



MILWAUKEE COUNTY SHERIFF

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County Correctional Facility South Video Visiting Instructions

You can register as a visitor at County Correctional Facility South or you can register on-line. To register and/or schedule a visit click on this link.

<http://mksheriff.org>

Look on the left hand side menu for County Correctional Facility South and then click on visiting. Click on the link on the video visiting informational page. It will take you to the Visitor registration and scheduling site.

If you haven't registered previously click in the brown box on the right hand side of the screen. If you have previously registered enter your e-mail address and your password.



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Log On

Log On

FAQ

Email/ID

Password

Log On

[Forgot your password? Click here to reset it.](#)

[Have not registered? Click here to create a new account.](#)

If you are a first time visitor and clicked on the link in the brown box the following screen appears



Personal Information

Log On FAQ

Personal Information
Please fill in the following fields. Items marked with * are required to be filled in.

- * First Name
- * Last Name
- * Birthday

Contact Information
Please fill in the following fields. Items marked with * are required to be filled in.

- * Address 1
- Address 2
- * City
- * State
- * Zip Code

- Login Information
- **Personal Information**
- Identification
- Confirmation

Fill in all the information on this screen. It must exactly to the information on the identification you will present at the time of your visit.



Personal Identification

Log On FAQ

Please choose one of the following types of identification. Make sure to fill in the information accurately. Please bring with your identification to the visit as it will be required for entrance into the facility.

- Identification Type
- * Identification Number
- * Identification State / Country

- Login Information
- Personal Information
- **Identification**
- Confirmation

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Complete this screen with the exact information on the identification you will show at the time of your visit.

Verify Information

Log On FAQ

Please verify the following entered information. Any incorrect information could lead to inability to visit.

Personal Information
TEST TESTER
DOB 1980-01-01

Personal Identification
Drivers License
123456789
WI

I verify the above information is correct.

Personal Information
123 TEST ST
MILWAUKEE, WI Wisconsin 53211


(414)555-1212

tester@anyemail.com

- Login Information
- Personal Information
- Identification
- Confirmation

Security Check
To ensure better security please fill in the box below with the text from the image.

Security Code



Verify that the information is correct. Click on the box next to “I verify the above information is correct”. Type in the security code as you see it. All letters are capitalized. Click finish. The following screen appears. Click return to login to schedule a visit.



Visitor Added

Log On FAQ

Congratulations! Your new visitor account has been created. You will soon receive an email with your new temporary password. With your email address and password you will be able to log in and schedule visitations.

[Return to Login](#)

- Summary

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USE THE INFORMATION YOU JUST ENTERED, LOG ON AND BEGIN SCHEDULING VISITS

Home

Home Account New Visit FAQ Log Off

[Click here to schedule a visit](#)

My Visit Quotas

	Count	Visits Remaining	Time	Time Remaining
Week of 3/20/11	0	n/a	00:00	n/a
Week of 3/27/11	0	n/a	00:00	n/a

My Upcoming Visits

Date	Start Time	End Time	Inmate	ID
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My Inmates
Click [here](#) to manage My Inmates

My Visitors
Click [here](#) to manage My Visitors

ONCE LOGGED IN:

If you need to **add a visitor** to your visitor list click **“here”** under **MY Visitors**. This allow you to schedule more than one visitor at the same time (i.e. – two visitors at a time).

If you need to **add an inmate** to your visitor list click **“here”** under **MY INMATES**

If you already have an inmate registered you can click **“Click here to schedule a visit”**. If not you can either enter the inmate ID or click on search Inmates.

English

Choose Inmate

Home Account New Visit FAQ Log Off

My Inmates

i You have currently not assigned any My Inmates. You can assign inmates to your My Inmates list under Account.

- Choose Visitor(s)
- **Choose Inmate**
- Choose Date / Time
- Confirmation

Add By Inmate ID

Inmate ID (if known)

Add to My Inmates

Search for Inmate
[Search Inmates](#)

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Once you click on search inmates you complete the information on this screen. Note: You are required to enter at least the first two letters of their first name **AND** the first two letters or their last name to do the search.

The screenshot shows the 'Choose Inmate' page. At the top right, there is a language dropdown menu set to 'English'. Below the header, there are navigation tabs: Home, Account, New Visit, FAQ, and Log Off. A blue information box contains the text: 'If you are unsure of the inmates id you can search for them using their first and last name. Note: You are required to enter at least the first two letters of their first name and the first two letters or their last name to do the search.' To the right of this box is a list of steps: 'Choose Visitor(s)', 'Choose Inmate', 'Choose Date / Time', and 'Confirmation'. The main search area is titled 'Search for Inmate' and includes three input fields: 'First Name', 'Middle Name', and 'Last Name', followed by a 'Search' button. At the bottom of the page, there is a footer: 'Renovo Software, Inc © 2010'.

When you have located your inmate select **"Add"** to the right of the inmate name and information.

The screenshot shows the 'Manage My Inmates' page. At the top right, there is a language dropdown menu set to 'English'. Below the header, there are navigation tabs: Home, Account, New Visit, FAQ, and Log Off. The page displays the text: 'The following inmates met your search criteria.' Below this is a table with the following columns: Last Name, First Name, Middle Name, and Inmate Id. Each row of data has an 'Add' link to its right. A blue bar at the bottom of the table contains the text '<< 1 >>'. Below the table is a link: 'Click here to change your search criteria'. To the right of the table is a list of options: 'Visitation Center Info', 'Change Email', 'Change Password', 'Contact Information', 'Identification', 'My Inmates', and 'My Visitors'. At the bottom of the page, there is a footer: 'Renovo Software, Inc © 2010'.

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Inmate Id</u>	
DOE	JOHN		0002752829	Add
DOE	JOHN		0002753032	Add
DOE	JOHN		0002753035	Add
DOE	JOHN		0002753036	Add
DOE	JOHN		0002753090	Add
DOE	JOHN		0002753099	Add
DOE	JOHN		0002753131	Add

You will receive a confirmation that your inmate has been successfully added to your My Inmates List. Click the **New Visit** Tab. Click **Select** to the left of your inmate's name

Choose Inmate

Home Account New Visit FAQ Log Off

My Inmates

Please select an inmate to visit from the list below. You can assign inmates to your My Inmates list under Account.

[Select](#) JOHN DOE

- Choose Visitor(s)
- **Choose Inmate**
- Choose Date / Time
- Confirmation

Add By Inmate ID

Inmate ID (if known)

Add to My Inmates

Search for Inmate
[Search Inmates](#)

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Select an available date. CCFs is the only visitation center so no selection is necessary for the visitation center. Select a time of day preference. No Preference, will give you the opportunity to select all available

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Search for Available Time

Home Account New Visit FAQ Log Off

Fill in your visit time preferences in the fields below and click search to see a list of available visit times for the selected inmate.

Search Criteria

Date

Visitation Center

Time of Day

- Choose Visitor(s)
- Choose Inmate
- **Choose Date / Time**
- Confirmation

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You will be presented available visitation times for your inmate. Click **“Select”** to the left of the time you wish to schedule.

Search for Available Time

Home Account New Visit

i Fill in your visit time preferences in the fields below and click search to see a list of available visit times for the selected inmate.

Search Criteria

Date: 03/24/2011

Visitation Center: No Preference

Time of Day: No Preference (12:00 AM - 12:00 AM)

Thursday, March 24, 2011

Select	09:00 AM - 09:30 AM	County Correctional Facility South
Select	09:45 AM - 10:15 AM	County Correctional Facility South
Select	10:30 AM - 11:00 AM	County Correctional Facility South
Select	11:15 AM - 11:45 AM	County Correctional Facility South
Select	12:00 PM - 12:30 PM	County Correctional Facility South

Check the information below to ensure accuracy. If everything is setup correctly Click the **“Reserve”** button at the bottom of the page to confirm your reservation.

Congratulations! Your visitation has been reserved. Please note the confirmation number as it will be needed for any inquires