology are currently revamping the VRS. Hopefully by October 2021, the VRS can be accessed by all staff without channeling through the designated staff. A separate notice will be issued once the change is ready.

For any questions relating to the above, please contact Miss June Tsang at ext. 2479 or email to eo@hkbu.edu.hk.

Thank you.

Estates Office
6 July 2021