



WASHTENAW COUNTY OFFICE OF THE SHERIFF



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SHERIFF

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UNDERSHERIFF

Visitor's Visitation Registration Process

- 1) Visitors must gain access to the Sheriff's Office visitation site through an internet browser from any computer. Computers will be available in the public lobby of the Sheriff's Office for those who do not otherwise have access to a computer.
- 2) Once access has been made to the Washtenaw County Sheriff's Office website, <http://www.ewashtenaw.org/government/sheriff/>, visitors will register by selecting the visiting registration icon.
- 3) Select the **Visitors** icon
- 4) Select the top option that reads **Visitor Registration**
- 5) **Visitor Information-**
Fill in all applicable information to register for a visitation session including a user ID and password.
 - a. You will need to make the password a minimum of **6 letters** and **1 symbol** to register.
 - b. When you register ensure that the ID type and number that you choose are the same identification that you bring to your scheduled visit as it will be used to verify your identity for the visitation session.
 - c. In the event of a **visitation cancelation** the system will send you a message if you have provided an email address during the registration process.
 - d. After completing the above steps select next
 - i. *If an error message appears follow the suggested steps highlighted in red to correct the trouble and continue by selecting next.*
- 6) **Contact Information-**
Fill in all fields including address and phone numbers; select next
- 7) **Inmate Information-**
Complete the following fields for inmate information
 - a. Inmate's first name
 - b. Last name
 - c. Gender
 - d. Select next
 - i. *The system will only recognize an inmate's full legal name, please ensure you correctly enter the inmates name to avoid error messages*
- 8) **Finish Registering-**
Review all information for accuracy as it appears on the screen. If the information is accurate select finish.
 - a. If you need to edit the information click previous to correct any error and continues as previously suggested
- 9) **Registration Complete-**
Please save your registration number to schedule any visitation sessions. In addition, allow 16 hours from initial registration for internal processing before attempting to schedule your first visit.

Public Safety – Emergency Preparedness – Quality Service – Strong Communities

Visitor's Visitation Scheduling Process

Persons scheduling the inmate's weekly visit must include everyone attending the weekly visit when scheduling (See Step #9). Persons not included when the weekly visit is scheduled will not be allowed to visit that week. Once the weekly visit is scheduled, no one else will be able to schedule another visit with that inmate for the week.

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2. Once access has been made to the Washtenaw County Sheriff's Office website, <http://www.ewashtenaw.org/government/sheriff/>, visitors will schedule a visit by selecting the visiting Scheduling icon.
3. Select the **Visitors** icon
4. Select **Visitors Login**.
5. Enter the user name and password that you created during the registration process and select login.
6. From the **Visitor Home** screen select **Schedule Visitation**.
7. Read the Video Visitation rule and select **I AGREE** to proceed to **Appointment Details**.
8. Complete all applicable fields,
 - a. Washtenaw County Jail – Ann Arbor, Mi, visitation location,
 - b. Inmate's name
 - c. Number of adults who will be attending with you for this visit
 - d. Number of children who will be attending with you for this visit
 - e. Select the actual date and time you which to visit
 - f. Select next.
 - i. *If an error message appears follow the suggested steps highlighted in red to correct the trouble and continue by selecting next.*
9. From the **Visitor Details** screen enter the names and ages of the adults and children coming to visit. Verify the information for accuracy and/or select previous to correct any errors and/or select next to move forward. **Only three visitors will be allowed per session.**
10. The **Confirm Appointment** screen will appear to ensure that all information is accurate; correct any error as previously instructed before selecting finish.
11. After all the above steps are successfully completed you will receive an **Appointment Scheduled** screen and reservation number.
 - a. Please retain the Reservation number for verification purposes at visitation check in.
12. **For your security please ensure you select the Logout icon in the top right corner of the screen.**