

# Wireless Guest Server User Provisioning Instructions

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## Introduction

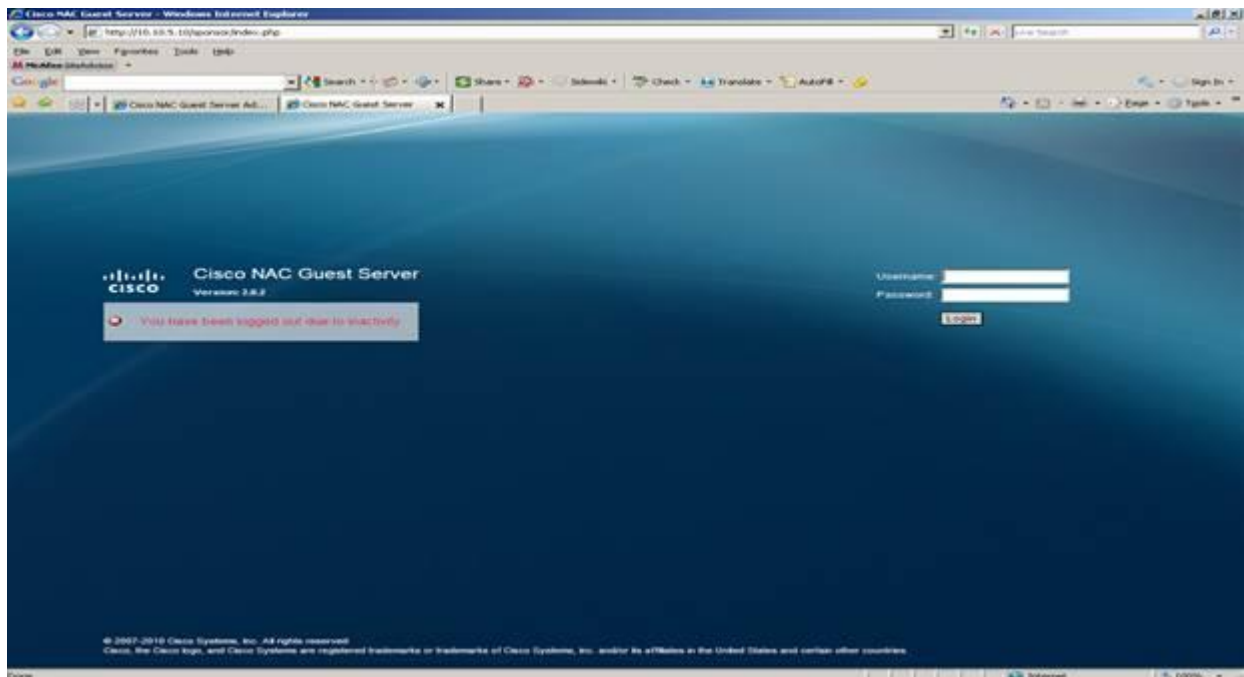
The wireless guest server solution provides a simple means of utilizing the University's network resources while securing access to critical network areas. Guests of the University who require internet access via the CCSU wireless network will be provided access by connecting to CCSU-GUEST wireless network. Guests will require a user name and a password, these credentials are created by the Guest's host or sponsor.

## Instructions

The Guest Server facilitates the creation of guest accounts for use by Guests of CCSU. These accounts are normally valid for a specific number of days, the validity of the account should not usually exceed the duration of the event being attended by the guest. 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.

### Step 1: Guest Account Creation

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



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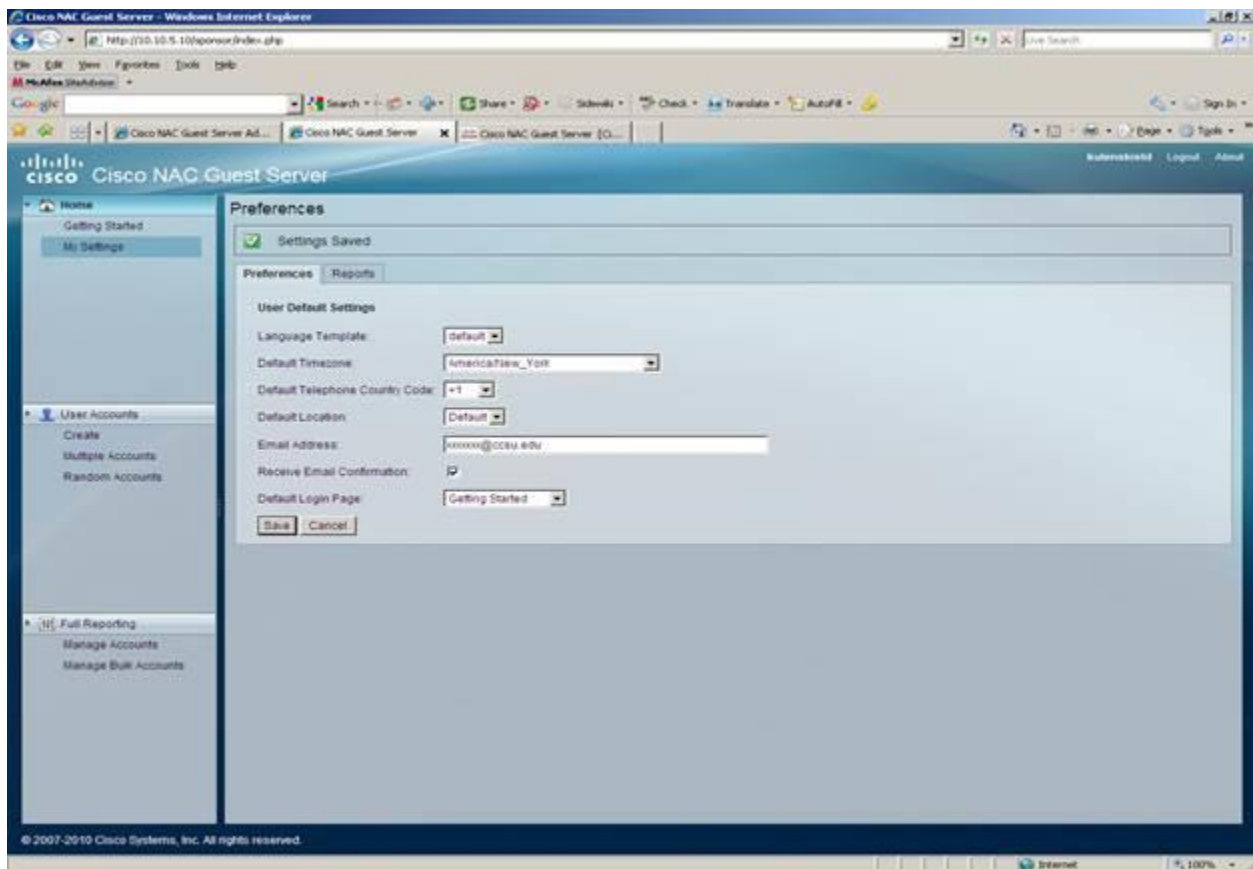
## Step 2: Configure Account Preferences

At your first log on you may be required to enter data needed by the guest server to customize the software's layout and language settings. The values below are recommended:

- Language Template: use Default
- Default Timezone: use America/New\_York
- Default Telephone Country Code: use +1
- Default Location: use Default
- Email Address: use your CCSU e-mail account information

Receive Email Confirmation: check this box if you wish to receive email confirmations when you create new guest accounts.

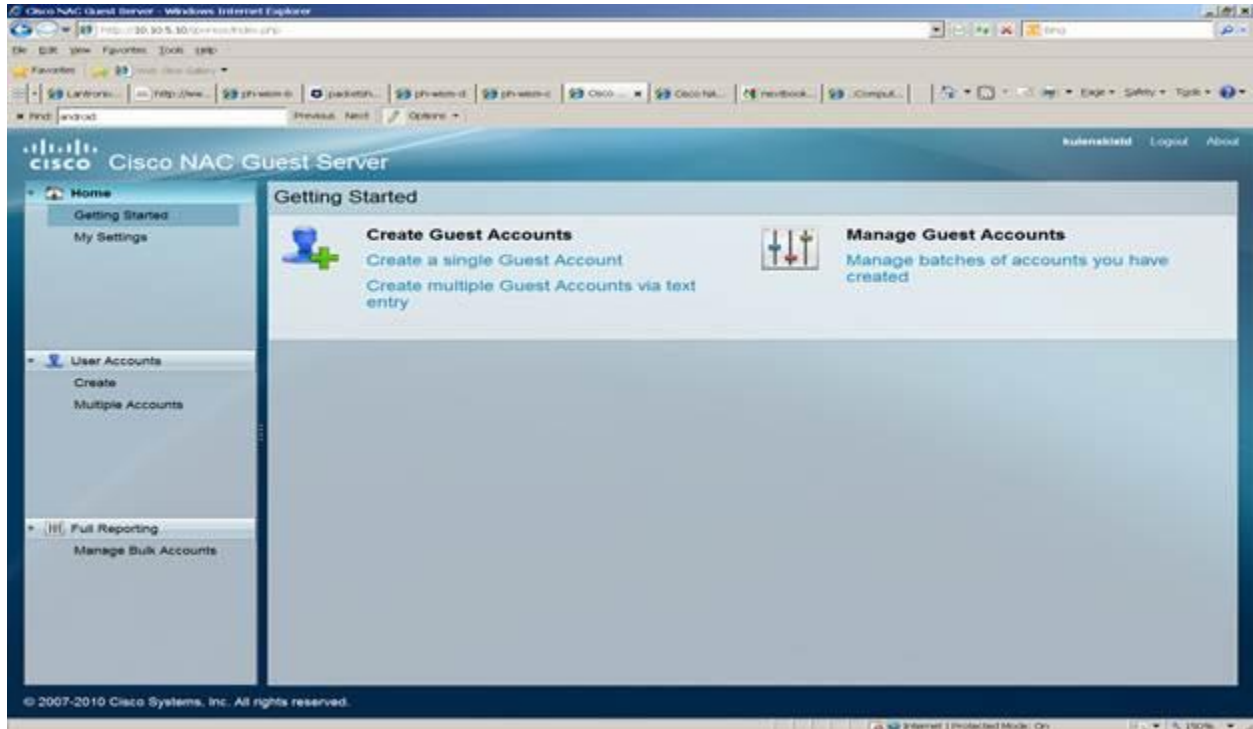
Click on Save.



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## Step 3: Creating Guest Accounts

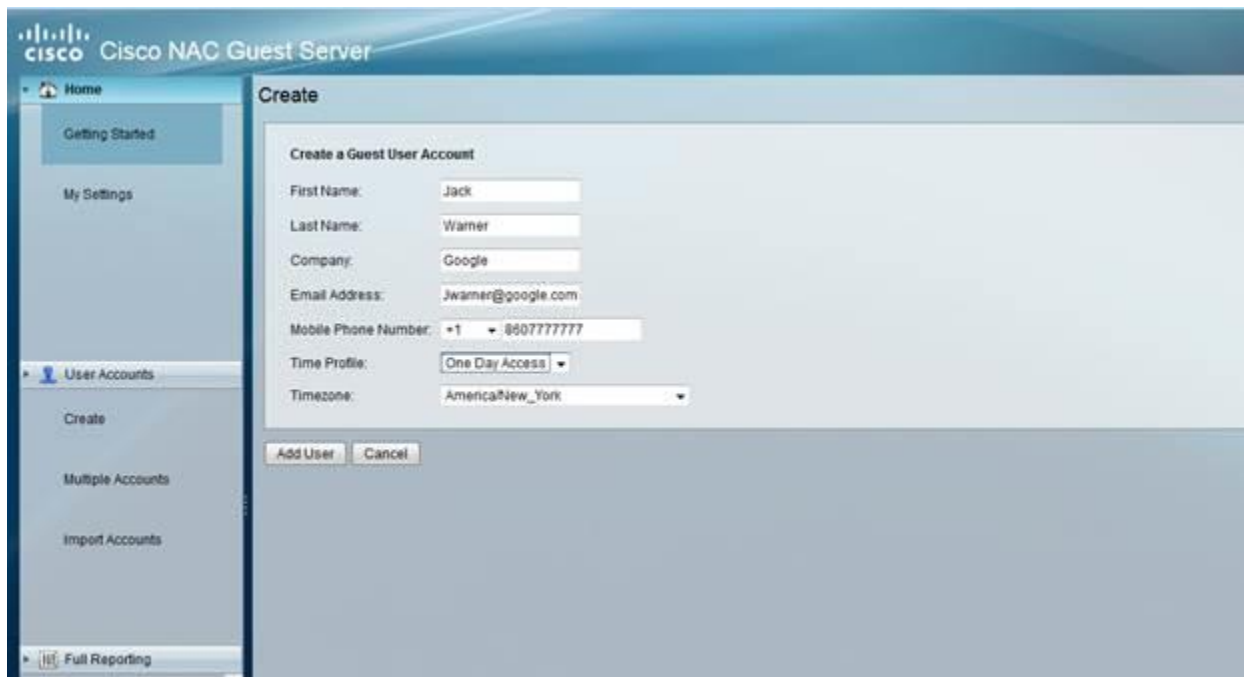
In the left hand panel of your browser click Getting Started. This presents various menus relating to the creation and management of Guest accounts. The accounts created on this screen will be used by guests to access the wireless network.



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### Create a single Guest User Account.

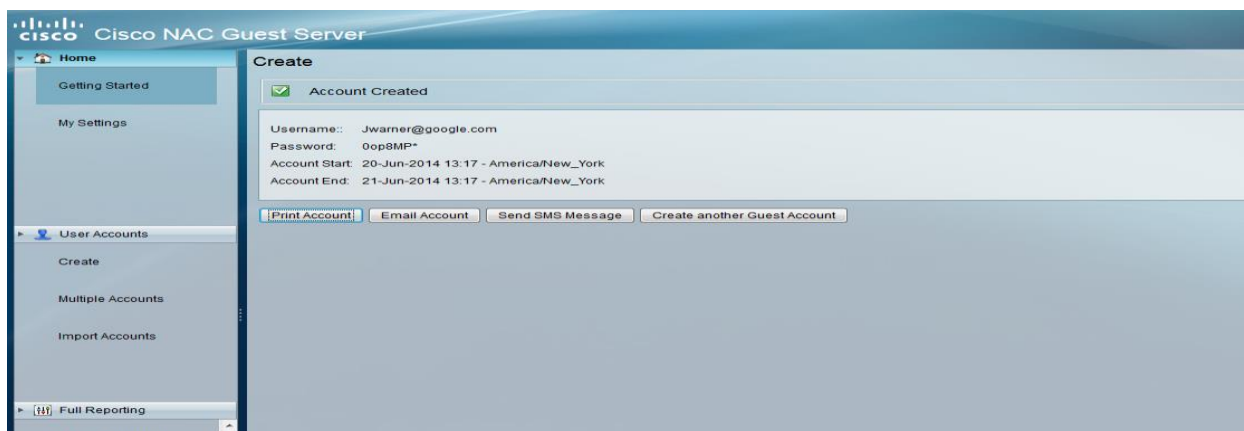
Under User Accounts, click on Create. Complete the form and click on Add User.



The screenshot shows the Cisco NAC Guest Server interface. On the left is a navigation menu with options: Home, Getting Started, My Settings, User Accounts (selected), Create, Multiple Accounts, Import Accounts, and Full Reporting. The main content area is titled 'Create' and contains a form titled 'Create a Guest User Account'. The form fields are: First Name: Jack, Last Name: Warner, Company: Google, Email Address: Jwarner@google.com, Mobile Phone Number: +1 8007777777, Time Profile: One Day Access (dropdown), and Timezone: America/New\_York (dropdown). At the bottom of the form are 'Add User' and 'Cancel' buttons.

By clicking add user the Guest's user account will be created. Please note that the Guest's email address will be their username while the guest server automatically generates the password. The time profile drop down box dictates when the guest account's access to the network expires. The Guest's email address should be valid since this address will be used to send the user account information to the guest upon its creation.

Example:



The screenshot shows the Cisco NAC Guest Server interface after account creation. The navigation menu is the same. The main content area is titled 'Create' and shows a confirmation message: 'Account Created' with a green checkmark. Below the message, the following details are displayed: Username: Jwarner@google.com, Password: 0ep8MP\*, Account Start: 20-Jun-2014 13:17 - America/New\_York, and Account End: 21-Jun-2014 13:17 - America/New\_York. At the bottom of the confirmation area are four buttons: 'Print Account', 'Email Account', 'Send SMS Message', and 'Create another Guest Account'.

Click on the Email Account button and/or the Send SMS Message button to send the guest their username and password information. You may also print a copy for your own records.

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### 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. The CSV format is below and can be created using a normal Excel spreadsheet stored in csv format.

First Name, Last Name, Company, Country Code, Mobile Phone Number, Email Address

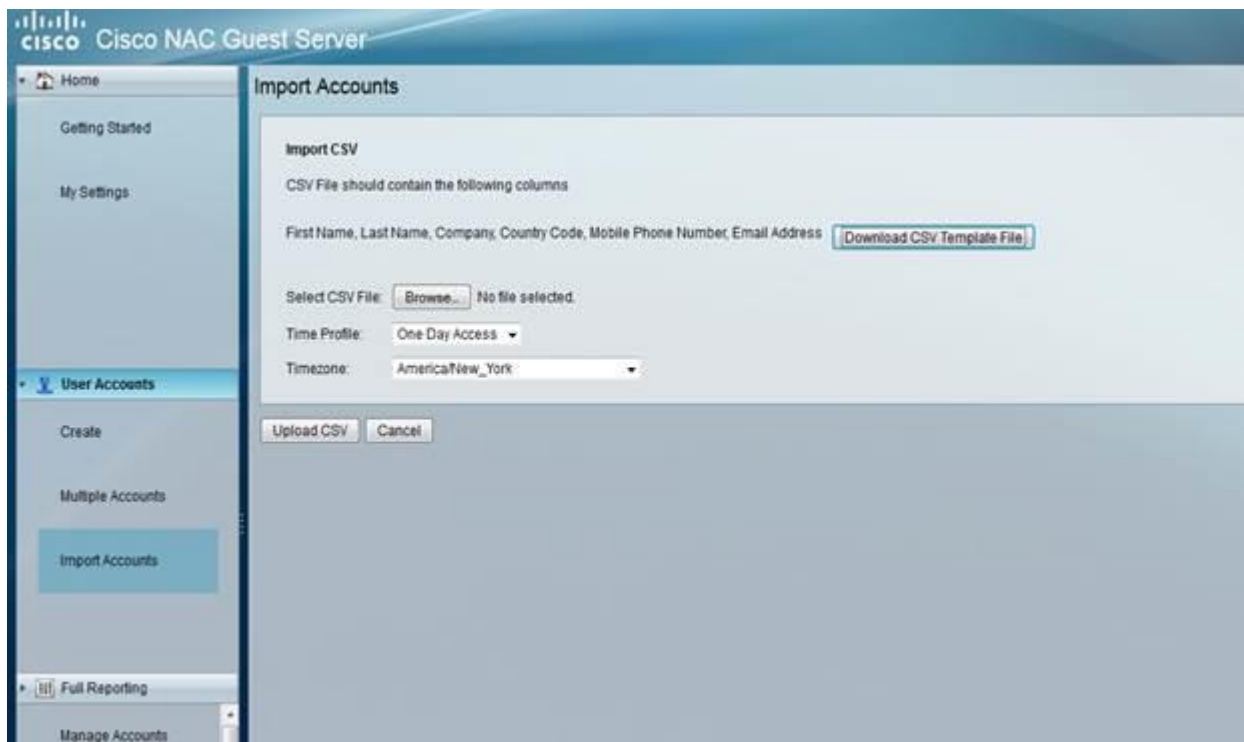
Click on the Download CSV Template File button to open a template for the csv file that can be used for the bulk upload.

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>

In the left hand panel of your browser under user accounts click on Import Accounts.

Click the Browse button then select the csv file located on your computer containing the data of the guests that require guest access. The Time profile drop down box values can be changed to reflect the validity of the accounts required. Click on the Upload CSV button.



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Once the file has been uploaded, you will be brought to a list of the newly created accounts. Use the Email All and/or SMS All buttons to send the guests their credentials.

### Import Accounts

[Print All](#) [Email All](#) [SMS All](#) [Download CSV](#)

Bulk Account List				
Username ▲▼	Password ▲▼	First Name ▲▼	Last Name ▲▼	Email ▲▼
<a href="#">test2@gmail.com</a>	04cAWa	name2	lname2	test2@gmail.com
<a href="#">test3@sbcglobal.net</a>	6zdHu6	name3	lname3	test3@sbcglobal.net
<a href="#">test@yahoo.com</a>	b0WOt4	name1	lname1	test@yahoo.com