

October 15, 2015

UWW Wireless: Sponsoring Wireless Guests

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.

The screenshot shows the 'Create Accounts' page in the ICIT system. The page has a purple header with the University of Wisconsin-Whitewater logo and name. Below the header, there are tabs for 'Create Accounts', 'Manage Accounts (0)', 'Pending Accounts (0)', and 'Notices (0)'. The main content area is divided into two sections: 'Guest Information' and 'Access Information'. The 'Guest Information' section is highlighted with a red box and contains the following fields: 'First name*', 'GuestFirst Name', 'Last name*', 'GuestLastName', 'Email address*', 'guest@emailaddress.com', 'Phone number:', '1-202-555-5555', 'SMS provider:', 'ATT', 'Group tag:', 'Guest account for ICIT', and 'Language:', 'English - English'. The 'Access Information' section contains the following fields: 'Duration*', '2', 'Days (Maximum: 3)', 'From Date (yyyy-mm-dd)*', '2015-01-02', 'From Time*', '11:05', 'To Date (yyyy-mm-dd)*', '2015-01-03', and 'To Time*', '23:59'. A blue 'Create' button is located at the bottom right of the form.

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.

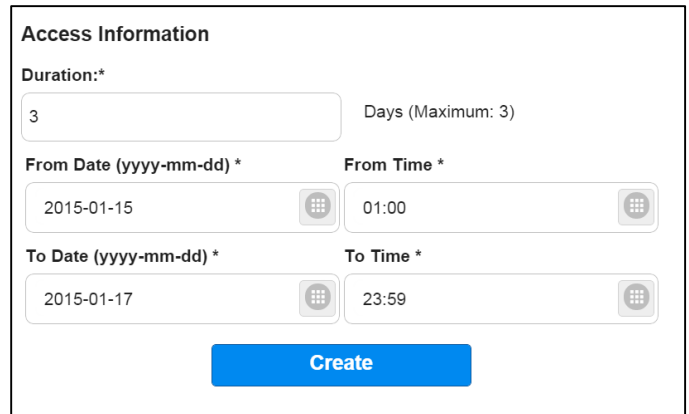
NOTE: Time should be entered using the military time format. Example: 01:00 is equivalent to 1:00 am. 14:00 is equivalent to 2:00 pm.

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

Step 2

The guest account has been created.

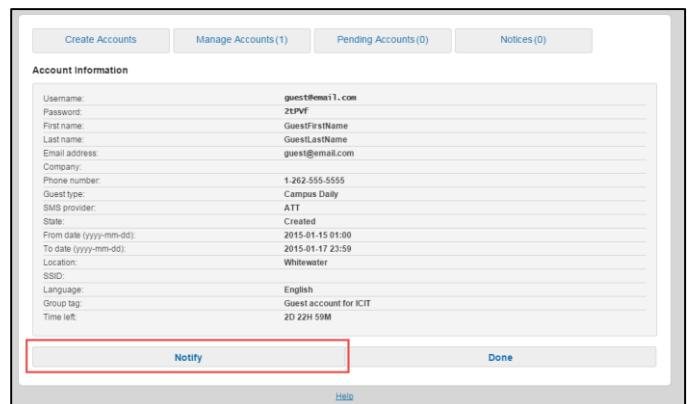
Click the **Notify** button to notify your guest of their new wireless account.



The screenshot shows a form titled "Access Information" with the following fields:

- Duration:** A text input field containing "3" and a label "Days (Maximum: 3)".
- From Date (yyyy-mm-dd) *:** A date picker field containing "2015-01-15" and a calendar icon.
- From Time *:** A time picker field containing "01:00" and a time selection icon.
- To Date (yyyy-mm-dd) *:** A date picker field containing "2015-01-17" and a calendar icon.
- To Time *:** A time picker field containing "23:59" and a time selection icon.

At the bottom of the form is a blue "Create" button.



The screenshot shows the "Account Information" page with the following details:

- Username: guest@ema11.com
- Password: 21PWF
- First name: GuestFirstName
- Last name: GuestLastName
- Email address: guest@email.com
- Company:
- Phone number: 1-262-555-5555
- Guest type: Campus Daily
- SMS provider: ATT
- State: Created
- From date (yyyy-mm-dd): 2015-01-15 01:00
- To date (yyyy-mm-dd): 2015-01-17 23:59
- Location: Whitewater
- SSID:
- Language: English
- Group tag: Guest account for ICIT
- Time left: 2D 22H 59M

At the bottom of the page are "Notify" and "Done" buttons. The "Notify" button is highlighted with a red box.

Step 4

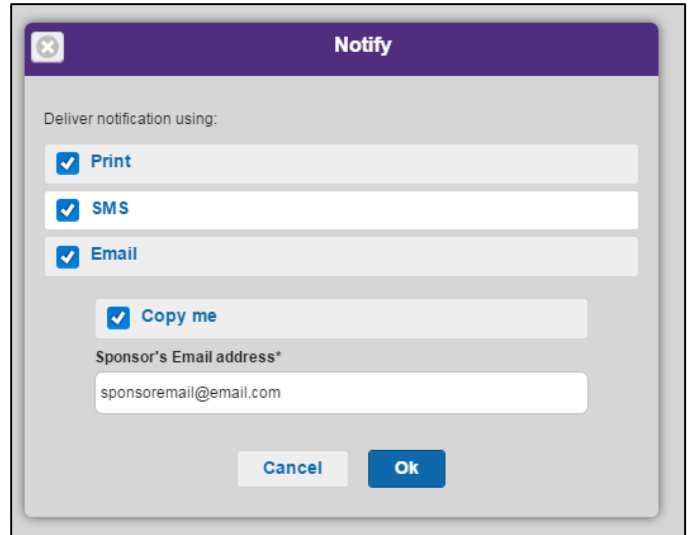
Select the box of each method of notification you would like to use.

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

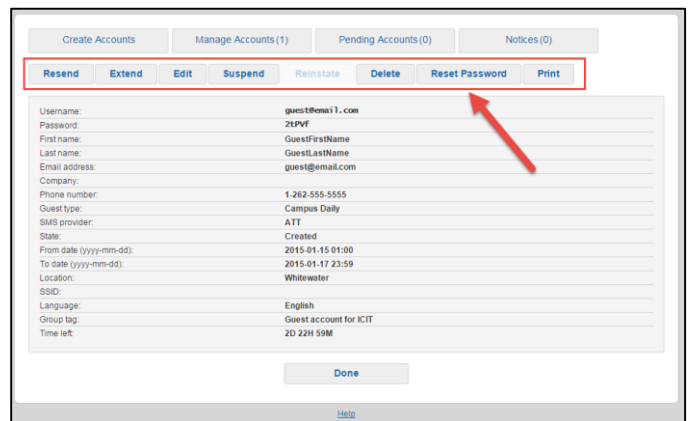
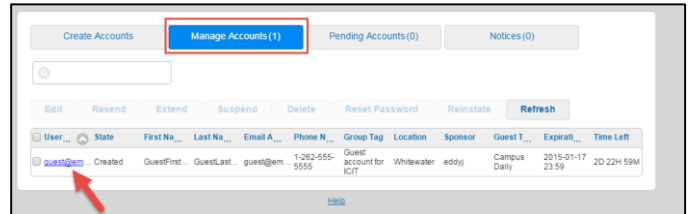
Use the toolbar at the top of the page to manage the guest account.

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