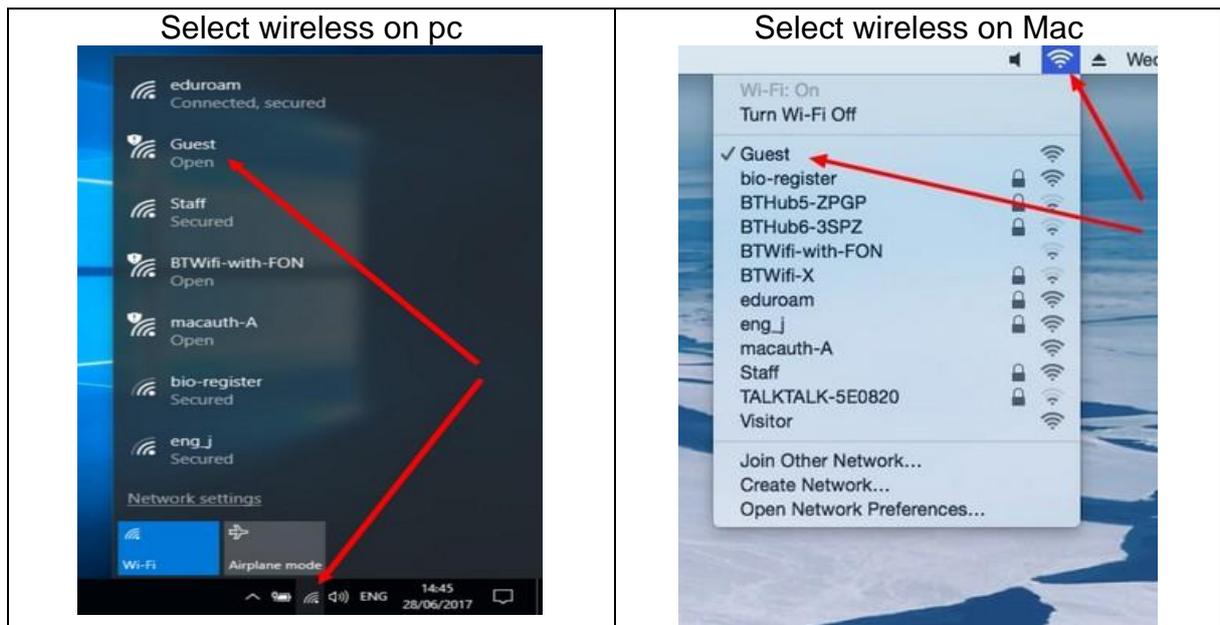


**Connecting to the wireless “Guest” network (new user)**

To access Ulster University “Guest” wireless network you will require an Ulster University sponsor, i.e. someone who has a current active Ulster University e-mail address, and has agreed to grant you access rights to the network.

**Step1:**

Click on the wireless icon to reveal networks and click on “Guest”.



**Step 2:**

Select “Create Account”.



## ICT Customer Services Service Centre

### **Step 3:**

Enter the information requested on the form.

Your “sponsor’s email” must be an Ulster University email address.

The email address you provide will become your guest account username.

When all fields have been completed click the accept terms of use box, and then click the register button.



The screenshot shows the Ulster University Guest WiFi registration form. The form is titled "Ulster University Guest WiFi" and contains the following fields and options:

- Sponsor's Email:** A text box containing "an.other@ulster.ac.uk" with a dropdown arrow on the right. Below it, the text reads "Email of the person sponsoring this account."
- Your Name:** A text box containing "Joe Bloggs" with a dropdown arrow on the right. Below it, the text reads "Please enter your full name."
- Company Name:** A text box containing "Bloggs Ltd." with a dropdown arrow on the right. Below it, the text reads "Please enter your company name."
- Email Address:** A text box containing "j.bloggs@hotmail.com" with a dropdown arrow on the right. Below it, the text reads "Please enter your email address. This will become your username to log into the network."
- Confirm:** A checkbox labeled "I accept the terms of use" which is currently unchecked.
- Register:** A blue button with the text "Register".
- Terms of Use:** A link labeled "Terms of Use".
- Already have an account? Sign in:** A link labeled "Sign in".

Two red arrows point from the "I accept the terms of use" checkbox to the "Register" button, indicating the next steps in the process. The Ulster University logo is visible at the bottom of the form.

At this point your sponsor will receive an e-mail asking them to confirm your account creation. The Account status below will change from disabled to enabled once the sponsor has confirmed creation.

NB: The screen will refresh every 30 seconds automatically.

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### **Step 4:**

Note your Account username, (the personal e-mail address you entered) and your password. These will be required each time to attach to the Guest network.

**Ulster University  
Guest WiFi**

The details for your guest account are shown below.  
Your account is currently awaiting confirmation. This page will refresh every 30 seconds.

Guest's Name:  
**Joe Bloggs**

Company Name:  
N/A

Account Username:  
 **j.bloggs@ulster.ac.uk** ← **Please record for future use**

Guest Password:  
 **1234** ←

Expiration Time:  
**Thursday, 29 June 2018, 9:59 AM**

Account Status:  
**Disabled** ← **The account status will change to enabled once your sponsor has approved your account creation**

