



Dear Colleagues,

Visitor Registration System – Access by all staff members

Starting from 1 October 2021, all HKBU staff with SSOid can register for their invited visitors who need to access campus through the Visitor Registration System (VRS) **directly** without going through the designated staff of their departments/offices.

Staff can access the VRS via the HKBU mobile app or <https://dept-vrs.hkbu.edu.hk/>. The registration is simple and the steps are self-explanatory.

Please note:

1. The designated staff of your department/office will continue to be the 'departmental users' of the VRS. They can still register the guests for you and manage all visitor registrations under your department/office. Other than the departmental users, other staff members of the same department/office will not be able to view registrations made by other colleagues.
2. For the details of the arrangement for the VRS, please refer to the **attached guidelines** <[LINK](#)> which shall be in force commencing 1 October 2021.

You are strongly recommended to make use of the VRS which is much more convenient for you and your visitors.

For any questions relating to the above, please contact Miss Stacey Ng at ext. 2070 or Miss June Tsang at ext. 2479.

Thank you.

Estates Office
27 September 2021

HONG KONG BAPTIST UNIVERSITY

Guidelines on use of Visitor Registration System

1. The Visitor Registration System (VRS) aims to provide convenience for University staff members to invite their guests to campus, and to streamline the access procedures for invited guests upon arrival under the current health and safety control measures for campus access.
2. All staff are advised to go through the internal approval procedures of their departments/office in relation to the invitation of guests for events/meetings/official functions before registering the visitors' information in the VRS.
3. All HKBU staff with SSOiD can access the VRS to register for their invited guests.
4. Designated staff nominated by Faculties/Schools/Academies/Departments/Offices/Centres/Institutes/Units are granted access right to view and manage all the registrations within their unit.

Registration of visitors using the VRS

5. To register for visitors for an event, the name and purpose of the event, venue, campus entry points, permitted entry date/time and number of visitors are required.
6. Events and visitors' information entered into the VRS can be edited and cancelled as necessary before the end date/time of the events.
7. A user manual is available for download in the VRS.

Access to campus for registered guests with valid VRS QR code

8. Upon successful registration, a unique one-time QR code will be generated and issued to the visitor by email. The visitor can enter the University campus by scanning the QR code at a QR code scanner at the designated campus entry point(s) for his/her visit during the prescribed visiting period. The visitor might also be requested to show his/her photo ID for verification.
9. Visitor who needs multiple entries to campus need to 'scan-out' at the exit scanner when leaving the campus. Otherwise, they would not be able to 'scan-in' again later.

Access to campus for guests without prior registration

10. Visitor without a QR code is required to be accompanied or picked up by staff member in person and registered manually at the campus entry point.

Important notes

11. The personal information collected through the VRS and manual registration form will be kept for 31 days from the last day of permitted entry. The personal information will be deleted or disposed of after the 31 days' period.
12. The personal information provided will be used for verification and checking the identity of the visitors only. More information about the *Privacy Policy Statement and Personal Information Collection Statement* of the University can be obtained at <https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>.
13. Visitors are required to observe and comply with the campus access control measures, including the health control measures when they need to enter the campus.
14. Staff members should, at their best endeavours, provide valid information in the VRS or manual registration record. Any staff members providing false information intentionally may be subject to disciplinary actions or liable for further actions.
15. If car parking spaces are needed for the visitors, please complete and submit the form "[Reservation for Car Parking Space](#)" to the Estates Office two working days (for one to two parking spaces) or seven working days (for three or more parking spaces) prior to the requested parking period. The reservation for car parking spaces is subject to the approval of the Estates Office.

For enquiries/assistance on the use of the VRS or visitors' access, please contact the Estates Office at 3411 5688 or 3411 5660.

October 2021