

Illinois State University GuestNet

- 1) Go to the website <http://guestnet.ilstu.edu>.
- 2) Enter your ULID and Password.
- 3) Click *Sign In*.
 - a. The first time you sign in you will see the User Default Settings Page. If you input your Email Address and checkmark "Receive Email Confirmation", you will receive confirmation on all accounts you create.
- 4) You can select one of two options to create a new account:
 - a. Create a Guest User Account (one at a time).
 - b. Create Multiple Guest User Accounts (multiple accounts created at one time).

Create a Guest User Account

- 1) Under *User Accounts*, Click *Create*.
- 2) Fill in the temporary account user's information.
 - a. Only first and last name are required, but in order to send an e-mail confirmation an e-mail address must be provided.
- 3) Fill in the date the account will become active and the date the account will end.
 - a. The account length defaults to 24 hours, so **if you do not enter a time** for start and end, the account will use an end time 24 hours from when it was entered. For example, if I enter in an account at 8:30 a.m. today and set it to expire tomorrow, it would expire at 8:30 a.m. tomorrow.
- 4) Click *Add User*.
- 5) Guest Net will automatically create a user name and password.
- 6) You can then print and e-mail the information to your guest. Please note that if you are creating the account for future use you will not be able to e-mail the information again until the account becomes active.
 - a. As a best practice, please print and e-mail the information when you create the account, in case you need to reference it.

Create Multiple Accounts

- 1) In the box at the top of the webpage you will need to type in your guests' information using **comma separated** text. Some examples of how to input this information are as follows:
 - a. All information:
 - i. First Name,Last Name,Email Address,Description
 - b. No Email Provided
 - i. First Name,Last Name,,Description
 - c. No Description
 - i. First Name,Last Name,Email,
 - d. No Email, NoDescription
 - i. First Name,Last Name,
- 2) Fill in the date the account will become active and the date the account will end.
 - a. The account length defaults to 24 hours, so **if you do not enter a time** for start and end, the account will use an end time 24 hours from when it was entered. For example, if I enter in an account at 8:30 a.m. today and set it to expire tomorrow, it would expire at 8:30 a.m. tomorrow.
- 3) Click *Create Bulk Accounts*.

Notes:

- You can edit accounts by clicking on *Edit* under the title User Accounts on the left hand side of the webpage.
- You can create an account for up to 7 days long.
- You can change the End date for an active account.
- Accounts can be created up to 14 days in advance.
- The username and password created for you guest is case sensitive.

If you have any questions please feel free to call Systems Support at 438-5740.