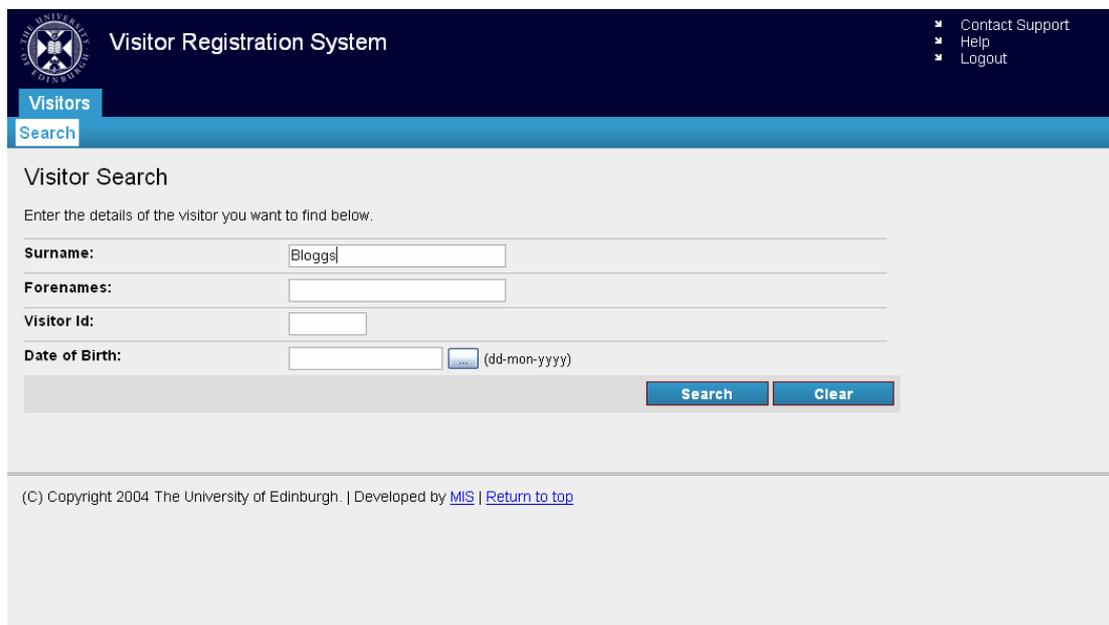


Informatics VRS Procedure for Originators

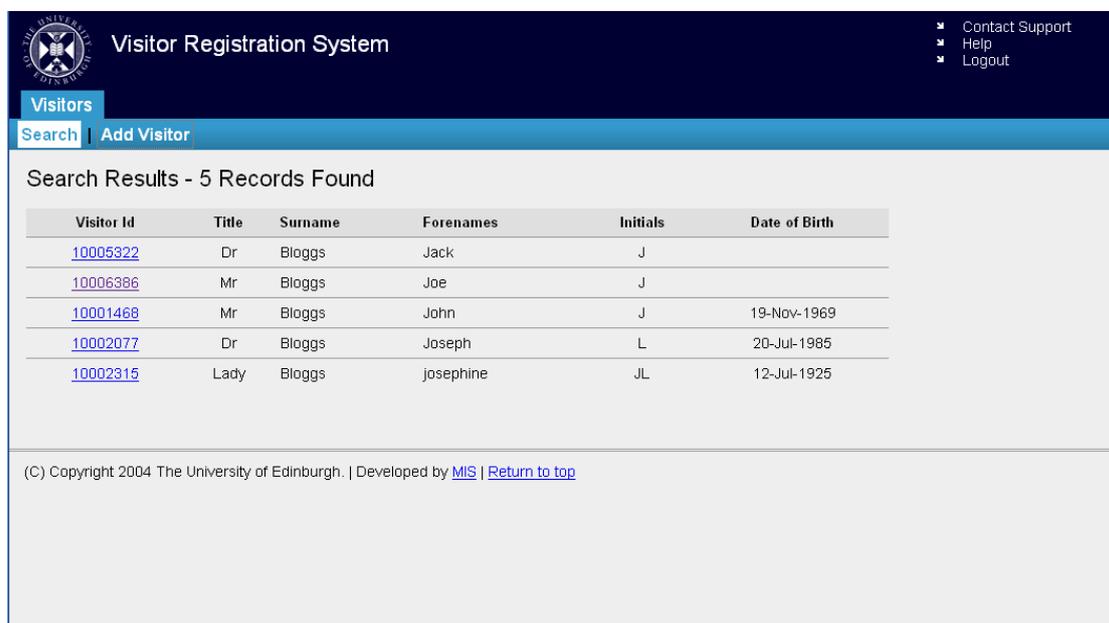
The VRS system should be used to formally register any people who are **not** current students **or** UoE payroll staff and who are either using Informatics facilities or who require access to the Informatics computing environment. Once the VRS entry has been made, details of the person should be passed 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.



The screenshot shows the 'Visitor Registration System' interface. At the top left is the University of Edinburgh logo. The page title is 'Visitor Registration System'. On the right, there are links for 'Contact Support', 'Help', and 'Logout'. Below the title bar, there is a 'Visitors' tab and a 'Search' button. The main content area is titled 'Visitor Search' and contains the instruction 'Enter the details of the visitor you want to find below.' There are four input fields: 'Surname' (containing 'Bloggs'), 'Forenames', 'Visitor Id', and 'Date of Birth' (with a calendar icon and '(dd-mon-yyyy)' format). At the bottom of the form are 'Search' and 'Clear' buttons. At the very bottom, there is a copyright notice: '(C) Copyright 2004 The University of Edinburgh. | Developed by MIS | [Return to top](#)'.

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



The screenshot shows the 'Visitor Registration System' interface displaying search results. At the top left is the University of Edinburgh logo. The page title is 'Visitor Registration System'. On the right, there are links for 'Contact Support', 'Help', and 'Logout'. Below the title bar, there is a 'Visitors' tab and buttons for 'Search' and 'Add Visitor'. The main content area is titled 'Search Results - 5 Records Found' and contains a table with the following data:

Visitor Id	Title	Surname	Forenames	Initials	Date of Birth
10005322	Dr	Bloggs	Jack	J	
10006386	Mr	Bloggs	Joe	J	
10001468	Mr	Bloggs	John	J	19-Nov-1969
10002077	Dr	Bloggs	Joseph	L	20-Jul-1985
10002315	Lady	Bloggs	josephine	JL	12-Jul-1925

At the bottom, there is a copyright notice: '(C) Copyright 2004 The University of Edinburgh. | Developed by MIS | [Return to top](#)'.

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.

Visitor Registration System

Contact Support
Help
Logout

Visitors

Search | Add Visitor

Add Visitor Details

Enter the details of the visitor below. * indicates a required field.

Title:	Mr *	Surname:	Bloggs *
Forenames:	Joe *	Preferred Forename:	Joe *
Initials:	J *	Gender:	Male
Date of Birth:	06-Nov-1988 (dd-mon-yyyy)	EU/Non-EU National:	EU
Home Institution:	The University of Peru	Mobility Impaired:	No
Contact Email Address:	Joe.Bloggs@uni.peru.edu	Wheelchair user:	No

Add Visitor Clear

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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.

Visitor Registration System

Contact Support
Help
Logout

Visitors

Search | Visitor Details | Visit History | Add Visit

Add Visit

Enter details of this visit below. * indicates a required field.

Visitor ID:	10006386	Surname:	Bloggs	Initials:	J
Organisational Unit For Visit:	Informatics - D747	UoE Contact Address for this visit:	Informatics Forum *		
Category:	Official Visitor *	Primary Purpose:	Research-academic *		
Start Date:	01-Nov-2008 (dd-mon-yyyy)	End Date:	31-Dec-2008 (dd-mon-yyyy)		
Postcode:	EH8 9AB	Telephone Number:			
Include in RAE:	No *	Staff ID: (RAE visits only)			
Funding Source: (RAE visits only)	Please Select..	Assessment Unit: (RAE visits only)	Please Select..		

Save Clear

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.