

Guest WiFi Access

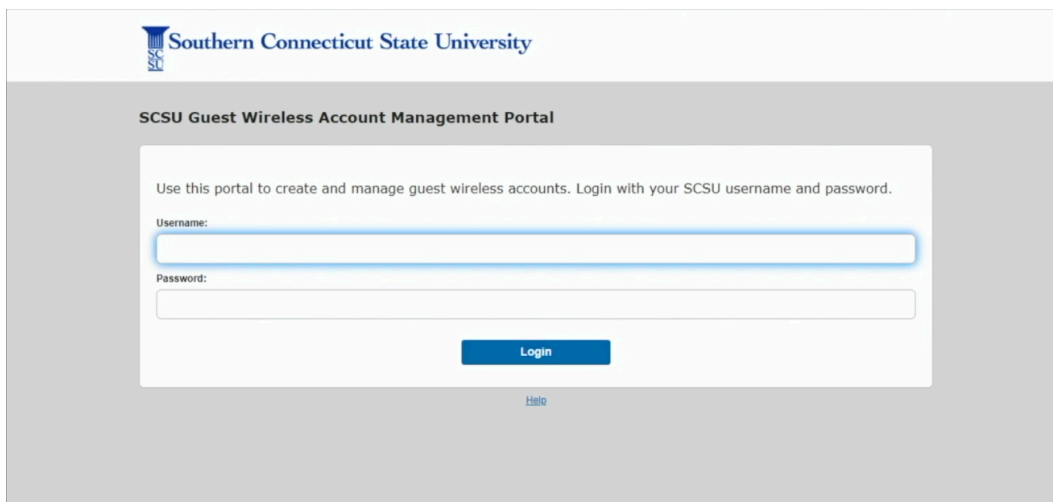
Introduction	1
Creating a guest account.....	1
Connecting to a guest account.....	4
View or make changes to guest accounts	5
Edit	5
Resend.....	5
Extend.....	5
Suspend.....	5
Delete	5
Reset Password	6
Refresh	6
Viewing a created guest account’s details	6

Introduction

All students and employees can create temporary guest wireless accounts, active for up to four days. These guest accounts are for visitors such as family, friends, colleagues, etc. who would like to have access to the campus’ wireless network. If a guest account is needed for more than four days, contact the Help Desk to have a request submitted.

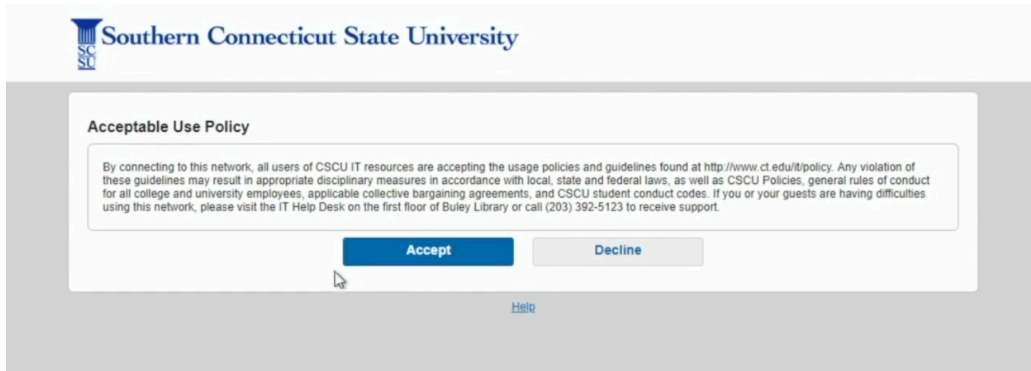
Creating a guest account

1. While connected to the campus’ network, the student or employee will open an internet browser and go to: GuestWiFi.southernct.edu.
2. Sign in with your SCSU username and password, and select “Login”.

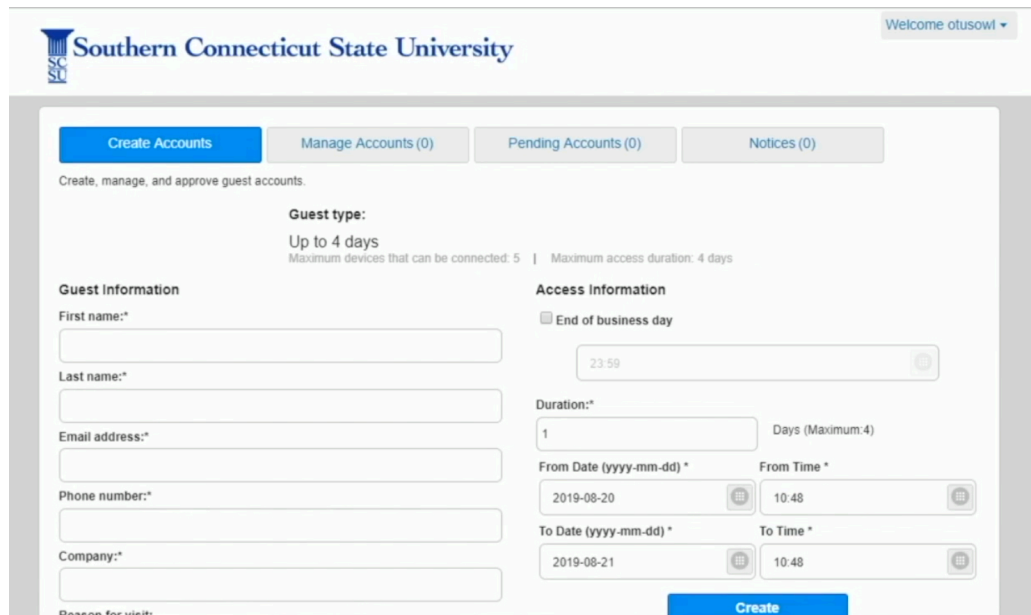


The screenshot shows the SCSU Guest Wireless Account Management Portal. At the top, there is the Southern Connecticut State University logo and name. Below that, the title "SCSU Guest Wireless Account Management Portal" is displayed. The main content area contains a white box with the following text: "Use this portal to create and manage guest wireless accounts. Login with your SCSU username and password." Below this text are two input fields: "Username:" and "Password:". The "Username:" field is currently selected with a blue border. Below the input fields is a blue "Login" button. At the bottom of the white box, there is a small "Help" link.

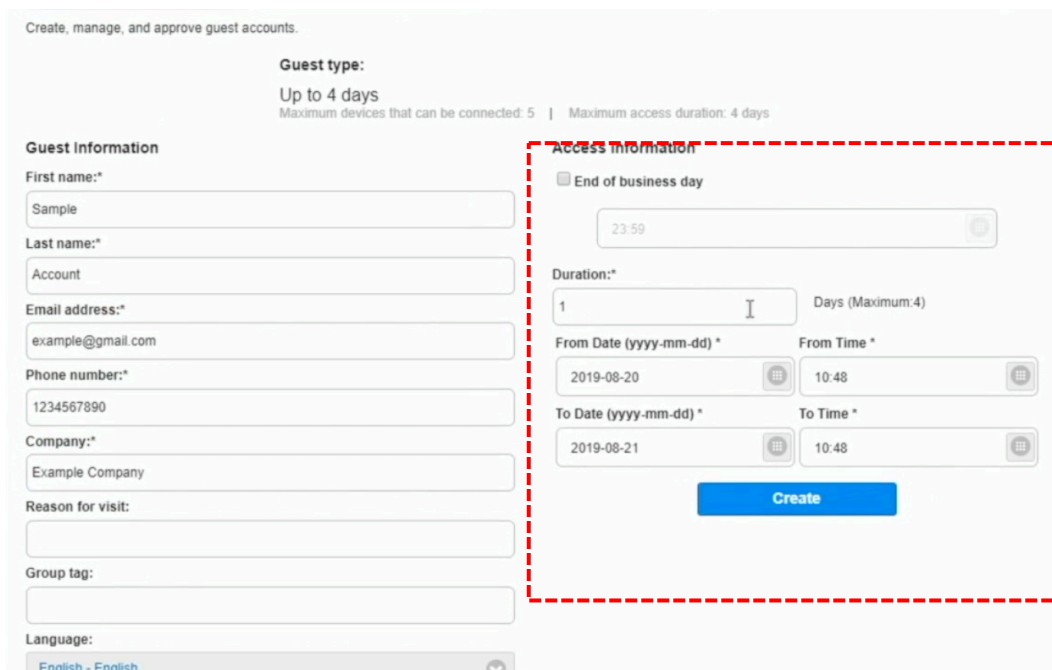
3. Select “Accept” after reviewing the network’s usage policy.



4. Enter the visitor’s information. Any criteria next to an asterisk * is required.



5. Set the date and time details for when the account will be needed, and select “Create” when complete.



6. Displayed on the next page will be the username and password, along with the account details. Select “Print / Email Account Info” to print this page or email this information to yourself and/or the guest.

Welcome otusowl ▾

Southern Connecticut State University

Create Accounts Manage Accounts (1) Pending Accounts (0) Notices (0)

Account Information

Username:	saccount
Password:	1p]6SP1k
First name:	Sample
Last name:	Account
Email address:	example@gmail.com
Company:	Example Company
Phone number:	1234567890
Reason for visit:	
Guest type:	Up to 4 days
State:	Created
From date (yyyy-mm-dd):	2019-08-21 08:00
To date (yyyy-mm-dd):	2019-08-22 10:00
Location:	New Haven, CT
Language:	English
Group tag:	
Time left:	1D 02H 00M

Print / Email Account Info Done

7. Check the box next to what action you’d like to perform. If selecting “Email”, this will send an email to the guest’s email address you previously entered. Check the box next to “Copy me” to send yourself a copy of this email as well. If copying yourself, verify/enter your email address. Select “Ok”.

Deliver notification using:

Print

Email

Copy me

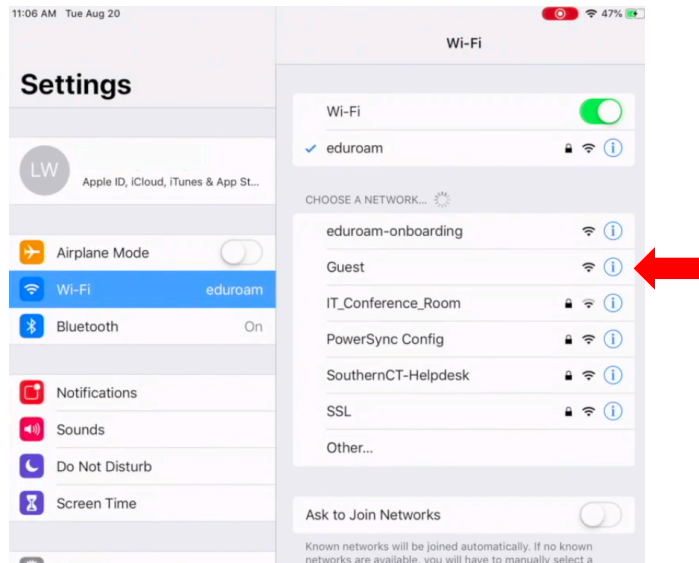
Sponsor's Email address*

otusowl@southernct.edu

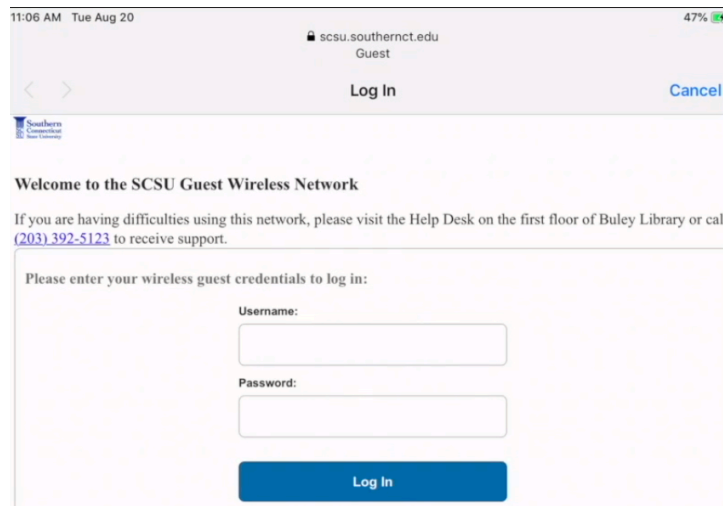
Cancel Ok

Connecting to a guest account

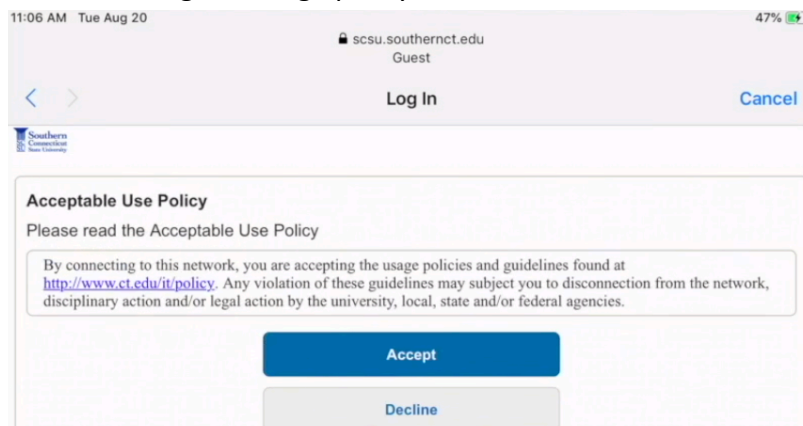
1. The guest should open their WiFi settings on their device and select the network “Guest”. Below is an example of connecting on an iOS device.



2. Once the “Guest” network is selected, a page will appear prompting the guest to sign in. Enter the username and password provided upon creation, and select “Log in”.

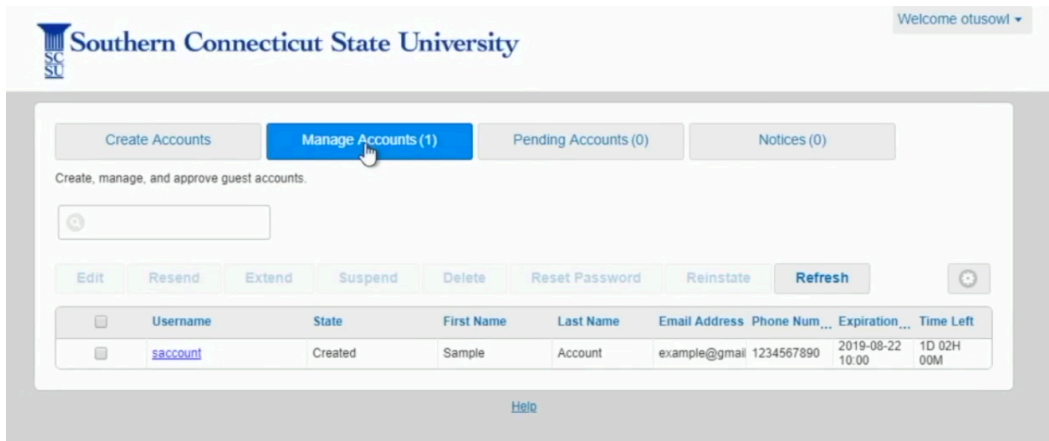


3. Select “Accept” after reviewing the usage policy.

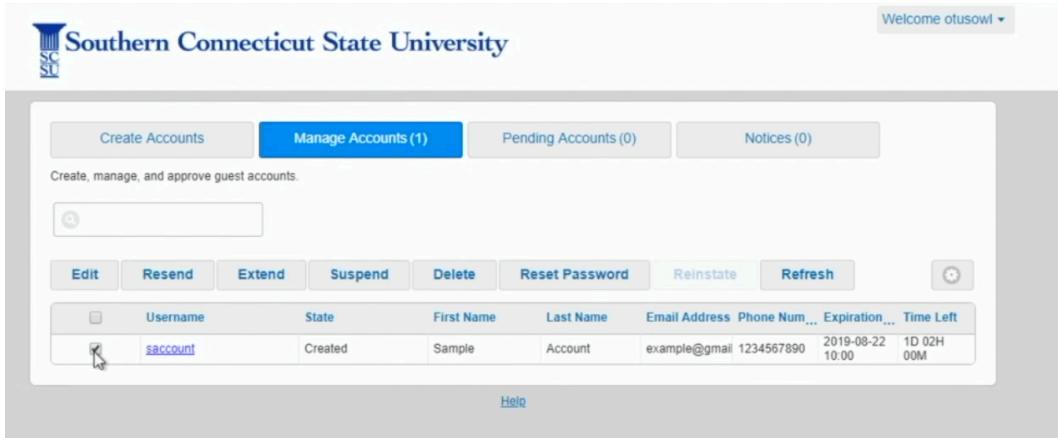


View or make changes to guest accounts

1. Select the “Manage Accounts” tab. Here, you will see partial details for the account, including its current “State”. States include created, active, expired, or suspended.



2. Select the checkbox next to the username to view the available options.



Edit

The “Edit” option allows you to make changes to the selected account, such as the user’s information.

Resend

This option will allow you to email or print the account information details to you and/or the guest.

Extend

This option will adjust the access time period or reactivate the selected expired guest account.

Suspend

This option will disable the selected account without removing it from the system.

Delete

This option will remove the selected guest account from the database.

[Reset Password](#)

This option provides a replacement password and will notify the guest of this.

[Refresh](#)

“Refresh” will update this page with any recent changes.

[Viewing a created guest account’s details](#)

To view a previously created guest account’s full details, simply click on the username.