# Scheduling a Visit over the Web

# ONCE YOU HAVE REGISTERED IN PERSON AT THE CLARK COUNTY DETENTION CENTER YOU MUST INITIALLY USE THIS PROCESS (ONE TIME)TO RETRIEVE YOUR PASSWORD AND BEGIN SCHEDULING VISITS ONLINE.

### Go to http://ccdcvvs.lvmpd.com

Log On				🥥 (English 💌
			Log On	FAQ
	Email/ID			
	Password		Log On	
		Forgot your password? Click here to reset it.		
		Renovo Software, Inc © 2010		

#### Click "Forgot your password? Click here to reset it"

Email
Enter the email address you used to register this account. If you can not remember your email address please contact the Visitation Center to have it recovered.
Email
<b>Security Check</b> To ensure better security please fill in the box below with the text from the image.
Security Code
Reset Password

#### ENTER EMAIL ADDRESS YOU USED TO REGISTER AT THE CLARK COUNTY DETENTION CENTER

Enter the security code presented to you on the screen (Type All Letters in CAPITAL)

Click "Reset Password"

You password has been successfully reset. You should soon be receiving an email with your new password.

#### Return to Login

Login into your email and retrieve the email sent from Clark County Detention Center.

In the email you will receive the following information

- YOUR VISITOR ID
- YOUR EMAIL ADDRESS
- YOUR NEW PASSWORD

## **USE THE ABOVE INFORMATION TO LOG ON AND SCHEDULE VISITS**

Go to http://ccdcvvs.lvmpd.com

Click the "Schedule a Visit" link

#### Select desired language from Drop down in top right corner

log On				🈡 English 👤
			Log On	FAQ
	Email/ID Password		Log On	
		Forgot your password? Click here to reset it.		
		Renovo Software, Inc © 2010		

#### ENTER EMAIL ADDRESS OR VISITOR ID

#### **ENTER PASSWORD**

Click the **Log On** button

# **ONCE LOGGED IN:**

If you need to add an inmate to your visitor list click "here" under MY INMATES

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).

Home					(	👂 Enalish 🔽
		Home	Account	New Visit	FAQ	Log Off
	Click her	<u>e to schedule a v</u>	<u>/isit</u>		My Ini	mates
My Visit Quotas	Count	Visits Remaining	Time	Time Remaining	Click <u>here</u> to m Inmates	ianage My
Week of 6/6/10 Week of 6/13/10	0 0	n/a n/a	00:00 00:00	n/a n/a	My Vi	sitors
My Upcoming Visits Date Start Time		End Time	Inmate	ID	Click <u>here</u> to m Visitors	ianage My
		Rehovo Softv	vare, Inc © 21	U1U		

If you already have an inmate registered you can click "Click here to schedule a visit"

If you know your inmates ID # enter in the box

Choose Inmate					📎 Enalish 💌
	Home	Account	New Visit	FAQ	Log Off
My inmates               You have currently not assigned your My Inmates list under Access         Add By inmate ID         Inmate ID (if known)            ✓ Add to My Inmates         Search for inmate Search Inmates	d any My Inmate ount.	es. You can assig	n inmates to	• Choose Vis • <b>Choose In</b> • Choose Da • Confirmatio	sitor(s) mate ite / Time on
Renovo Software, Inc © 2010					

If you are unsure of the inmate's 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.

				(	🔵 Enalish 🔽	
Choose Inmate						
	Home	Account	New Visit	FAQ	Log Off	
				1		
If you are unsure of the inmate last name. Note: You are requir first name and the first two lett	<ul> <li>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.</li> <li>Choose Visitor(s)</li> <li>Choose Inmate</li> <li>Choose Date / Time</li> </ul>					
Search for Inmate				• Comminiacio	"	
First Name						
Middle Name						
Last Name	Search	]				
	Renovo Sc	oftware, Inc © 20	)10			

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

Manage My I	inmates	Home	Account	New Visit	FAQ	✓ Enalish ✓ Log Off
The following inm Last Name / DOE DOE DOE DOE DOE DOE DOE DOE	ates met your seard JOHN JOHN JOHN JOHN JOHN JOHN JOHN JOHN	ch criteria. <u>Middle Name</u>	Inmate I 0002752 0002753 0002753 0002753 0002753 0002753 0002753	d 829 <u>Ac</u> 032 <u>Ac</u> 035 <u>Ac</u> 036 <u>Ac</u> 090 <u>Ac</u> 099 <u>Ac</u> 131 <u>Ac</u>	• Visitation ( • Change Er • Change Pa • Contact In • Identificati • My Inmate • My Visitors	Center Info nail issword formation on es
<u>Click here to char</u>	age your search crite	<< < 1 > >> eria				
		Renovo Sofi	tware, Inc © 2(	)10		

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 inmates name

Choose Inmate					🕥 Enalish 🔽		
	Home	Account	New Visit	FAQ	Log Off		
My Inmates Please select an inmate to visit your My Inmates list under Acco Select JOHN DOE	from the list bel unt.	ow. You can assi	gn inmates to	<ul> <li>Choose Vis</li> <li>Choose Ini</li> <li>Choose Da</li> <li>Confirmation</li> </ul>	iitor(s) m <b>ate</b> te / Time on		
Add By Inmate ID         Inmate ID (if known)       Lookup         ✓ Add to My Inmates         Search for Inmate         Search Inmates							
Renovo Software, Inc © 2010							

#### Select an available date

Select the Visitaton Center (Clark Visitation Center)

Select a time of day preference. No Preference (12:00AM - 12:00AM) will give you the opportunity to select all available times.

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

Select	07:30 AM - 07:55 AM	Clark County Visitation Center
Select	08:00 AM - 08:25 AM	Clark County Visitation Center
Select	08:30 AM - 08:55 AM	Clark County Visitation Center
Select	09:00 AM - 09:25 AM	Clark County Visitation Center
Select	09:30 AM - 09:55 AM	Clark County Visitation Center
Select	10:00 AM - 10:25 AM	Clark County Visitation Center
	and the second sec	and the second

#### 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.

Visitation Confirmation	and the providence of the contraction of the contra	the providence and
Status: Confirme	d	🚊 print summary
Inmate JOHN DOE		🙁 cancel visit
<b>Visitor(s)</b> Kevin pullman	Relationship To Inmate Spouse	
Date and Time Date: Start Time: End Time:	Tuesday, June 08, 2010 08:00 AM 08:25 AM	
<b>Visitation Center</b> Clark County Visitation Center Las Vegas, NV		
Return Home		