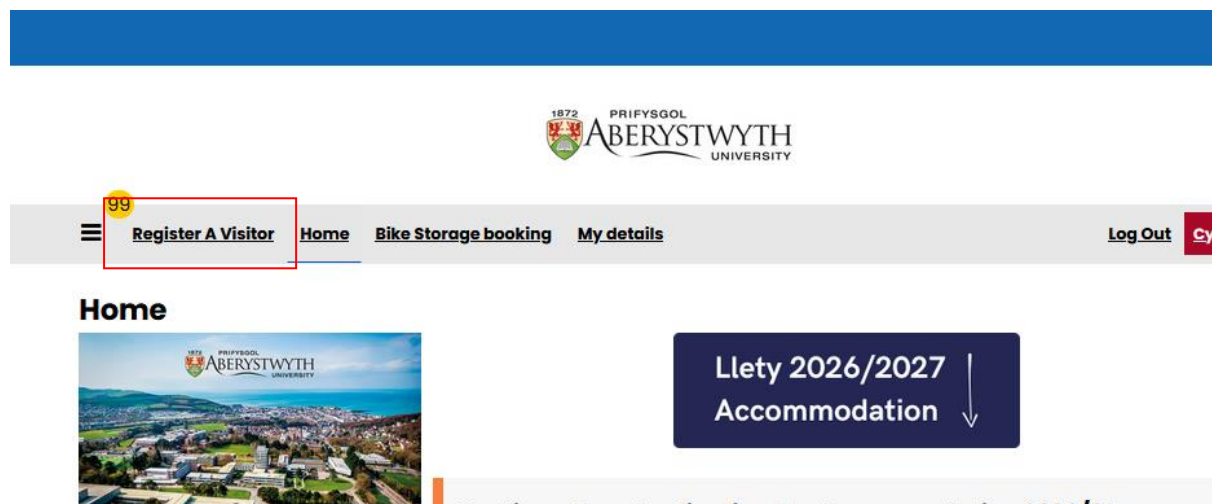


Register A Visitor On The Accommodation Portal

You can now register your visitor on the accommodation portal! It's easy, connects you to your visitor, and lets you rebook the same visitor with ease.

First of all, log into the accommodation portal - [Login | StarRez Portal](#)

Then click Register A Visitor in the menu bar.



Here you will see the rules for having a visitor, please read them and tick the box to agree to the visitor terms & conditions.

99

Register A Visitor

Home

Bike Storage booking

My details

Log Out

Register A Visitor

Visitors are welcome to stay in your accommodation providing the following measures have been met:

- Visitors must be registered before 4pm daily to be eligible to stay; weekend guests must be registered before 3pm on Fridays
- An overnight visitor must be over the age of 18.
- You may not have more than 1 visitor staying at the same time.
- A visitor can only stay up to three nights in a row and must not return within a seven day period.
- Visitors must sleep in your room and not in any communal areas.
- All visitors must be signed in to comply with Health, Safety and Fire Regulations. For further information, visit the Living in Residences webpage.
- You are responsible for your guest and they must not be left unsupervised. If they breach the Accommodation Occupation Contract in any way, you will be responsible for their actions.
- Discuss with your housemates that you want to have a visitor staying prior to their arrival.

Failure to comply with the above could mean that your visitor request is denied.

If your visitor needs parking whilst they're here, they will need to see Site Security who are based in the Main Campus Reception, Penglais Campus.

☐ I agree to the visitor terms and conditions. (Required)

All personal data collected, recorded, used and shared by Campus Services is done in accordance with the General Data Protection Regulations and Data Protection Act 2018. For further information visit our Data Protection Information page.

Agree & Continue

Contact

The next page is your Visitor List. It shows you your current visitor, upcoming visitors and past visitors. This will be empty at first, as you won't have had any visitors registered on the portal yet.

To add a new visitor, click New Visitor at the bottom of the page.

99

Home

Bike Storage booking

My details

Log Out

Visitor List

Current Visitor

There are no visitors to display.

Upcoming Visitor

Name	Age	Gender	Visitor Type	Arrival Date	Departure Date	Visitor Actions
Tony Stark	55	Male	Friend	30/04/2026 11:10	02/05/2026 11:10	

Past Visitors

Name	Age	Gender	Visitor Type	Arrival Date	Departure Date	Visitor Actions
Steve Rogers	32	Male	Friend	21/04/2026 13:27	21/04/2026 14:53	

Save & Continue

New Visitor

From this page we need to press Add Visitor:

99

Register A Visitor

Home

Bike Storage booking

My details

Log Out

New Visitor Reservation

There are no visitors to display.

Add Visitor

Go Back

Now we can enter our visitor details. Type them in and click Save & Continue.



99

Register A Visitor

Home

Bike Storage booking

My details

Log Out

Visitor Details

Name First (Required)

Tony

Name Last (Required)

Stark

Gender (Required)

Male

Date of Birth (Required)

29 / 05 / 1970

Phone Number

Email

tonystarkisironman@tsindustries.cc

Go Back

Save & Continue

Contact

T: +44 (0)1970 622984

The next page you add the arrival and departure date and visitor type:



99

Register A Visitor

Home

Bike Storage booking

My details

Log Out

Visitor Reservation Details

Arrival Date (Required)

28 / 04 / 2026, 11:10

Departure Date (Required)

29 / 04 / 2026, 11:10

Visitor Type (Required)

Friend

Go Back

Save & Continue

You can type the date in, or click the calendar icon to bring up a date picker:

99

Register A Visitor

Home

Bike Storage booking

My details

Log Out

Visitor Reservation Details

Arrival Date (Required)

28 / 04 / 2026, 11:10 

< April 2026 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Clear

Contact

T: +44 (0)1970 622984

Accommodation Office, Y Sgubor, Fferm Penglais

You can click the drop down to change the visitor type:

Visitor Reservation Details

Arrival Date (Required)

30 / 04 / 2026, 11:10 

Departure Date (Required)

02 / 05 / 2026, 11:10 

Visitor Type (Required)

Friend

Friend

Other family member

Parent/Guardian

Partner

When you're done, click the Save & Continue button.

A summary of your visitor details will be shown and you can click Save & End to return to the main page.

99

Home

Bike Storage booking

My details

Log Out

Visitor Reservation Confirmation Details

Visitor Name: Tony Stark

Arrival Date/Time: Thursday, 30 April, 2026 11:10 AM

Departure Date: Saturday, 02 May, 2026 11:10 AM

Visitor Type: Friend

Go Back

Save & End

Making Changes To A Visit and Rebooking a Visitor

You can return to the Visitors screen to make changes to the visitor and the dates of their visit.

Click My Visitors

(insert screenshot)

Click the 3 dots next to the visitor you want to edit. Chose Edit visitor to correct any issues with the name. Click Edit Reservation to change the dates of the visit:

Name	Age	Gender	Visitor Type	Arrival Date	Departure Date	Visitor Actions
Tony Stark	55	Male	Friend	30/04/2026 11:10	02/05/2026 11:10	Edit Visitor Edit Reservation

Past Visitors

You can rebook a visitor on the same page. Remember, visitors cannot return within a seven day period.

Click the three dots next to the visitor you want to rebook and choose reserve again:

Past Visitors

Name	Age	Gender	Visitor Type	Arrival Date	Departure Date	Visitor Actions
Steve Rogers	32	Male	Friend	21/04/2026 13:27	21/04/2026 14:53	Reserve Again Edit Visitor New Reservation

This date you directly to the visitor dates page where you can add in the new dates:

Visitor Reservation Details

Arrival Date (Required)

28 / 04 / 2026, 11:56 

Departure Date (Required)

29 / 04 / 2026, 11:56 

Visitor Type (Required)

Friend 

Go Back

Save & Continue
