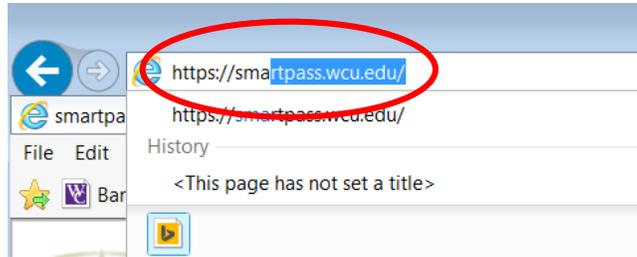


## Step-by-Step – Create a Guest Wireless Account

### Create User

1. Open a browser (IE, Firefox, Chrome, Safari) and type **https://smartpass.wcu.edu**



2. Login using your **AD credentials**.



Username

Password

AD credentials are the username and password you use to login to your computer and your email.

3. Fill in the following fields: **Account Name, User Type, Password, Re-enter Password, Person Name, Email Address.**



Users Management

**Create User**

Bulk Create Users

Expired Users

**Add User**

Account Name  (Required)

User Type  (Required)

Password

Re-enter Password

Person Name

E-mail Address

Mobile Phone Number

Company Name

User Information

Override User-Type attributes

Device Profile

Allowed Device

[Advanced Settings](#)

[Help](#)

**Account Name:**

Enter the username for the account you are creating. For example, if this account is for John Doe, then create the account for jdoe.

**Person Name:**

The first and last name of the person using this account to connect to the wireless network.

**Password:**

Enter a password for the account. Please follow the rules for password creation. (See note below)

**Re-enter the password**

**User Type:**

Choose from the drop down the amount of time that the guest will need access. 24 hours or 5 days. If the time required is for longer than 5 days, submit a Request for Guest Access. The form can be found at <http://www.wcu.edu/academic/s/campus-academic-resources/it/itservices/network-internet/wireless-access-for-guests/registration-for-guest-access-to-wireless.asp>

**Mobile Phone Number:****Company Name:****User Information:**

These fields can be left blank.

**Email Address:**

This is the email address where the associated coupon will be sent for this request. Usually the WCU employee requesting the Guest Wireless Account.

**Helpful Hint!**

You are not able to email the coupon to more than one email address, however, if you email the coupon to yourself you can then send a copy to the guest who will be using the account and to multiple email addresses.

 **Help**

The **Account Name** field represents the username required for login to the network, if Standard or Bonded MAC Authentication Type is chosen. If the Authentication Type is set to MAC Authentication, the Account Name will only be used for internal tracking purposes.

The **Password** field is optional. A random password will be automatically generated if this field is left blank.

The **Person Name** field represents the actual name of the user, used for internal tracking purposes.

The **E-mail Address** and **Mobile Phone Number** are required if E-mail or SMS notification is intended to be used for sending authentication details to an user.

The **Authentication Type** drop down list enables the use of MAC Address based authentication restrictions.

The **MAC Address** field is needed when a MAC Address based authentication restriction is being used.

The **Override User-Type attributes** field indicates whether user-type settings (device profile, allowed devices) are modified at user level.

The **Device Profile** field designates a collection of attributes that apply to a device.

The **Allowed Devices** field represents the list of device types the user can connect with.

4. *Click Save.*

**Note:** You can also print the coupon if you want to keep a hard copy or pass it along to the guest.



DO NOT USE THESE FIELDS.

Override User-Type attributes	<input type="checkbox"/>
Device Profile	<input type="text"/>
Allowed Device	<input type="text"/>



DO NOT USE Bulk Create Users.

- Users
- Users Management
- Create User**
- Bulk Create Users
- Expired Users

# Users Management

1. In the Users Management screen you will be able to see a list of guest accounts you have created.



Logged in as: ifcooper [logout](#)

Users Management

SmartPass Users

Below is a list of all the configured users.

Select (Action) Go | Pattern Filter

Select All | Select None

Select	Details	User Name	User Type	Start Date	End Date	Method	MAC User	Actions...
<input type="checkbox"/>	<a href="#">Show</a>	testing	24-Hours Duration	Not Available	Not Available	Standard Authentication		<a href="#">Actions...</a> Go

**Select (Action)** Drop down list of the actions you can perform on a selected user.

Click on the action you would like to perform  
Click Go

(Action) Go | Pattern Filter

- Delete
- Disconnect
- Unlock
- Clear MAC Restriction
- Export to CSV File
- View and Print Coupons
- Save Coupons
- E-mail Coupons
- Text Coupons

**Pattern** Do not use this field.

**Select All** This will select all of the users in the list by placing a check mark in the box in the Select column.

**Select None** This will select no users by removing any check marks that appear in the box in the Select column.

**Details** Click on the + in the blue arrow to show details of the account.  
To not show the details, click on the – in the blue arrow.

[Hide](#) testing

Created By: ifcooper  
Account Status: Unauthenticated  
Person Name: Dawn  
E-mail Address: dawnbrown@wcu.edu

**User Type** Displays the duration of the account.

**Start Date** This will default to Not Available. Do not change this.

**End Date** This will default to Not Available. Do not change this.

**Method** This will default to Standard Authentication. Do not change this.

**MAC User** Do not use this.

**Actions** A list of actions you can perform with regards to the coupon.

Actions...

- Edit
- View and Print Coupon
- Save Coupon
- E-mail Coupon
- Text Coupon

