

In order to visit the Manalapan-Englishtown Regional School district, we have created an online pre-registration portal called Passage Point.

The website for this portal is:

<http://passagepoint.mers.k12.nj.us:2080/pp/wi1/>

If this is the first time you are using Passage Point, you will need to create an account. This account will be used only to pre-register your visits to the school district.

To Create Your Account:

- 1) Click on the **CREATE ACCOUNT** button on the website. (See Figure 1)

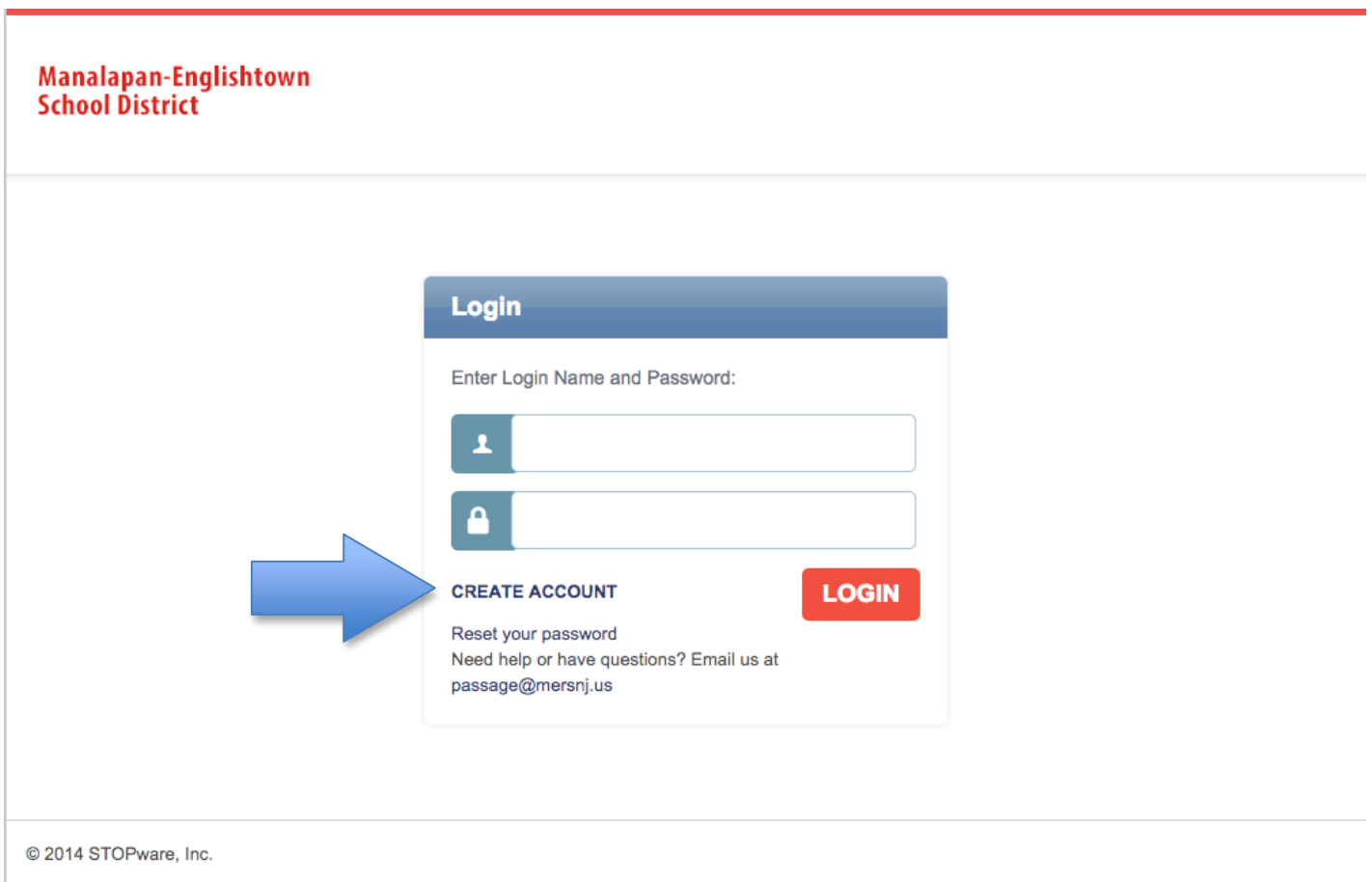


Figure 1

2) Enter the **WEB INTERFACE PASSWORD**, which is the word **web**

Choose a **LOGIN NAME** that you will use for this site in the future. A good example of a login name would be the first initial of your first name and your last name (eg. JSmith).

Enter your **FIRST NAME**, **LAST NAME** and **EMAIL ADDRESS** *exactly as they appear on the letter that you received from the school.*

Once all are entered, press the **CREATE ACCOUNT** button. (See Figure 2)

****A password specific to this site will be emailed to you at the email address you have provided.**

**Manalapan-Englishtown
School District**

CREATE NEW ACCOUNT

All fields are required.

* Web Interface Password:

* Login Name:

* First Name:

* Last Name:

* Email:

[BACK](#) **CREATE ACCOUNT**

Figure 2

To Pre-register your visit;

1) Go to the Passage Point website (below) or use the MERS-TO-GO App on your Smartphone. The app is available on the home page of the district website, ITUNES or the GOOGLE PLAY Store.

<http://passagepoint.mers.k12.nj.us:2080/pp/wi1/>

2) Login using the **LOGIN NAME** you created and the password that was emailed to you. Click the **LOGIN BUTTON**. (See Figure 1 – on first page of these directions)

3) Click the **PRE-REGISTER YOUR VISIT** button on either the top or bottom of the screen. (See Figure 3)

**Manalapan-Englishtown
School District**



Welcome to the Visitor Pre-Registration System for

**Manalapan-Englishtown
Regional Schools**

An award winning district with a tradition of excellence.



Pre-Register Your Visit



Quickly process your visitor and reduce visitor wait time - Pre-register every visitor in advance.



Figure 3

- 4) Enter your **FIRST NAME, LAST NAME** on the registration screen.
- 5) Enter the **START DATE & TIME, END DATE & TIME & DESTINATION** of your visit.
- 6) Check the **EMAIL VISITOR INVITATION** and **EMAIL HOST REMINDER** boxes on the bottom of the screen.
- 7) Click the **CREATE PRE-REG** Button when completed. (See Figure 4).

**Manalapan-Englishtown
School District**



Pre-Register Your Visit

Please fill out all fields with red labels.
Once you have pre-registered, please check your email.
You will be asked to present the email sent to you
(on paper or on your smartphone) upon arrival
at the school.

VISITOR INFORMATION

First Name: * **Last Name:** *

Category:

VISIT INFO - Single Visit

Start Date * All Day Event

End Date * Recurrence

Purpose of visit: **Special Instructions:**

Destinations: *

Arrival Instructions:

REMINDERS

Email Visitor Invitation: Email Host Reminder: Email Other Hosts Reminder:

Figure 4

The system will email you a confirmation. Please print out the confirmation and bring it with you when you visit.