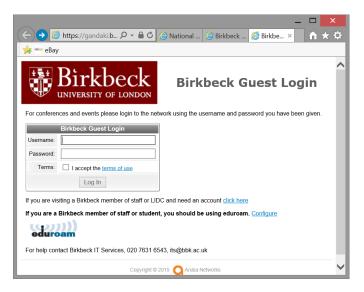
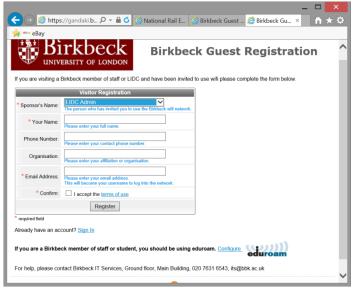
## Birkbeck Wifi guest registration.

Comments welcome on any of the screens.

## The process is:

- 1) Visitor connects a device to BBK-Guest SSID
- 2) For most devices a web page will popup (otherwise start a web browser). Options:
  - Enter a previously registered username (email address)/password;
  - 2. View the terms of use
  - 3. Click on the *eduroam* link to view our eduroam pages and configure a device.
  - 4. Or *click here* to create an account, which brings up the following:

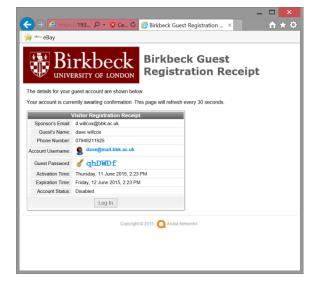




Sponsor is the member of staff authorising the account, and where Schools and Depts have requested access to the system, they should appear in the drop down, and be in the correct AD group to allow access.

The phone number is needed if an SMS message is to be sent to the requestor.

3) The user will receive the screen on the right, and note that the *Account Status* is disabled.



4) The sponsor will receive an email message which contains a link to go to the guest portal.



5) Going to the portal and logging in using a regular Birkbeck username and password, will present:



And when confirmed (by clicking on the "confirm" button):

Note the link at the bottom to send an SMS receipt if required.



6) Back at the user making the request:

The Account Status changes to "enabled", and the user can request their own SMS receipt, and/or click "log in"



7) The user will also receive an email message of confirmation:

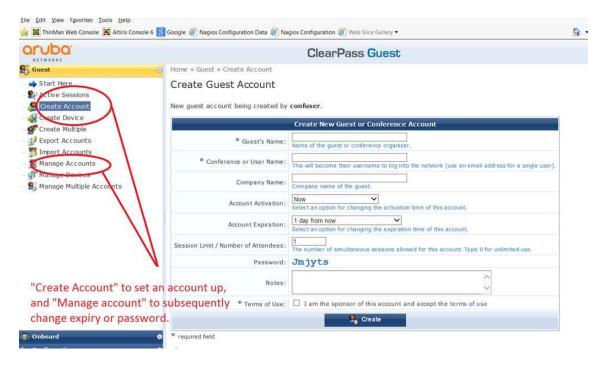
Default account lifetime is one day. See below if you need to change expiration dates.



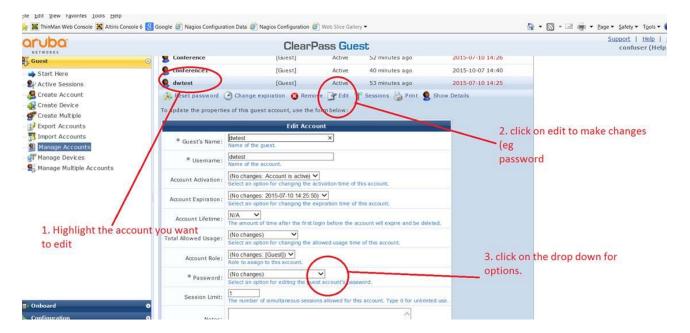
## Troubleshooting or setting up advance accounts:

https://gandaki.bbk.ac.uk/guest for creation of accounts in advance

To create an account:



To manage an account, including changing a password or expiration date:



## To look at logging if needed:

https://gandaki.bbk.ac.uk/tips for looking at the monitoring if you want to.

