

Highland Park High School

Visitor & Volunteer Security Procedures – Verkada

Sign-In

- **Entrances:** You may enter through the Emerson entrance or the Student Entrance on Westchester.
- **Volunteers:**
 - If you have completed your **background check** (done during BSSU), select **“Volunteer”** on the sign-in kiosk and enter your contact information. Be sure to use the same email address you used to complete your background check.
 - You will be able to print your **permanent Volunteer badge** and will receive a badge holder.
- **Visitors:**
 - If you have **not** completed a background check, select **“Visitor”** on the kiosk, enter the requested information, and present your driver’s license to be scanned.
 - You will receive a **Visitor badge** valid for that visit only.

Background Check

- If you did not complete your background check during BSSU, please complete it [HERE](#).
- Background checks are processed in batches **once a week (Thursdays)**.
- You may not be able to print your Volunteer badge until after the next Thursday.

Sign-Out

- **Volunteers:**
 - At exit, use the email you received from Verkada when you checked in.
 - Click **“Sign Out”** and then “Sign Out” again in your browser.
 - From that screen, you may download your **guest pass with QR code** for faster future sign-ins, and add it to your **Apple Wallet** or **Google Wallet**.
- **Visitors:**
 - At exit, use the **text message** you received from Verkada when you checked in.
 - Click **“Sign Out”** in your browser.
 - You may download your guest pass with QR code for quicker future sign-ins (Visitor pass only until your background check is completed).