

VBR – Visitor Registration Request

Quick Reference Guide



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VBR – Visitor Registration Request

This quick reference guide provides instructions for:

- Access to the Visitor Registration Request System
- Request access to certain Omaha UP facilities for those who do not work in those facilities
 - Bulk Upload process for multiple Visitors in a single request
- Search / Edit / Cancel previously submitted requests

Omaha based employees have access to their primary work facility via their UP Photo ID card allowing entry through various perimeter doors and turnstiles. All other personnel need to be registered into the Visitor Registration Request system; including:

- Employees based outside Omaha, NE
- Non-employees without a UP Photo ID with access
 - Family members
 - Vendors
 - Invited guests

Note - Only Omaha based employees are authorized to pre-register visitors. Visitors may be registered up to 180 days in advance and for no more than 30 consecutive days.

Note - The Union Pacific Police Department requires advance notice for all foreign nationals visiting Union Pacific property. A foreign national is an individual who is a citizen of any country other than the United States. Foreign nationals employed by Mexican and Canadian railroads and UPRR contractors who have been e-RailSafe certified are exempt from this policy

- Visiting foreign nationals must be documented in the Visitor Registration Request System
- Additional instructions will be emailed to the Host of visiting foreign nationals
- Additional details are contained within UPRR's [Foreign Visitor Notification Policy](#)

Access to Visitor Registration Request

From the UP Employee Homepage on the web, select **Departments, Safety, Police** and **Visitor Registration Request**

Home News & Info Departments Human Resources QuickLinks

EMPLOYEES HOME > OPERATING > SAFETY

Police and Security

Union Pacific's Police and Security team works to ensure a safe and secure railroad for employees and the public.

Omaha Security

- [Visitor Registration Request](#)
- [Visitor Registration Quick Reference Guide](#)
- [Security Overview](#)
- [Security FAQs](#)

Police Department Information

- [UP Police Department System Map](#)
- [About Union Pacific Police Department](#)

Select Visitor Registration Request

Request Visitor Access

1. Select **Create a Visitor Request** from the Home Page menu

VBR Visitors Badge Request Home Page

Home Visitor Requests Miscellaneous

Visitors Badge Request

Visitor Requests

- [Create a Visitor Request](#)
- [Find/Edit Previous Visitor Request](#)

Miscellaneous

- [FAQ](#)
- [Suggestions](#)
- [Help](#)

Select Create a Visitor Request

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2. Review / Edit information for both Host & Escort
 - a. The system will populate both the Host and Escort information for the person who creates the request.
 - i. Escort is the person who meets and accompanies the visitor to their Host
 1. Escort may be the same person as the Host
 - ii. Host is the person whom the Visitor is here to see
 1. Employee Development Center event coordinator / scheduler is considered as Host & Escort
 - b. Edit Host / Escort information by clicking the icon to the right of the Last Name field

Select Requester/Escort

Visitor is Here To See(Host)

Name:

Department:

Phone:

Person Escorting Visitor

Name:

Click icon to **lookup Host / Escort in UP address book**

3. Enter location information where visit will occur
 - a. Select the appropriate **Building** from the drop-down list
 - b. Enter the appropriate **Location** description or **Room** number where the visit will occur
 - i. Free-text entry

Building:

Use drop-down menu to **select Building**:
 UPC – Union Pacific Center
 JRY – Employee Development Center
 HDC – Harriman Dispatch Center

Note – Visitors may be added **one at a time** by entering information into the Visitor Info section. This may be repeated to add multiple visitors. **See Step 4a.**

However, **multiple visitors may be added in a single step** via the Bulk Upload feature to upload a formatted spreadsheet. **See Step 4b.**

4. Add Visitor(s) to Visitor List
 - a. To add Visitors **one at a time**:
 - i. If the Visitor was previously registered for a past visit, use the **Search Visitor** button to locate and use the Visitor's information for the new request
 - ii. Enter Visitor information directly into the fields
 1. Orange arrows indicate mandatory Visitor Info
 - a. Name (mandatory)
 - b. Arrival Date & Time (mandatory)
 - c. Departure Date (mandatory)
 - d. Company, Title, & Phone Number
 - e. Checkbox for compliance with UPRR's [Foreign Visitor Notification Policy](#)
 - iii. Click **Add Visitor** button to transfer Visitor information to Visitor list & clear Visitor Info fields to enter another visitor
 - iv. **Reset** button clears Visitor Info fields

Visitor Info

Name: Check the box if the visitor is a Foreign National

Arrival: Time: Departure: Phone:

Company: Title:

Click **Add Visitor** button when all Visitor info is entered

Visitor(s) info transferred to Visitor List

Visitors List (Duplicate records get replaced)

Name	Date	Arrival Time	Departure Date	Company	Title	Phone	Edit	Delete
Vincent V Viziter	08/17/2016	02:30 PM	08/17/2016	Viziter Ezamples Inc.	AVP Viziter Products	555-555-5555		

• **Note** – Proceed to Step 5

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4. Add Visitor(s) to Visitor List *(continued)*
 - b. To add **multiple visitors via Bulk Upload**
 - i. Click **Download Bulk Upload Template** link

Bulk Upload

[Download Bulk Upload Template](#) File:

Click **Download Bulk Upload Template** & Open the Excel file

- ii. Follow the prompts to open the MS Excel spreadsheet with a form for entering visitors
- iii. Enter Visitor information into the first work sheet named "Visitor_Bulk_Upload"
 1. Do not manipulate the header row columns - the sheet is locked to prevent accidental changes
 2. There is no limit to the number of names that may be entered into this spreadsheet.
 3. Header columns shaded in red indicate mandatory Visitor Info
 - a. Name (mandatory)
 - b. Arrival Date & Time (mandatory)
 - c. Departure Date (mandatory)
 - d. Company, Title, & Phone Number
 - e. Checkbox for compliance with UPRR's [Foreign Visitor Notification Policy](#)
4. Save the "Visitor Bulk Upload" file as .xls or .Xlsx
 - a. *Take note of the folder location where the file is saved on your computer*

Red shaded Headers indicate mandatory Visitor Info

First Name	MI	Last Name	Arrival (MM/DD/YYYY)	Time (HH:MM)	Departure (MM/DD/YYYY)	Company	Title	Phone (###-###-####)	Foreign National (Y/N)
Vincent	V	Viziter	08/31/2017	02:30 PM	08/31/2017	Viziter Examples Inc.	AVP Viziter Products	555-555-5555	N
Valerie	D	Viziter	08/31/2017	02:30 PM	08/31/2017	Viziter Examples Inc.	Viziter Product Director	555-555-5556	N
Viktor	L	Viziter	08/31/2017	02:30 PM	08/31/2017	Viziter Examples Inc.	Viziter Product Rep.	555-555-5557	N

Arrival
1.) Mandatory
2.) Current or future date only

Each field has informational notes

- iv. Return to the Visitor Registration Request & click **Browse** button to locate the Visitor Bulk Upload file on the computer
- v. Within the Browser, select the Visitor Bulk Upload file to upload and click **Open** to display the file location in the upload field
- vi. Click **Upload** button to transfer all Visitor information to Visitor list

Bulk Upload

[Download Bulk Upload Template](#) File:

Choose File to Upload

My Excel Docs

VBR_BULK_UPLOAD_TEMPLATE.xls

b. Select the file from the Browser; then click "Open"

a. Click **Browse** to open the Browser on the computer

c. Click **Upload** to complete photo transfer Visitor Info to Visitor List

Bulk Upload

[Download Bulk Upload Template](#) File:

Visitors List (Duplicate records get replaced)

Name	Arrival Date	Arrival Time	Departure Date	Company	Title	Phone	Edit	Delete
Vincent V Viziter	08/31/2016	02:30 PM	08/31/2016	Viziter Examples Inc.	AVP Viziter Products	555-555-5555		
Valerie D Viziter	08/31/2016	02:30 PM	08/31/2016	Viziter Examples Inc.	Viziter Product Director	555-555-5556		
Viktor L Viziter	08/31/2016	02:30 PM	08/31/2016	Viziter Examples Inc.	Viziter Product Rep.	555-555-5557		

Visitor Info may be Edited or Deleted from the Visitor List

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5. Enter Instructions / Comments for Security to follow when the Visitor arrives to check in
 - a. Select appropriate **Special Instructions** from the drop-down list
 - b. Enter specific instructions / comments into the **Comments** field.
 - **Note** - Some UP facilities require Escorts for all Visitors
6. Submit Visitor Registration Request
 - a. Click **Submit Request** button

7. Visitor Registration Confirmation
 - a. All Visitor Requests assigned a unique Request #
 - b. Confirmation statement indicates Special Instructions to be followed by Security upon Visitor's arrival

Visitor Request Details

Print

Request #374244

The Security Officer will allow your visitor to proceed to destination without an escort but will call **Escort/Contact** when your visitor arrives.

Host: Steve S. Supervisor
Escort/Contact: Eddie E. Empl

Visitor Name	Arrival Date	Arrival Time	Departure Date	Location/Room	Comments
Valerie D Visitor	08/31/2016	02:30 PM	08/31/2016	Classroom P	Visitor Examples for Quick Reference Guide
Vincent V Visitor	08/31/2016	02:30 PM	08/31/2016	Classroom P	Visitor Examples for Quick Reference Guide
Viktor L Visitor	08/31/2016	02:30 PM	08/31/2016	Classroom P	Visitor Examples for Quick Reference Guide

Search / Edit / Cancel previously submitted requests

1. Select **Find/Edit Visitor Requests** from the **Visitor Request Menu**
2. Enter information into fields & click **Search** button

Home Visitor Requests

Find/Edit Visitor Requests

Last Name: Company: Request #: Arrival Date:

Search Reset

3. Visitor List will display for Editing / Deletion
 - a. Click **Edit** icon to return to original Visitor Request form
 - b. Click **Delete** icon to remove Visitor Info from the system

Search Result:

Request Number	Host	Escort	Visitor	Company	Arrival Date	Arrival Time	Departure Date	Location/Room	Building	Edit	Delete
113	Douglas Peckard				12/15/2013			Conf Room 1002	UPC-Union Pacific Center		
	Douglas Peckard				12/15/2013			Conf Room 1002	UPC-Union Pacific Center		

Use drop-down menu to select **Special Instruction**:

- No Escort required. No call required.
- No Escort required. Please call.
- Escort required. Please call.
- Other

Special Instructions & specific Comments are provided to **Security**

Comments are not required.

Enter Comments

Special Instructions: Escort required. Please call.

Comments:

Submit Request Cancel

Click **Submit Request** when all information is entered

Visitor Info may be Edited or Deleted from the Search Results