



## Guidance Note: ADG-ALL-2021-001

### What is the Coronavirus QR Code Service Kiosk check-in?

Kiosk check-in is a simple form to help you record a visitor's first name, family name and contact phone number electronically on the venue's device. The Kiosk check-in is linked to a defined location or area at your venue, registered with the Victorian Government QR Code service.

The form can be set up on any device with a modern web browser, such as a desktop, laptop, tablet or mobile phone – whatever is most suitable to your venue.

Full instructions available (section 10):

<https://www.coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service>

**Amnesty on not having a QR code for electronic check-in ends 11.59PM Thursday 24 June 2021**

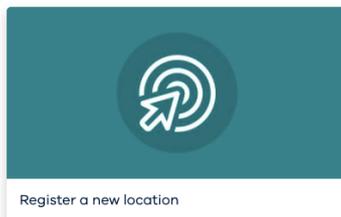
## QUICK GUIDE

### How to set up QR Kiosk

Where to start...

Login to the Victorian Government QR Code Service:

<https://busreg.covid19.dhhs.vic.gov.au/>



Either create a new location or edit an existing location to create or update the Kiosk information.

Once clicked, either the pencil icon or triangle button followed by edit will allow you to update or check details already entered for your location.



The Kiosk Contact will receive an email confirming setup completed and further instructions on setting up a Kiosk.

The Kiosk Code (8 digits) is what you will need when logging on to the kiosk and to give to those needing to setup a device.

**Edit Location**

**Kiosk Contact Details**

Copy existing Location contact details ⓘ

Kiosk Contact First Name: Kevin

Kiosk Contact Last Name: Broughton

Kiosk Contact Phone: 04766 04799

Kiosk Contact Email: kevinb@gippsanglican.org.au

Kiosk Code: 12643474

Kiosk Enabled:

Cancel Save

Login to the Victorian Government Kiosk Check-in site (recommend you bookmark for future use):  
<https://www.service.vic.gov.au/business/kiosk-check-in>

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Enter kiosk code

Enter the kiosk code that appears in the email you received or from the Victorian Government QR Code Service portal.

[Need help finding the code.](#)

8 digit kiosk code

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The first time logging in on a given device you will be asked for the Kiosk Code.

You will then be asked for a security code (once per device). This is sent to the email of the Kiosk Contact after you have entered the Kiosk Code and clicked next.

Kiosk check-in

Hi Anglican Diocese of Gippsland 2021 Synod

We've sent a security code to k\*\*\*\*\*@\*\*\*\*.au. It lasts 60 minutes.

We do this to make sure it's really you.

This device will be registered for the following location

Location: Registry - Chapter House

Security code

This code lasts 60 minutes

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Location: Anglican Diocese of Gippsland 2021 Synod ⓘ

Given name

Family name

Phone number

e.g. +61 421 123 456

We'll only use these details for contact tracing. We'll delete in 28 days unless needed for contact tracing purposes. [Learn more.](#)

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If the device is being used at multiple check-in, you will need to click the ⓘ icon and you will be able to change to another location or register another location. Keep note of the location when registering on behalf of your visitors.

## Need Help?

If you would like assistance, please feel free to contact Kevin Broughton through [kevinb@gippsanglican.org.au](mailto:kevinb@gippsanglican.org.au) or calling the registry on (03) 5144 2044.



*Prior to use, ensure this document is the most recent revision. To request a change, submit your changes to Executive Support ([kevinb@gippsanglican.org.au](mailto:kevinb@gippsanglican.org.au))*