OVERVIEW
This guide will walk you through the steps to create and manage guest wireless accounts through the Guest Wireless Sponsor Portal.

NOTE:
- Only UWW staff and faculty can create and manage guest wireless accounts using the Guest Wireless Sponsor portal.
- Guest accounts are only valid for a total of 3 days. Guest accounts are set to 1 day by default.
- Guest Wireless Sponsor Portal can be accessed through a mobile device.

Step 1
Using a web browser, go to sponsor.uww.edu.

Enter your Net-ID and password in the text boxes available, then press the Sign On button.

Step 2
Carefully read the “Acceptable Use Policy”.

Click the Accept button to continue.
Create a New Guest Account:

Step 1 – Part A

Select the **Create Accounts** button from the toolbar at the top of the page.

Enter the following guest information:

- **First Name:** Guest’s first name. (Required)
- **Last Name:** Guest’s last name. (Required)
- **Email Address:** Guest’s email address. (Required)
- **Phone Number:** Guest’s phone number.
- **SMS Provider:** If you wish to send your guest their wireless login credentials via text message, please select their cell phone provider. (Phone number above required)
- **Group Tag:** A descriptive name for the guest account. (Not required)
- **Language:** Language for the guest account.
**Step 1 – Part B**

Under the “Access Information” section, please complete the following:

- **Duration:** Enter the number of days the guest account should remain active. A guest account can remain active for 1 – 3 days.
- **From Date and Time:** Enter the start date and time for the guest account.
- **To Date and Time:** Enter the end date and time.

**NOTE:** From date should be in the format (yyyy-mm-dd) or use the button to select a date and time.

**NOTE:** Time should be entered using the military time format. Example: 01:00 is equivalent to 1:00 am. 14:00 is equivalent to 2:00 pm.

Click the **Create** button to create the guest account.

**Step 2**

The guest account has been created.

Click the **Notify** button to notify your guest of their new wireless account.
Step 4
Select the box of each method of notification you would like to use.

NOTE: SMS will only work if you set the guest’s SMS provider information during the guest account setup process.

Select the “Copy Me” box if you would also like to receive an email notification of the wireless guest account information. If you would like to be notified, you must also enter your email address in the “Sponsor’s Email Address” box.

Click the OK button to continue.

Your guest will now receive their wireless guest account information via email or text, depending on your above notification options.
**Manage Guest Accounts:**

**Step 1**
Select the **Manage Accounts** button from the toolbar at the top of the page.

Locate and select the account of the guest you would like to manage. Click the guest account link to access their account information.

**Step 2**
Use the toolbar at the top of the page to manage the guest account.

Management Options:
- **Resend:** Resend guest wireless access account information to guest.
- **Extend:** Extend wireless account activation period. Max can only be 3 days.
- **Edit:** Edit the guest account information.
- **Suspend:** Suspend the guest wireless account.
- **Reinstate:** Reactivate a suspended guest wireless account.
- **Delete:** Delete a guest account.
- **Reset Password:** Reset a guest’s wireless password.
- **Print:** Print the guest account wireless access information.

**Step 3**
Click **Done** when finished.
Pending Accounts:
This option is currently not in use.

Notices:
This option is currently not in use.

Support and Troubleshooting:
Need Additional Help?
Email helpdesk@uww.edu