

Sponsored Wireless Guest Registration Instructions

Faculty and staff may create a sponsored guest registration for visitors to campus that require access to the guest network for one to five days. **Only faculty and staff only are permitted to create sponsored accounts.**

To begin the registration process, please connect to the following link:

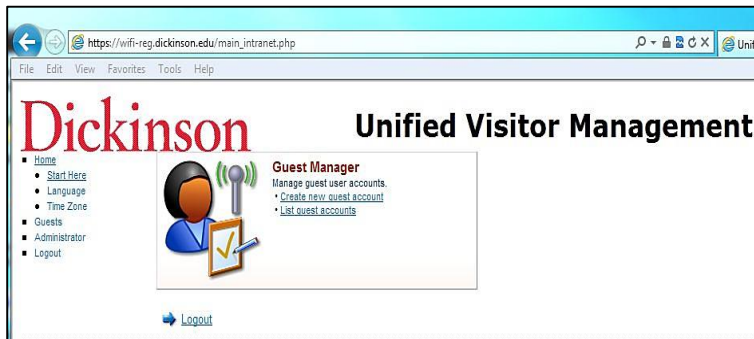
<https://wifi-reg.dickinson.edu>

At the first screen enter your network user name and password:



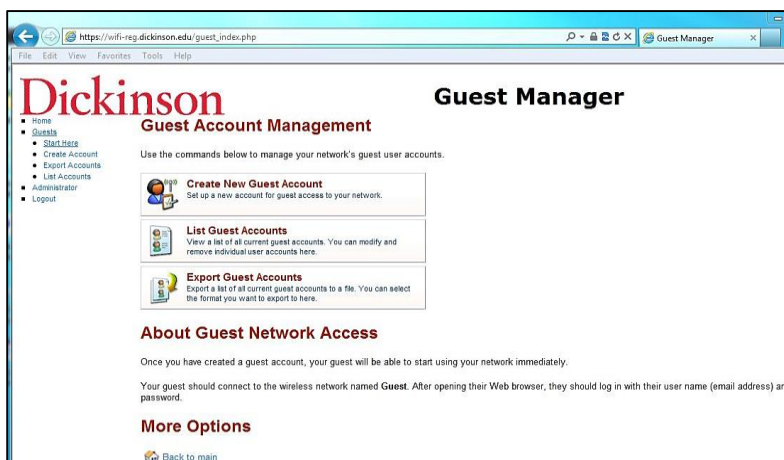
A screenshot of a web browser window showing the Dickinson Operator Login page. The address bar displays https://wifi-reg.dickinson.edu/auth_login.php?target=%2F. The page features the Dickinson logo in red. Below it is a login form titled "Operator Login" with fields for "Username:" and "Password:", both marked with an asterisk to indicate they are required. A "Log In" button is positioned below the password field. A small note at the bottom left states "* required field".

Click on "Guest Manager" or if you click "Create new guest account" skip to step 4.



A screenshot of a web browser window showing the Dickinson Unified Visitor Management page. The address bar displays https://wifi-reg.dickinson.edu/main_intranet.php. The page features the Dickinson logo and the title "Unified Visitor Management". On the left is a navigation menu with links: Home, Start Here, Language, Time Zone, Guests, Administrator, and Logout. The main content area includes a "Guest Manager" section with a sub-header "Manage guest user accounts" and three links: "Create new guest account", "List guest accounts", and "Logout".

Click on Create New Guest Account:



A screenshot of a web browser window showing the Dickinson Guest Manager page. The address bar displays https://wifi-reg.dickinson.edu/guest_index.php. The page features the Dickinson logo and the title "Guest Manager". Below the logo is the sub-header "Guest Account Management". The main content area includes a section titled "Use the commands below to manage your network's guest user accounts." with three links: "Create New Guest Account", "List Guest Accounts", and "Export Guest Accounts". Below this is a section titled "About Guest Network Access" with text explaining that once a guest account is created, the user can start using the network immediately. At the bottom, there is a "More Options" section with a link to "Back to main".

At the new visitor account screen please enter the following information:

- Visitor's Name
- Company name
- Telephone Number
- Email Address – this allows the account to be sent directly to the guest
- Account Activation – when account will activate
- Expire after – account can be active for up to 5 days
- Check Terms of Use
- Click on Create Account box

The screenshot shows a web browser window with the URL https://wifi-reg.dickinson.edu/create_user.php. The page features the Dickinson logo and the title "Create Guest Account". A message states "New guest account being created by kjhtest." Below this is a form titled "Copy of New Visitor Account" with the following fields:

- * Sponsor's Name: [Text input field]
- * Visitor's Name: [Text input field]
- * Company Name: [Text input field]
- Business Telephone Number: [Text input field]
- * Email Address: [Text input field]
- Account Activation: [Dropdown menu with "Now" selected]
- Expires After: [Dropdown menu with "1 day" selected]
- * Account Role: [Dropdown menu with "Guest" selected]
- Password: 07872088
- * Terms of Use: ☐ I am the campus sponsor of this visitor account.

A "Create Account" button is at the bottom of the form. Below the form are links: "Back to guests", "List guest accounts", and "Back to main". A note indicates "* required field".

After guest receives their account they can connect to the guest wireless network and enter the account information to access the network.

The screenshot shows a web browser window with the URL <https://wifi-reg.dickinson.edu/dickinson>. The page features the Dickinson logo and the text "Please log in using your guest username and password." Below this is a login form with the following fields:

- * Username: [Text input field]
- * Password: [Text input field]

A "Log In" button with a green checkmark is at the bottom of the form. Below the form is a note indicating "* required field". At the bottom of the page is a link: "Need an account? [Click Here](#)".