In order to visit the Manalapan-Englishtown Regional School district, we have created an online pre-registration portal called Passage Point.

The website for this portal is:

http://passagepoint.mers.k12.nj.us:2080/pp/wi1/

If this is the first time you are using Passage Point, you will need to create an account. This account will be used only to pre-register your visits to the school district.

To Create Your Account:

1) Click on the **CREATE ACCOUNT** button on the website. (See Figure 1)
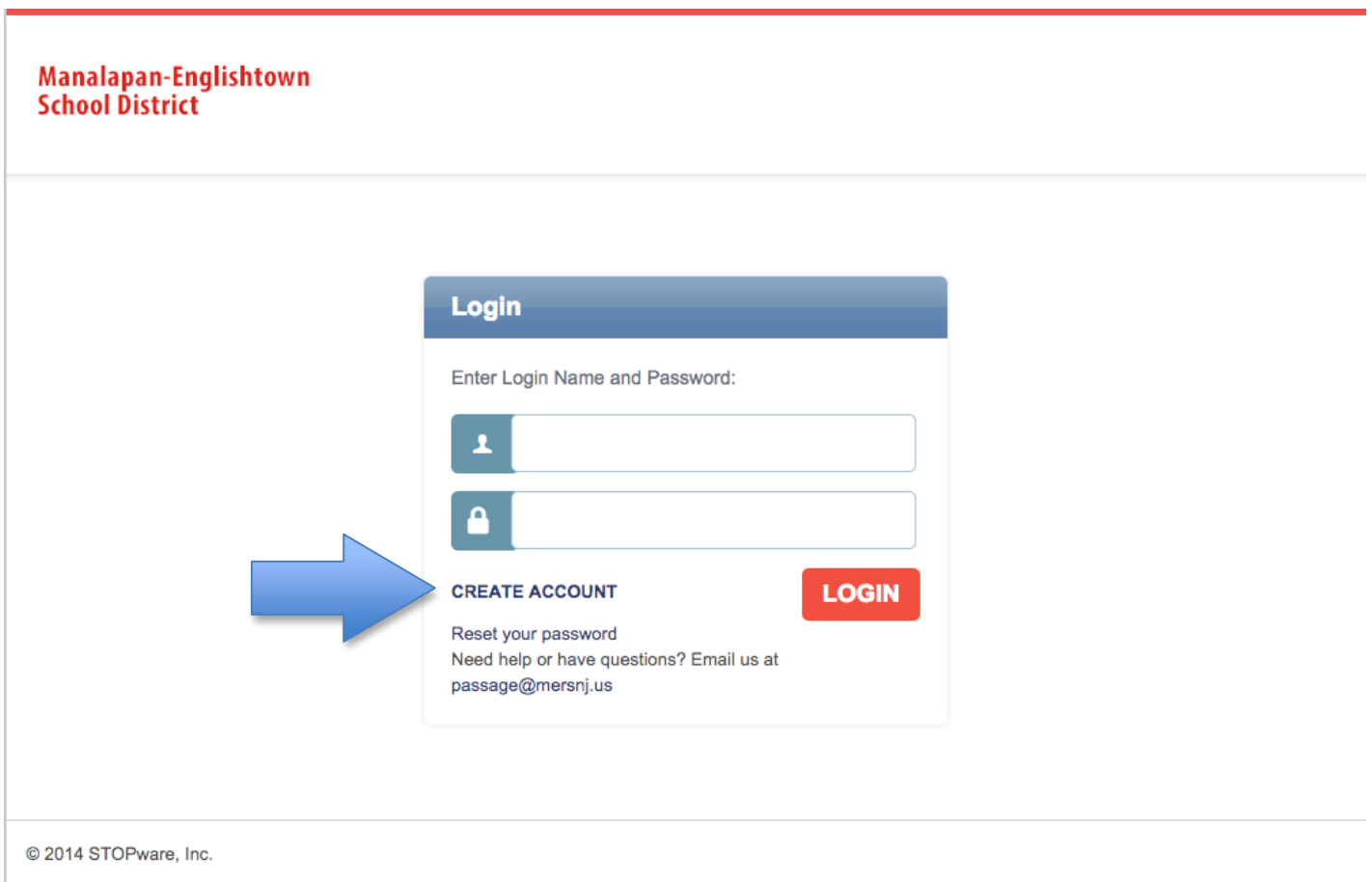

Figure 1

2) Enter the **WEB INTERFACE PASSWORD**, which is the word *web*

Choose a **LOGIN NAME** that you will use for this site in the future. A good example of a login name would be the first initial of your first name and your last name (eg. JSmith).

Enter your **FIRST NAME**, **LAST NAME** and **EMAIL ADDRESS** *exactly as they appear on the letter that you received from the school*.

Once all are entered, press the **CREATE ACCOUNT** button. (See Figure 2)

***A password specific to this site will be emailed to you at the email address you have provided.**

Manalapan-Englishtown School District

CREATE NEW ACCOUNT

All fields are required.

* Web Interface Password:

* Login Name:

* First Name:

* Last Name:

* Email:

BACK   CREATE ACCOUNT

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Figure 2

To Pre-register your visit;

1) Go to the Passage Point website (below) or use the MERS-TO-GO App on your Smartphone. The app is available on the home page of the district website, ITUNES or the GOOGLE PLAY Store.

   http://passagepoint.mers.k12.nj.us:2080/pp/wi1/

2) Login using the **LOGIN NAME** you created and the password that was emailed to you. Click the **LOGIN BUTTON.** (See Figure 1 – on first page of these directions)

3) Click the **PRE-REGISTER YOUR VISIT** button on either the top or bottom of the screen. (See Figure 3)

Figure 3

4) Enter your **FIRST NAME, LAST NAME** on the registration screen.
5) Enter the **START DATE & TIME, END DATE & TIME & DESTINATION** of your visit.
6) Check the **EMAIL VISITOR INVITATION** and **EMAIL HOST REMINDER** boxes on the bottom of the screen.
7) Click the **CREATE PRE-REG** Button when completed. (See Figure 4).

Figure 4

The system will email you a confirmation. Please print out the confirmation and bring it with you when you visit.