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

A. Login to Sponsor Portal
B. Enter required guest details
C. Select CREATE
D. Receive notification (email or print)
E. Manage logins

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

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.

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’.

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.
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).

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

Click on the UoA-Guest-Wifi.

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

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

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.