

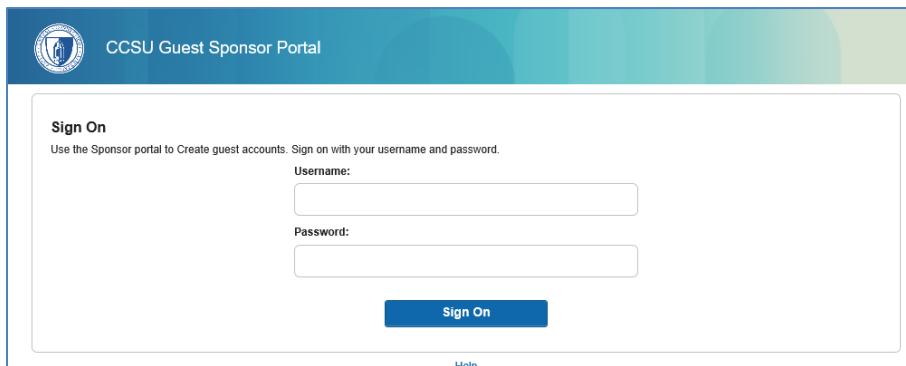
Wireless Guest Server User Provisioning Instructions

Introduction

The Guest Server facilitates the creation of Guest accounts where a CCSU employee is the sponsor of the account(s). Guest account access may be granted for a period of 1, 3 or 5 days. The creation of the account and the resources accessed by the account are securely stored on the guest server in order to facilitate the creation of various reports covering varying metrics.

Accessing the Guest Sponsor Portal

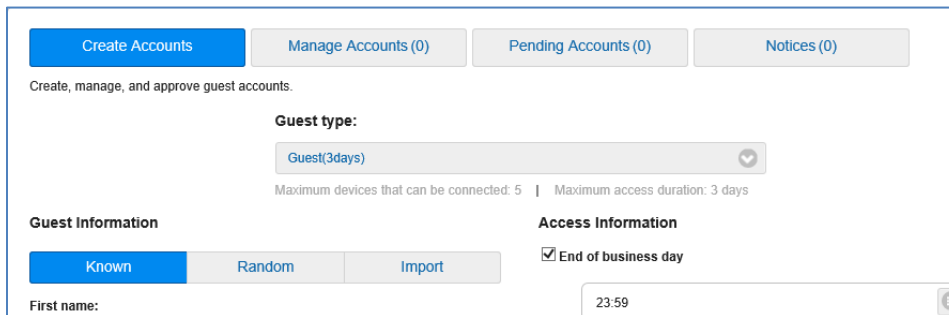
1. Open your web browser and navigate to <https://wifisponsor.its.ccsu.edu>.
2. Log in with your CCSU BlueNet Account username and password.



The screenshot shows the CCSU Guest Sponsor Portal Sign On page. At the top left is the CCSU logo and the text "CCSU Guest Sponsor Portal". Below this is a "Sign On" section with the instruction: "Use the Sponsor portal to Create guest accounts. Sign on with your username and password." There are two input fields: "Username:" and "Password:". Below the fields is a blue "Sign On" button. At the bottom right of the form area is a small "Help" link.

Upon log in, the Create Accounts screen is displayed. There are two ways to create accounts:
Known – used to create a single account by entering the guest’s information, one guest at a time.
Import – used to create multiple accounts at one time using a spreadsheet template.

Please note, the “Random” account generation option is not supported. You must provide user information for each guest.



The screenshot shows the "Create Accounts" screen. At the top are four buttons: "Create Accounts" (highlighted in blue), "Manage Accounts (0)", "Pending Accounts (0)", and "Notices (0)". Below these is the instruction: "Create, manage, and approve guest accounts." The "Guest type:" dropdown menu is set to "Guest(3days)". Below this, it says "Maximum devices that can be connected: 5 | Maximum access duration: 3 days". There are two sections: "Guest Information" and "Access Information". Under "Guest Information", there are three buttons: "Known" (highlighted in blue), "Random", and "Import". Under "Access Information", there is a checked checkbox for "End of business day". At the bottom, there is a "First name:" label and a text input field containing "23:59".

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Create a Known/Single Guest User Account

1. Click on Known under Create Accounts.
2. Under Guest type, leave default of Guest(day) to grant access for 1 day). Alternatively, you may select Guest(Upto3Days) or Weekly (grants access for 5 days) to grant access for a longer period of time.
3. Complete the Guest Information section, then click on Create.

4. The Guest account details are shown.

5. Click Notify to print or email the Guest account details. At the Notify screen, click to check the box next to Print and/or Email. When emailing, click the box next to Copy me if you would like to receive a copy of the guest account information.

Bulk Creation of Guest Accounts

The Guest server also facilitates the creation of multiple guest user accounts. In order to create multiple accounts the information needs to be stored in a comma separated value file commonly called a csv file. The csv file will record each users account information with each column being separated by a comma. You may create a csv using a normal Excel spreadsheet with the column headers as follows:

First Name, Last Name, Email Address, Phone Number, Company, Person Being Visited, Reason for Visit

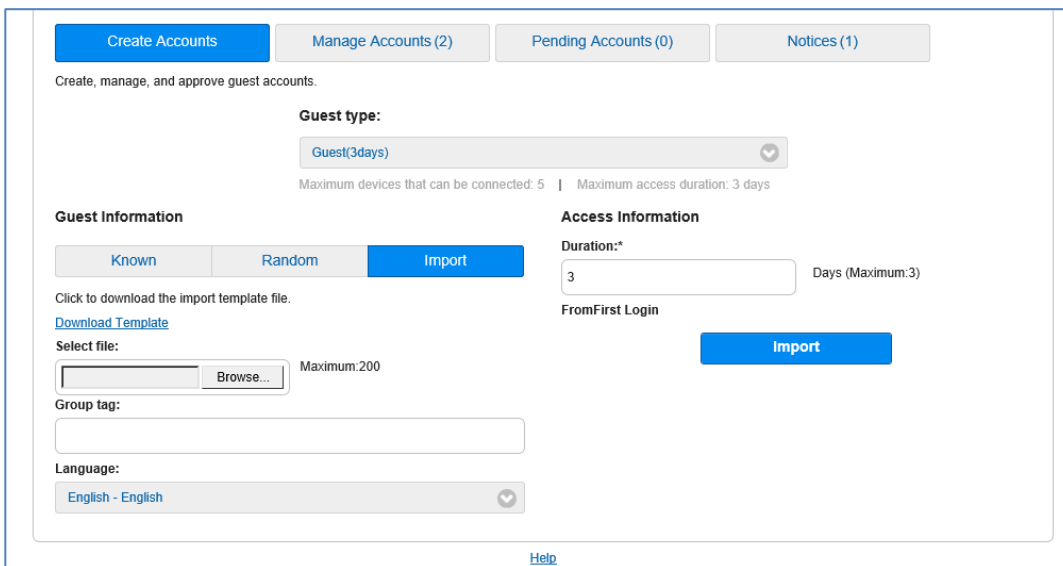
Alternately, you may download a template for the csv file that can be used for the bulk upload.

If you already have a file with the information, here is a good resource for exporting it as a CSV file:

<http://www.extendoffice.com/documents/excel/613-excel-export-to-csv-file.html>

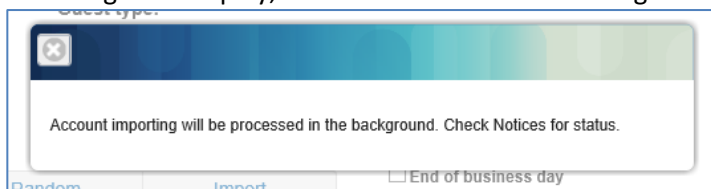
Creating Bulk Accounts

1. Click on Import under Create Accounts.
2. Under Guest type, leave default of Guest(day) to grant access for 1 day). Alternatively, you may select Guest(Upto3Days) or Weekly (grants access for 5 days) to grant access for a longer period of time.



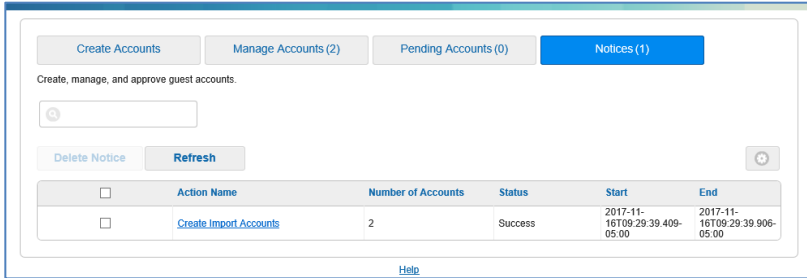
The screenshot shows the 'Create Accounts' interface. At the top, there are tabs for 'Create Accounts', 'Manage Accounts (2)', 'Pending Accounts (0)', and 'Notices (1)'. Below the tabs, there is a section for 'Guest type' with a dropdown menu set to 'Guest(3days)'. Below this, there are two columns: 'Guest Information' and 'Access Information'. In 'Guest Information', there are buttons for 'Known', 'Random', and 'Import'. Below these buttons, there is a 'Download Template' link and a 'Select file:' section with a 'Browse...' button and a 'Maximum:200' label. There is also a 'Group tag:' text input field and a 'Language:' dropdown menu set to 'English - English'. In 'Access Information', there is a 'Duration:*' input field set to '3' with a 'Days (Maximum:3)' label, and a 'FromFirst Login' checkbox. An 'Import' button is located at the bottom right of the 'Access Information' section. A 'Help' link is at the bottom center.

3. If you need to create the csv file, click on the Download Template link to download the file in Excel format. Complete the file and save it, ensuring the file extension is .csv.
4. Click on the Browse button and select the csv file containing the bulk guest information, then click on the Import button.
5. A message will display, click the X to close this message.

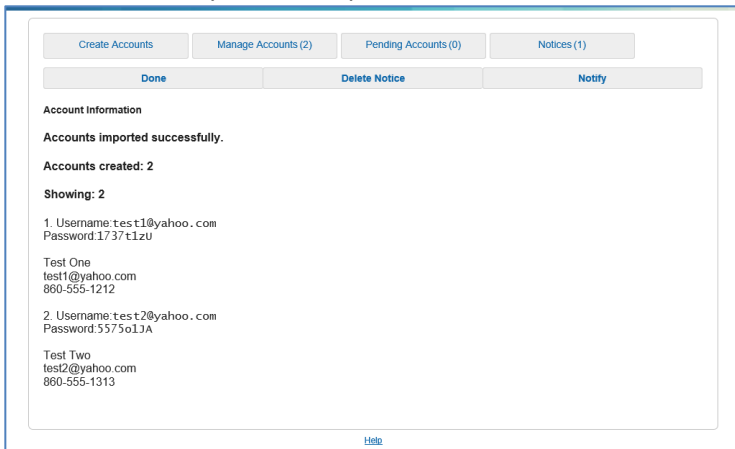


Wireless Guest Server User Provisioning Instructions

- Click on Notices to see the status of the import. Under Action Name, click on Create Import Accounts to view the details and notify Guests of their account information.



- Click on the Notify button to print or email Guest account information.



- Click to check the box next to Print and/or Email. When emailing, click the box next to Accounts Created to send to all accounts and Copy me if you would like to receive a copy of the guest account information.

