

# Created by anyuserVPASS: Visitor Processing Appointment Scheduling System

## VPASS starts May 19, 2013

You may create your account starting May 6.

To create an account:



1) Go to the Calif Dept of Corrections website: [www.cdcr.ca.gov](http://www.cdcr.ca.gov)

2) Look for the “make an appt” icon, and click.

3) Click on **“Register”** at the bottom of the screen. It is in tiny blue letters above the white **“WARNING”** box.

4) You will now be on the **Create New User** screen. Enter the information requested. Preferred facility is Calipatria State Prison. When you create an account, an appointment time will automatically fill. Go on to the next item. Fill in the ID type (Drivers License, passport or other acceptable identification), Identification number and expiration date. Enter your email address. Click on the “Subscribe to email alerts.” This will allow an email to be sent to you if there is change in the visit status (a lock down).

5) On page 2 you will be asked to create a user id and password. **The USER ID must be a least 7 characters and include at least one number.** For example: susan55, mary123, jennifer7. No spaces! **The PASSWORD must be at least 7 characters and have one of the following symbols: !@#\$%^&\*()** For example: visitor!, calipat\$, @hotmail, joe&lee

6) The VPASS system will send you an email. You must click on the link provided in order to activate your account. Once your account is active you may make your appointments.

7) You may make your appointment on Sundays starting at 8pm for the following weekend. The first appointment time is 8:15am and the last one is at 2pm. When the calendar changes colors on VPASS you can begin scheduling regular visits and holiday visits. You must schedule an appointment for each visiting day separately. If you determine that you cannot keep your scheduled appointment, please go on line and cancel so someone else may visit.

8) The VPASS system is only for general population appointments. Ad-Seg /ASU appointments will remain the same: by email and phone.

9) Phone appointments for general population will remain available for two weeks during the activation of VPASS (May 19, 2013 to June 2, 2013). After June 2, 2013 all regular contact appointments must be scheduled via VPASS.

10) Walk-ins will be processed as time permits, giving priority to scheduled appointments.

11) Please bring a copy of your appointment (or the confirmation number) with you to visit.

*\*This document is not an official CDCR document. It was created by IFC Calipatria.*