## **Creating a single QM-Guest account**

These are the steps for creating a single wireless network account for your visitor to gain internet access while at QMUL.

## Requirements

- Access to your QMUL email account
- QMUL username and password

## Steps for creating a single QM-Guest account

- 1. Go to: https://qm-provisioning.its.qmul.ac.uk/guest/
- 2. Enter your QMUL username and password and click Log In.
- 3. On the page that opens, click on '**Create New Guest Account**' from the menu.

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Guest	Account Management
<b>9</b>	Create New Guest Account Set up a new account for guest access to your network.
P	Create Multiple Guest Accounts Create multiple guest account, each with a randomy assigned username and password.
91 91	List Guest Accounts View a list of all current guest accounts. You can modify and remove individual user accounts here.
1	Export Guest Accounts Doot a list of all current quest accounts to a file. You can select the formal you want to export to here.
About	Guest Network Access
Once you	have created a guest account, your guest will be able to start using
Your gue	It should connect to the wireless network named QMUL-Guest. At
More	Options
Co Bas	kto main

4. A form will open and you can enter the details of your visitor and choose how long to activate their temporary account. The 'Company Name' field can be left blank, but all other information is required.

New Visitor Account		
* Sponsor's Name:	aaw244 Name of the person sponsoring this visitor account.	
* Visitor's Name:	Name of the visitor.	
Company Name:	Company name of the visitor.	
* Email Address:	The visitor's email address. This will become their username to log into the netw	
* 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.	
Password:	09249173	
* Terms of Use:	I am the sponsor of this visitor account and accept the terms of use	

New quest account being created by aaw244

- 5. You need to tick that you agree to the **Terms of Use** and then click on **Create Account**. You will then see a page showing the details of the QM-Guest account you have created.
- 6. You can print the details for your visitor by clicking on **Open print window using template...** and then selecting **One account per page** from the drop down menu. Click **Print**.

The guest account was successfully created.

	New Visitor Account Receipt
Guest Username:	bob.smith@smithent.com
Guest Password:	09249173
Account Status:	Active
Account Activation:	Friday, 08 November 2013, 4:30 PM
Account Expiration:	Account will expire at Friday, 08 November 2013, 5:30 PM
Sponsor's Name:	aaw244
Open print wi	ndow using template 🗸
Back to main	

7. When you are finished, you can go back to the main menu by clicking on the **Back to guests** link at the bottom of the screen. Or to sign out, click on the **Back to main link**, and then click on Logout.