

# Guest Wireless

The University hosts many guests on campus:

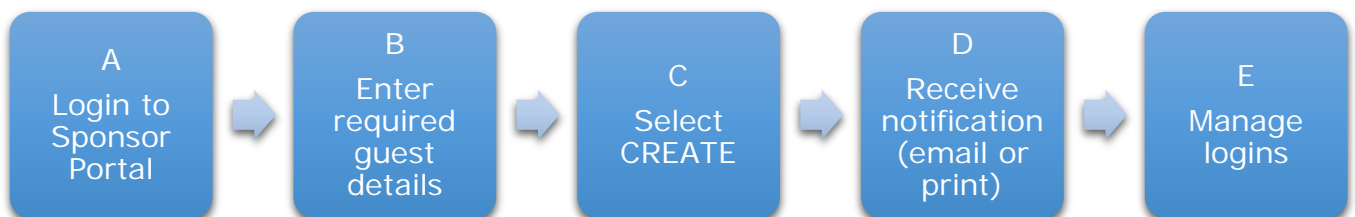
- guest speakers for lectures
- workshop facilitators
- vendors
- special guests.

These guests generally require access to the internet to present or work on campus.

Having a guest wireless:

- Provides guests access to the internet via the university wi-fi (without having to provide access to the university network)
- allow provisioning of a guest wi-fi account to be completed by a university staff member without the need for involvement of the Staff Service Centre
- Allows time limitations to be set for the guest wi-fi account (i.e. 1 -5 day. 5 days maximum)
- Allow access to be set up as and when required i.e. on a mobile phone or computer/laptop
- Wireless can be used immediately
- Provide individual unique logins
- Allow the creator to have self-management of the accounts they created.

## Process for the creator of the guest wi-fi account



NOTE: The creator of the guest wireless login must be a current staff member.

## A Login into the Sponsor Portal

Go to <http://sponsor.auckland.ac.nz/> on your PC or MAC.

Login using your university username and password.

## B Enter required guest details

Welcome Icie144

THE UNIVERSITY OF AUCKLAND  
Auckland University of Education  
NEW ZEALAND

WiFi Sponsor Portal

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

Create, manage, and approve guest accounts.

Guest type: **1**  
Daily  
Maximum devices that can be connected: 5 | Maximum access duration: 5 days

**2** Guest Information  
Use this option to setup a wifi access for a named (individual) guest.  
First name:\*  
  
Last name:\*  
  
Email address:\*  
  
Phone number:  
  
Company:  
  
Email address of the person being visited  
  
Reason for visit:

**3** Access Information  
Duration:\*  
1 Days (Maximum: 5)  
From Date (yyyy-mm-dd) \*  
2017-04-03  
From Time \*  
15:15  
To Date (yyyy-mm-dd) \*  
2017-04-03  
To Time \*  
23:59

**4** Create

**1** The **Guest Type** is preset to Daily. Each account created can be used by a maximum of 5 concurrent devices.

**2** The **Guest information** is required in the fields provided. First name, last name and email address are compulsory fields.

**3** **Access information**

Guests can use their login for a maximum of 5 days.

Set the start date and time, and end date and time that the guest account is required.

## C Create the guest wireless account

**4** Select 'Create'. The account details will be displayed **5**.

Access Information

Duration:\* 1 Days (Maximum: 5)

From Date (yyyy-mm-dd) \* 2016-04-21 From Time \* 15:09

To Date (yyyy-mm-dd) \* 2016-0 To Time \* 23:59

**4** Create

## D Receive Notification

**5** If the details are correct, select 'Notify'. Select your delivery notification mode (print or email) and select OK.

### NOTE

The login details can be sent to the guest via email or printed. You can also receive a copy of the created guest logins for your records by selecting 'Copy me'.

THE UNIVERSITY OF AUCKLAND  
New Zealand

WiFi Sponsor Portal

Create Accounts Manage Accounts (3) Pending Accounts (0)

Account Information

Username:	marco.huang@auckland.ac.nz
Password:	MrZjoErj
First name:	Marco
Last name:	Huang
Email address:	marco.huang@auckland.ac.nz
Company:	
Phone number:	
Email address of the person being visited:	
Reason for visit:	
Guest type:	Daily
State:	Created
From date (yyyy-mm-dd):	2017-04-11 16:42
To date (yyyy-mm-dd):	2017-04-11 23:59
Time left:	0D 07H 16M

**5** Notify

Notify

Deliver notification using:

Print

Email

Copy me

Sponsor's Email address\*

m.huang@auckland.ac.nz

Cancel Ok

### Notify by print or email

Notify by 'Print' – the guest will require a printed document with the login username and password.

Notify by 'Email' - guest will receive their login username and password details as an email.

no-reply@guest-wifi.auckland.ac.nz @  
University of Auckland Guest Account Credentials  
To: Marco Huang

Inbox - ITS Net-Ops 28 March 2017 at 10:12 PM



Welcome to The University of Auckland Guest Wireless

Hello Marco,

To logon, please point your device to the Wireless SSID UoA-Guest-WiFi-Trial. Your username is [marco.huang@auckland.ac.nz](mailto:marco.huang@auckland.ac.nz) and password is PF4oynEQ.

The duration you have been granted access starts 2017-03-28 22:09:00 +1300 from and expires 2017-03-28 23:59:00 +1300.

By logging onto the Guest Wireless, you are accepting the [IT Acceptable User Policy](#).

## Log in using the Guest Wifi account

The guest will receive their username and password either by email or a printed hand out (depending on the option selected at creation).

no-reply@guest-wifi.auckland.ac.nz  
University of Auckland Guest Account Credentials  
To: Marco Huang

Inbox - ITS Net-Ops 28 March 2017 at 10:12 PM



Welcome to The University of Auckland Guest Wireless

Hello Marco,

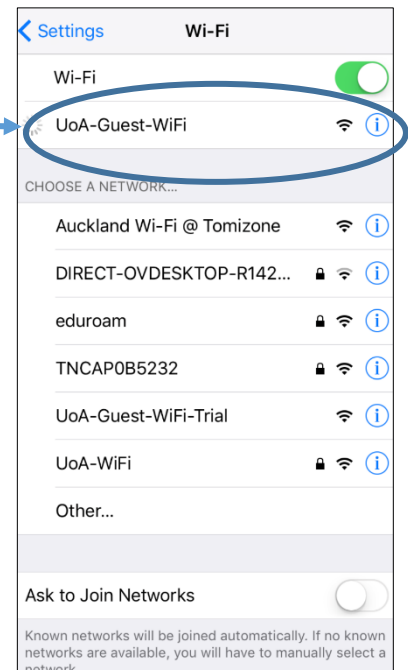
To logon, please point your device to the Wireless SSID **UoA-Guest-WiFi-Trial**. Your username is **marco.huang@auckland.ac.nz** and password is **PF40ynEQ**.

The duration you have been granted access starts **2017-03-28 22:09:00 +1300** from and expires **2017-03-28 23:59:00 +1300**.

By logging onto the Guest Wireless, you are accepting the [IT Acceptable User Policy](#).

On their device they will have the option 'UoA-Guest-Wifi' when they check their wi-fi options.

Click on the UoA-Guest-Wifi.



Welcome to University of Auckland Guest WiFi portal. For staff and students, please sign in with your UPI and password. For guests, please sign in with the username and password provided to you.

**Username:**

**Password:**

[Please read IT Acceptable Use Policy.](#)

I agree to IT Acceptable Use Policy

Sign In

Enter the Login details provided i.e. username and password.

The guest will be asked to 'Accept' the 'IT Acceptable Use Policy'.

Guests can be provided access to the guest wireless by a university staff member through <http://sponsor.auckland.ac.nz>

Click Sign In.

Internet access is now available for the guest.

## E Managing the guest accounts

The creator of the guest accounts can manage the accounts.

Login to <http://sponsor.auckland.ac.nz/> and select the Manage Accounts tab.

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

Create, manage, and approve guest accounts.

**Edit** **Resend** **Extend** **Suspend** **Delete** **Reset Password** **Reinstate** **Refresh**

<input type="checkbox"/>	User...	State	First Na...	Last Name	Email A...	Phone N...	Group Tag	Location	Sponsor	Guest T...	Expirati...	Time Left
<input checked="" type="checkbox"/>	lynda.clem...	Created	lynda	clements	lynda.clem...			The University of Auckland	Icle144	Daily	2017-04-03 23:59	0D 12H 38M