# Video Visitation Scheduling & Registration

Visitors can now register for and schedule visits with inmates of this facility.

VISITATION SCHEDULE, DETAILS AND LOCATIONS are listed on the back of this brochure. Please be sure to note your visitor information

**GTL VIDEO VISITATION** 

#### Register

Visitors can now register for, and schedule inmate visitations online. At any time, go to the visitation website and click "Register Today." Fill in the required information including a valid email address. If you do not have an email address, there are many webmail providers who offer free email accounts. An email account is required r visitation account creation and for using the online registration tool. Once you have registered on the visitation website, check your email inbox for an email to finalize your registration. If you do not receive an email, check your spam/junk folder. If you still don't see an email from the system, call 855-208-7349. Next, log in using the temporary password provided in the email. You will be prompted to change your password. Be sure to pick a password you can remember, or note it in a secure location.

#### Schedule a Visit

Visits must be scheduled at least four days in advance but cannot be scheduled more than ten days in advance. To schedule an inmate visit, log in with the email address you used for registration and the new password you created after logging in with your temporary password. Click "Visitation" in the main menu, add any additional visitors that will attend the video visit and select the inmate you'd like to visit. Next, enter your preferred date, time and location and click "Search." Click "Select" next to the desired visitation time. NOTE: all visits are listed in the time zone of the facility of the visit. On the next page, you can review selections and make changes. At the bottom of the page, indicate that you have reviewed the policies. Verify all the information on the page, and click "Confirm." The status of the visit should now be "Confirmed." Upcoming visits are shown on the Home page. Click a visit to review its details.

#### Check In & Visit

Visitors must be signed in at least 15 minutes before your visit is scheduled to begin and a photo ID is required for all visitors at check-in.

## Cancellation

To cancel a visit, click "Cancel Visit" on the summary page in your account, or click the "X" next to the visit on the home page. You will then be asked to confirm your cancellation.

## Visit History

To view information about past visits, click the "View Visit History" link under the "My Account" tab. VISITATION SCHEDULING & REGISTRATION:

#### https://newriverva.gtlvisitme.com

Schedule Visits



Sign in to schedule and manage upcoming visits with your inmate. Inmate visitation scheduling allows you to skip the long lines by reserving your visitation time. You can select the date, time and location that is most convenient for you. Best of all, visits are confirmed instantly!