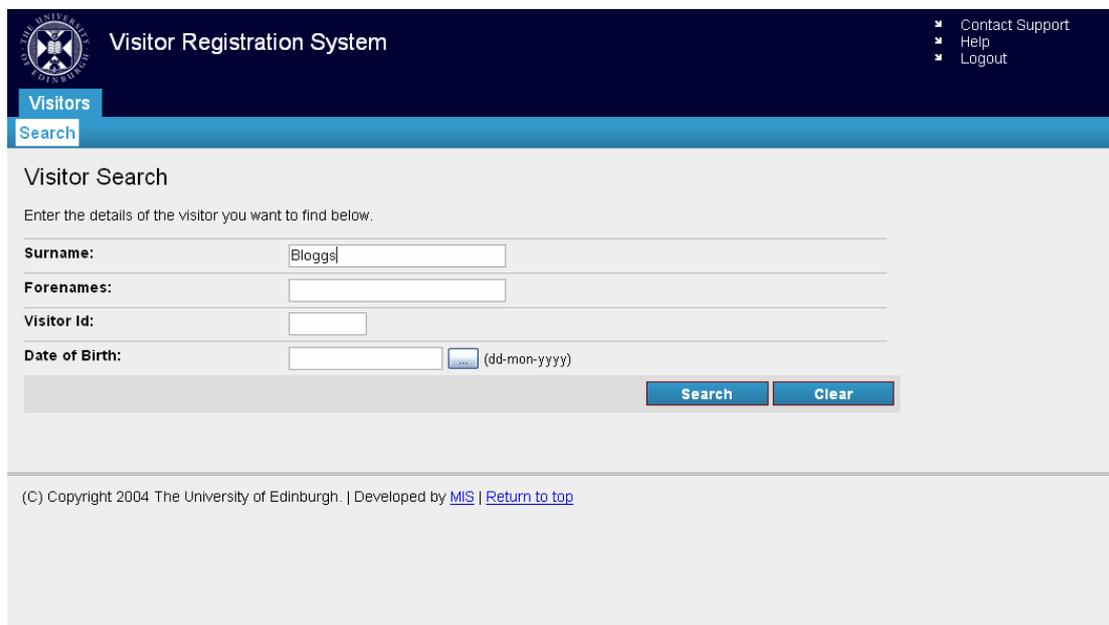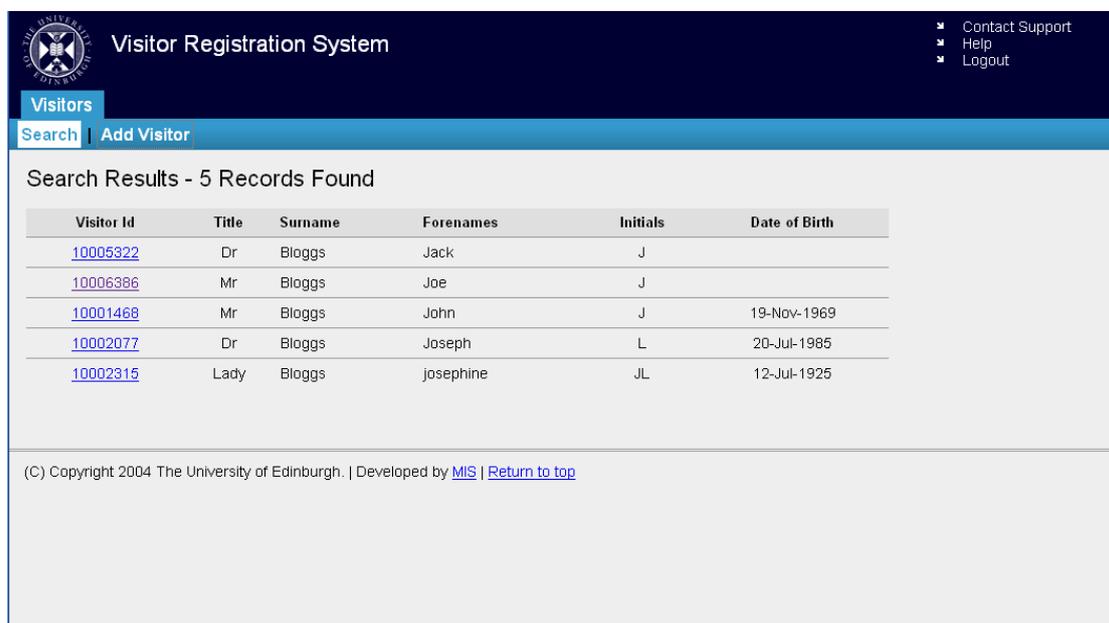# Informatics VRS Procedure for Originators

The VRS system should be used to formally register any people who are **not** current students **or** UoE payroll staff and who are either using Informatics facilities or who require access to the Informatics computing environment. Once the VRS entry has been made, details of the person should be passed to the appropriate person so that they can also be recorded in the Informatics database (see item 7 below).

1. Get the sponsor to complete the "New Staff / Visitor Notification Form" or do this yourself so that you have all the information needed for a VRS entry

2. Open the visitor registration system at https://www.vrs.mis.ed.ac.uk/

3. Select the "visitors" tab and search to see whether your visitor is already in the system.

4. If your visitor is already in the VRS system, click on the Visitor Id to see their details, otherwise click "Add Visitor".

5. Enter / edit details of your visitor, **including their current email address** and, if possible, their date of birth to help to distinguish between visitors with common names, then click on the "Add Visitor" button.

6. Enter details about the visit **including the name of the sponsor** (see example below) so that they can be easily contacted for any queries associated with the visit by other users of the system. Note that you should answer "no" to the question whether to include in RAE. If the visitor requires a DICE account, it is advisable to enter a start date which is a few days before the actual start date of the visit so that the account has time to appear in the appropriate central university systems and so that Informatics computer support have time to produce the account prior to the visitor's arrival.

7. After saving the above details and submitting them, you should contact your local approver. Once the details have been approved, you will be able to print off a visitor card application form for your visitor, and a username will have been automatically generated. Enter the username on the "New Staff / Visitor

Notification Form". To print off the card application form, you will need to go into the visit history of the visitor record; click on 'view'; and there you will find the 'card application form'.

8. You should then use the information on the "New Staff / Visitor Notification Form" to enter your visitor into the Informatics Database and then fill in a computer support form to request a DICE account, if required.

What should be handed to visitor:

1. Visitor Card Application Form (see 7. how to print this off)
2. Details of their DICE account, and how to register with EASE (produced by computer support if required)
3. Computing Regulations Signature Form (produced by computing support)

Handy Hint:

If a visit is subsequently extended and runs immediately from the original end date, you need to ask the Authoriser to go into the VRS system and change the end date. If you create a new visit with a start date the next day after the original visit is due to end, it causes a glitch at the turnover between the end of the first visit and the beginning of the second visit.