Checklist for Administrators

After Visiting Student Arrives

☐ Check in with visitor upon arrival
  ➢ It is helpful to provide a campus map and a copy of Rochester magazine which has listings of restaurants, museums, and events to do throughout the year.

☐ Send registration form to registrar
  ➢ Submit the registration form to the registrar’s office. If you do not know what registration form to use, please contact the registrar directly.

☐ Make sure visitor checks in with ISO
  ➢ Have student be prepared to bring passport and I-20 document, which will be copied for their records. At check-in, they will be asked to confirm their contact information and be assigned a date and location for Orientation.

☐ Alert ID office visitor will be coming, confirm visitor gets ID Card
  ➢ River Campus – Go to Susan B. Anthony Hall – ID Office location – Be sure that they have their Student ID number with them so the ID office can find them in the UR system.
  ➢ SMD - If your visitor is in the Medical Center, contact the registrar for further instruction.
  ➢ Eastman – Visitor will visit the ID Office, be sure they have their student ID number.

☐ Confirm visitor has submitted their Health History Form
  ➢ Next, they will go to University Health Services (“UHS”) to present their medical history forms and signup for a date if need immunizations done.

☐ Set up Net ID with visitor
  ➢ Go to https://myidentity.rochester.edu/newuser/init.jsp to initialize an account.

☐ Log in to blackboard with visitor
  ➢ Once the student has initialized their Net ID they should be able to access Blackboard. https://learn.rochester.edu/. If the registration of the visitor has not yet been processed, the visitor may not be able to access their blackboard account right away. This is OK. If the visitor is still unable to access their blackboard account a few days after the registrar has received the registration paperwork, contact the IT department.