

Sponsored Registration Instructions – Single Account

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:

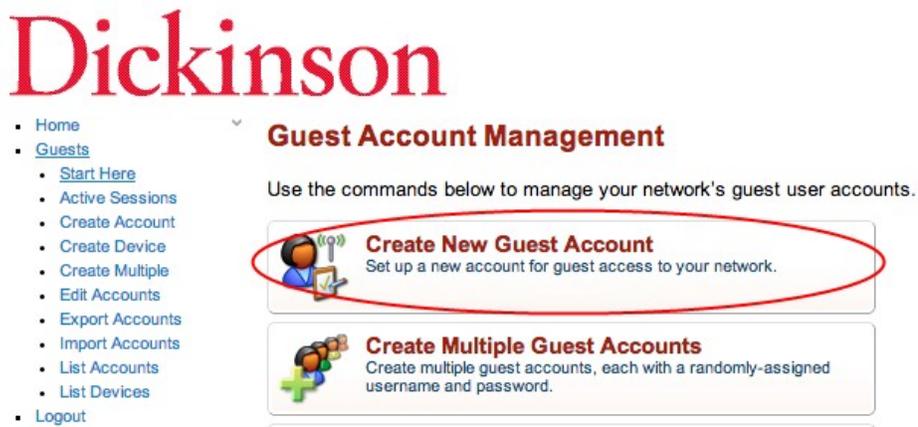
<https://wifi-reg.dickinson.edu>

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



The screenshot shows a web browser window with the URL https://wifi-reg.dickinson.edu/auth_login.php?target=%2F. The page features the Dickinson logo in red. Below the logo is a form titled "Operator Login" with two input fields: "* Username:" and "* Password:". A "Log In" button is positioned below the password field. A small asterisk and the text "* required field" are located at the bottom left of the form area.

2a. If you see the following window, click **Create New Guest Accounts** (or click the Create Multiple link on the left hand side):



The screenshot displays the Dickinson website's "Guest Account Management" section. On the left is a navigation menu with links: Home, Guests (expanded), Start Here, Active Sessions, Create Account, Create Device, Create Multiple, Edit Accounts, Export Accounts, Import Accounts, List Accounts, List Devices, and Logout. The main content area is titled "Guest Account Management" and includes the instruction: "Use the commands below to manage your network's guest user accounts." Two buttons are visible: "Create New Guest Account" (circled in red) with the subtext "Set up a new account for guest access to your network." and "Create Multiple Guest Accounts" with the subtext "Create multiple guest accounts, each with a randomly-assigned username and password."

2b. If you see the following window, click **Create New Guest Account**:



The screenshot shows the Dickinson website's "Guest Manager" section. On the left is a navigation menu with links: Home, Start Here, Language, Time Zone, Guests, and Logout. The main content area is titled "Guest Manager" and includes the instruction: "Manage guest user accounts." Below this instruction are two links: "Create new guest account" (circled in red) and "List guest accounts". A "Logout" button is located at the bottom of the page.

3. Now fill out the Visitor's Name, Company Name, Email Address, and accept the Terms of Use. Change the Account Activation date/time and Expiration date/time if necessary, then click **Create Account**:

Dickinson

- Home
- **Guests**
- Start Here
- Active Sessions
- [Create Account](#)
- Create Device
- Create Multiple
- Edit Accounts
- Export Accounts
- Import Accounts
- List Accounts
- List Devices
- Logout

New guest account being created by berrierg.

New Visitor Account	
* Sponsor's Name:	berrierg Name of the person sponsoring this visitor account.
* Visitor's Name:	<input type="text"/> Name of the visitor.
* Company Name:	<input type="text"/> Company name of the visitor.
Business Telephone Number:	<input type="text"/> The visitor's business phone number.
* Email Address:	<input type="text"/> The visitor's email address. This will become their username to log into the network.
Account Activation:	Now Select an option for changing the activation time of this account.
Account Expiration:	1 day from now Select an option for changing the expiration time of this account.
* Account Role:	Guest Role to assign to this visitor account.
Password:	41412944
* Terms of Use:	<input type="checkbox"/> I am the sponsor of this visitor account and accept the terms of use
<input type="button" value="Create Account"/>	

* required field

- [Back to guests](#)
- [List guest accounts](#)
- [Back to main](#)

4. Make note of your guest's username and password.

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- Home
- **Guests**
- Start Here
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The guest account was successfully created.

Account Details	
Guest username:	helpdesk@dickinson.edu
Guest password:	22696863
Account expiration:	Account will expire at Thursday, 22 May 2014, 11:42 AM
Account role:	Guest
Sponsor name:	berrierg

Select a print template...

- [Send email receipt to helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu)
- [Send email receipt](#)
- [Create another guest account](#)
- [Back to guests](#)
- [List guest accounts](#)
- [Back to main](#)

5. Now have your guests follow the instructions here for connecting to the **Guest** wireless network:

(http://www.dickinson.edu/download/downloads/id/3269/wireless_sponsored_guest_connection_instructions_pdf)