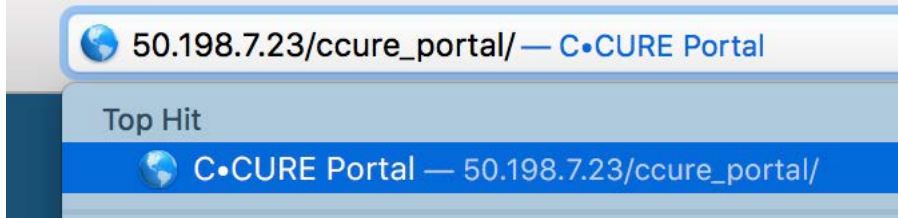




## **Visitor Management Steps for Tenants**

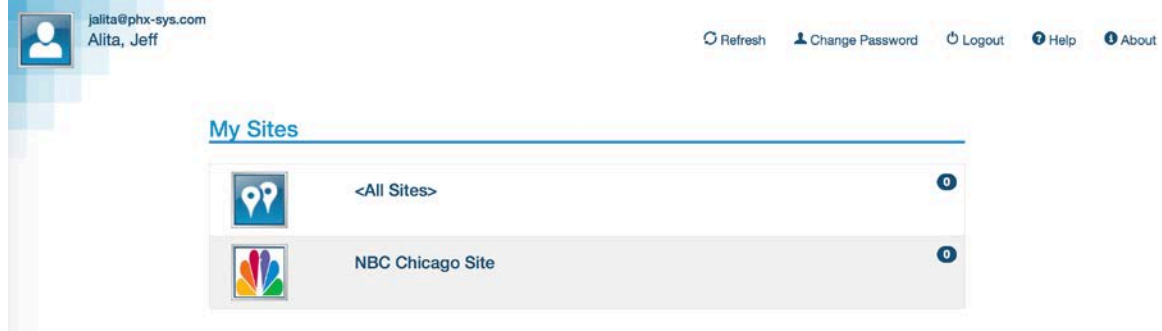
1. Go to the website [http://50.198.7.23/ccure\\_portal](http://50.198.7.23/ccure_portal)



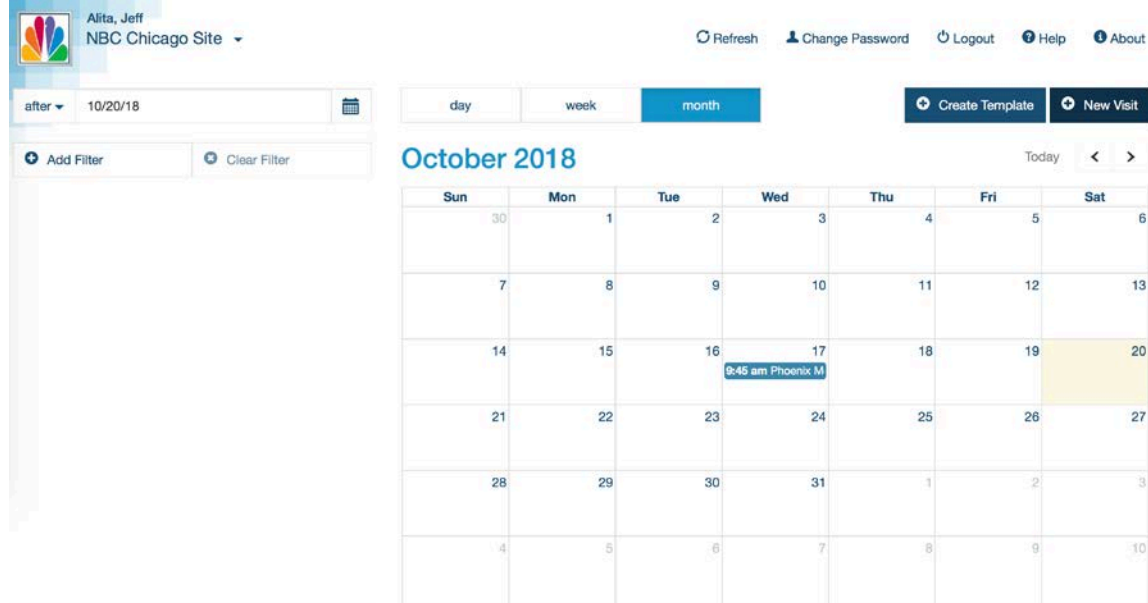
2. Log in using your credentials.

A screenshot of the C•CUREportal login page. The page has a dark blue background. At the top, the logo "C•CUREportal" is displayed in white. Below the logo is a horizontal blue line. The word "Login" is written in white. There are two white input fields: the first contains the email address "jalita@phx-sys.com", and the second contains a masked password "....." with a key icon and a dropdown arrow on the right. Below the input fields is a large blue button with the text "Sign in" in white. At the bottom of the page, there are two links in white: "Forgot Password" on the left and "Register" on the right.

3. Click on the NBC Chicago Site.

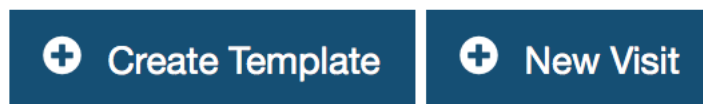


4. It will take you to the main page showing all your pre-registrations.



5. Click on "New Visit".

Change Password Logout ? Help i About



Today



6. Click on "VISITOR TEMPLATE".

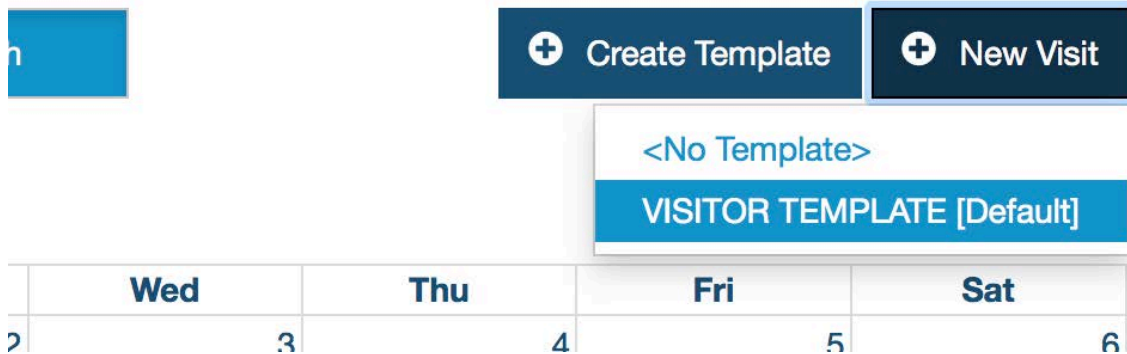
Refresh

 Change Password

 Logout

 Help

 About



h

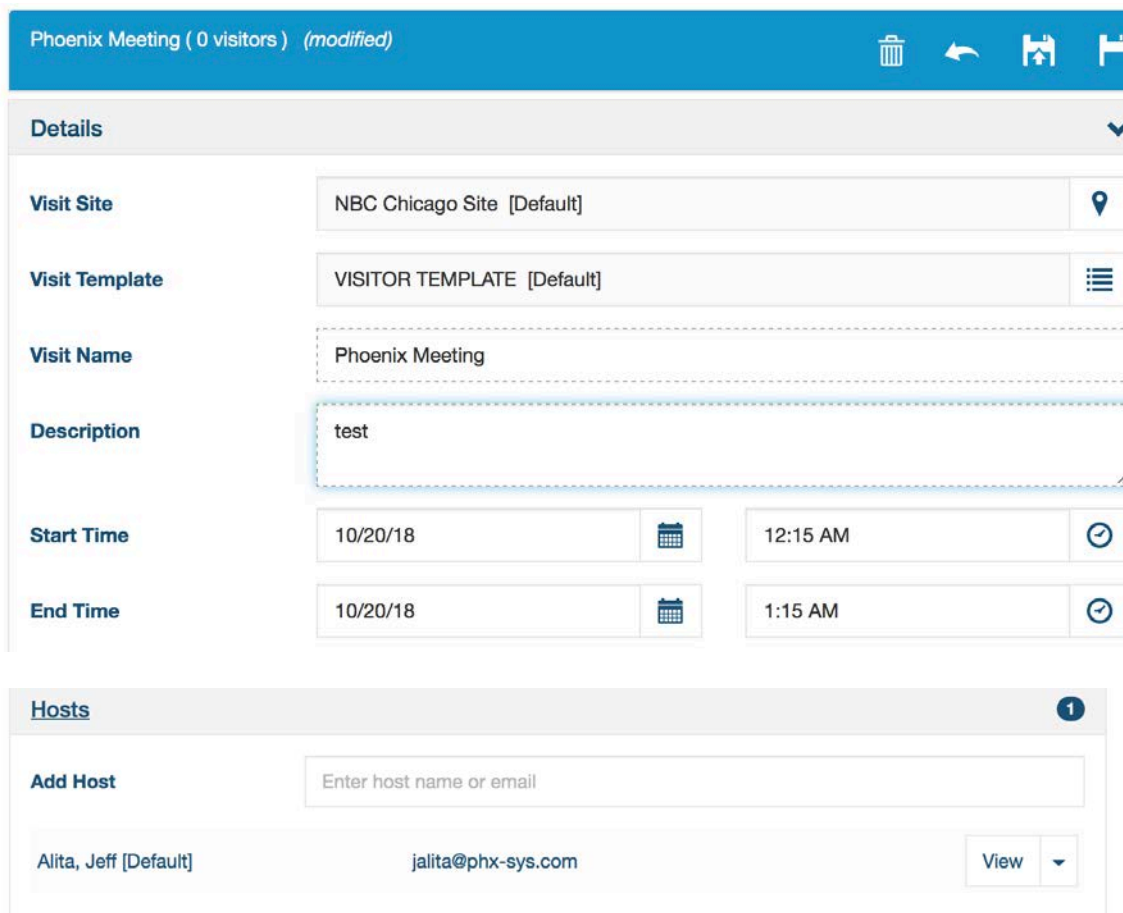
**+ Create Template** **+ New Visit**





<No Template>


**VISITOR TEMPLATE [Default]**


	Wed	Thu	Fri	Sat
2				
3				
4				
5				
6				


7. Fill in the “Visit Name” field and set the Start Time and End Time for the visit.



Phoenix Meeting ( 0 visitors ) (modified)    



**Details** 



**Visit Site** NBC Chicago Site [Default] 


**Visit Template** VISITOR TEMPLATE [Default] 

**Visit Name** Phoenix Meeting


**Description** test

**Start Time** 10/20/18  12:15 AM 

**End Time** 10/20/18  1:15 AM 

**Hosts** 

**Add Host** Enter host name or email

Alita, Jeff [Default] jalita@phx-sys.com **View** 

8. Expand the “Visitors” section and start typing in your visitors’ names.

**VISITORS**

**Bulk add visitors**

**Add Visitor**

**Phoenix Meeting ( 0 visitors ) (modified)**

**Details**

**Hosts**

**Visitors**

**Bulk add visitors**

**Add Visitor**

**(CREATE NEW VISITOR)**

**Instructions**

9. Click on “Create New Visitor”, it will take you to the “Create” New Visitor” window. Fill in the name and email addresses. Then click “Save”.

**Create New Visitor** ✓ ✕

**Last Name\***

**First Name\***

**Email Address\***  👤

**Save**


10. You will see the visitors name in the list when you click save.

Phoenix Meeting ( Smith, Mike ) *(modified)*

**Details**

**Hosts**

**Visitors**

**Bulk add visitors** 

**Add Visitor**

Smith, Mike	msmith@phx-sys.com
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11. You can add “Instructions” for your visitor in the next section if needed.

Phoenix Meeting ( Smith, Mike ) *(modified)*

**Details**

**Hosts**

**Visitors**

**Instructions**

**Visitor Instructions**

**Host Instructions**

**Attachments**

12. You can add “Attachments” for your visitor in the next section if needed.

Phoenix Meeting ( Smith, Mike ) (modified)

Details

Hosts

Visitors

Instructions

Attachments

Attach Document



13. You can now click on the Disk image with the Up Arrow to send an email and pre-register your visitor.

