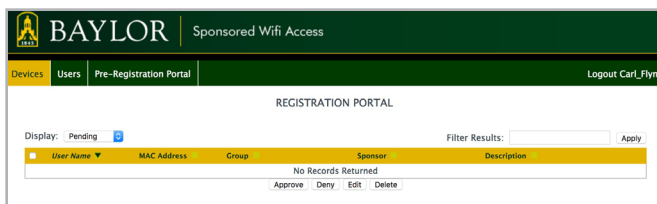


Managing BU-GUEST

A guide for Baylor faculty/staff guest wireless network sponsors

In order to preserve the security and integrity of Baylor's campus wireless network, the university hosts a sponsored guest wireless network. As a Baylor faculty/staff member, you are able to authorize campus guests to use BU-GUEST.



Approving a Sponsorship Request

If you are hosting a guest at Baylor who requests access to the BU-GUEST wireless network, they will need your authorization. When you are prompted by an email from guestwifi@baylor.edu, visit guestwifi.baylor.edu/sponsor and log in with your Bear ID and password. Select the sponsorship request from the list that appears by clicking the check box and then select *Approve*. Your approval enables your guest's access to BU-GUEST for two days.

Extending BU-GUEST Access

If your guest plans to stay longer than two days or would like to register more than one device on BU-GUEST, you can adjust their access at guestwifi.baylor.edu/sponsor. After you log in, select the *Users* tab. **To give your guest more than two days of access to BU-GUEST**, select their user name from the list of users, select the calendar icon next to the *Expires Time* field, select a new end date, then select *Submit*. **To register an additional device**, have your guest request access through the standard BU-GUEST login process on their device and respond to their sponsorship request. Do not use the *Register New Device* functionality as it could cause issues with the BU-GUEST system and prohibit the device from connecting.

Withdrawing Access

You can withdraw access to BU-GUEST for any person or device you authorize. Simply visit guestwifi.baylor.edu/sponsor and log in with your Bear ID and password. To revoke user access, select the *Users* tab, choose the appropriate check box, and then select *Delete*. Your guest will no longer have access to BU-GUEST. To remove a device from BU-GUEST, select the *Devices* tab, choose *Approved* from the Display drop down menu, select the check box next to the device you would like to remove, and then select either *Deny* or *Delete*. This device will no longer be able to access BU-GUEST.



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For additional information
or assistance, please visit

baylor.edu/its/bu-guest

Managing BU-GUEST

A guide for authorized event managers at Baylor University

Conferences/Events

If there is a small or large group of guests coming to Baylor in the near future, authorized event managers can pre-register them on the BU-GUEST wireless network. If you are not an authorized event manager, contact the ITS Help Desk.

The screenshot shows the 'Pre-Registration Portal' interface. At the top, there is a green header with the Baylor University logo and 'Sponsored Wifi Access'. Below the header, there are navigation tabs for 'Devices', 'Users', and 'Pre-Registration Portal', with 'Pre-Registration Portal' being the active tab. A 'Logout Carl_Flynn' link is visible in the top right. The main content area is titled 'Pre-Registration Portal' and contains the instruction 'Pre-Registration Instructions go here.' Below this, there are two main sections: 'Single User' and 'Multiple Users'. The 'Single User' section includes fields for 'User Name', 'Guest First Name', 'Guest Last Name', a 'Generate Password' checkbox, 'Password', 'Confirm Password', 'Password Repository' (set to 'Default'), and 'Expires Time' (set to '01/04/2018 15:29:49'). The 'Multiple Users' section includes a 'CSV File' field (set to 'No file chosen'), a 'Generate Passwords' checkbox, a 'Password Repository' dropdown (set to 'From CSV File'), and an 'Upload' button. Two links are provided: 'CSV Template With Password and Repository Fields' and 'CSV Template Without Password and Repository Fields'. At the bottom of the form, it says 'Pre-Register User'.

Visit guestwifi.baylor.edu/pre_registration and log in using your Bear ID and password.

Small Group

If you have a small group, complete a *Single User* form for each guest. Check *Generate Password* to allow the system to create a unique, secure password for each person. Also, be certain the *Expires Time* field is set to beyond the duration of your event. Select *Pre-Register User* to submit each form. You can either print the user's credentials when they appear or copy them and place them in another document. Select the *Pre-Registration Portal* tab to enter the next guest.

Large Group

If your group is large, download a copy of the CSV Template using the link in the Multiple Users section. Open the CSV file using Microsoft Excel and follow the detailed instructions to ensure the information about your group is properly entered. When all of the information is entered, save the CSV file and then upload it by selecting the *Choose File...* button. Before you select *Upload*, be sure the *Generate Passwords* check box is selected and choose *Wireless-Guest* from the Password Repository drop down menu. You can either print the BU-GUEST credentials for your group or use your device's print settings to save the credentials as a PDF file.

If a member of your group experiences issues with their access to BU-GUEST, please contact the HELP Desk at (254) 710-4357 during business hours.



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Welcome to BU-GUEST

Baylor's secure, managed guest wireless platform

In order to preserve the security and integrity of Baylor's campus wireless network, the university hosts a sponsored guest wireless network. Members of Baylor's faculty/staff can authorize campus guests to access the Internet through the BU-GUEST Wi-Fi network. The following steps will guide you through the process.

Step One

Select the **BU-GUEST** wireless network from the available networks list on your device.

Step Two

If you are at Baylor as part of a conference or event and have been given a BU-GUEST user name and password, enter those credentials in the fields provided and select *Login*.

If you are simply visiting Baylor as a guest and have a faculty/staff sponsor, select *Register* and move on to step three.

Step Three

Complete the online form and select *Complete Registration*. If you do not have a valid, Baylor email address of a faculty/staff sponsor, you will not be able to access BU-GUEST.

Step Four

Enter the validation code that you will receive via text message and select *Complete Registration*.

Step Five

Once your faculty/staff sponsor authorizes access to BU-GUEST, your device will notify you that it is connected to the wireless network.



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