

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:

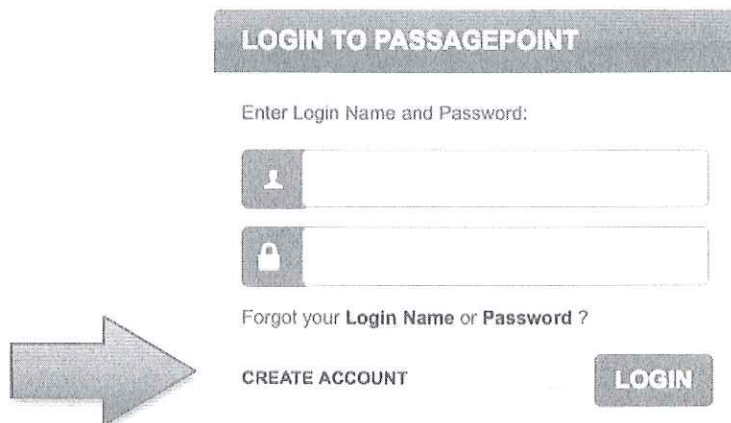
<http://passagepoint.mers.k12.nj.us:2080/pp/wi1/>

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)

Manalapan-Englishtown
School District



LOGIN TO PASSAGEPOINT

Enter Login Name and Password:

Forgot your **Login Name** or **Password** ?

CREATE ACCOUNT **LOGIN**

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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 in PowerSchool and on the letter that you received. If you did not receive a letter or the information on that letter is incorrect, please contact the office in your child's school to verify/correct the information that they have on file for you.*

Once all field 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;

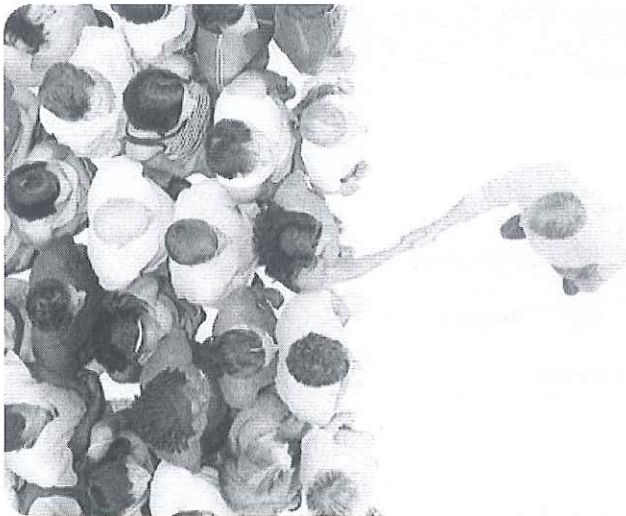
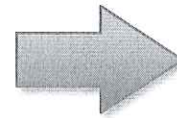
1) Go to the Passage Point website (below) or use the MERS-TO-GO App on your Smartphone. The app is available on the home page of the district website, ITUNES or the GOOGLE PLAY Store.

<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)

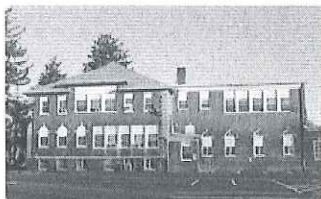
**Manalapan-Englishtown
School District**



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.

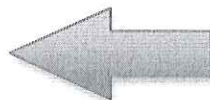


Figure 3

- 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:

Parent/Guardian

VISIT INFO - Single Visit

Start Date *

OCT 27 2016

9:38 AM



All Day Event

End Date *

OCT 27 2016

11:59 PM



Recurrence

Purpose of visit:

Special Instructions:

Destinations: *

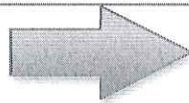
Arrival Instructions:

REMINDERS

Email Visitor Invitation:

Email Host Reminder:

Email Other Hosts Reminder:



CREATE PRE-REG

Figure 4

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