


Sponsoring requests for Campus Visitor wifi access

The **Campus Visitor** wifi is to provide access for non employees of FHDA (with legitimate business needs) to gain access to wifi. If you have a visitor that needs access to the **Campus Visitor** wifi network, they will need to request a visitor account, and put your name and FHDA email address in the request. After they have submitted the request, you will receive an email requesting that you confirm their account. It will look like the one below:




FOOTHILL-DE ANZA
Community College District

A guest is requesting visitor access
GuestManager Receipt
Your Account Details

Username: **doejane@fhda.edu**
Full Name: Jane Doe
Phone:

A visitor has requested access naming you as the sponsor. Please [click here](#) to confirm the request.

Powered by  [Aruba Networks](#)

© 2016

Please click on the “**click here**” link to approve the account.

As the sponsor, you will be required to log in with your CWID and password (**the same CWID and password that you use to access MyPortal**) before approving the visitor account.



Username:

Password:



CWID goes here

Powered by  Aruba Networks

You will then be provided with the option to customize the account expiration (*see screen shot on next page*). The following options are available:


- **1 Day**
- **7 Days**
- **14 Days**
- **1 Month**
- **4 Months**

A guest has requested your confirmation for guest access

Sponsor's Name:
Nimesh Wickramasinghe

Sponsor's Email:
nimeshk@gmail.com

Guest's Name:
Scott Sanders

Account Username:
 nimesh@armaturesystems.com

Activation Time:
Thursday, 05 May 2016, 4:08 PM

Expiration Time:
Friday, 06 May 2016, 4:08 PM

* Account Expiration:

* required field

Powered by  Aruba Networks

Once you click on **“Confirm”**, the visitor will receive a confirmation email (like the one below) notifying of account activation and log in information and the account status is switched from **Disabled** to **Enabled** on the submission browser screen.

Visitor account receipt for nimesh@armaturesystems.com

 admin@fhdclearpass.edu
Thursday, May 5, 2016 at 4:11 PM
To: nimesh@armaturesystems.com

Welcome **Scott Sanders**, your account has been created and is now ready to use.


 **WiFi Network: Foothill Visitor**

Guest Account and Wi-Fi Instructions:

- 1 Make sure your wireless adapter is set to dynamically obtain an IP address
- 2 Connect to the wireless network: **Foothill Visitor**
- 3 Enter credentials:
– Username: **nimesh@armaturesystems.com**
– Password: **022943**
- 4 Account expires: Saturday, May 7, 2016 16:08

As the sponsor, you will receive the following confirmation on the screen:



 Confirmed registration of doejane@fhda.edu (ID 37944).

Sponsor's Name:

John Doe

Sponsor's Email:

Doejohn@fhda.edu

Guest's Name:

Jane Doe

Account Username:

 doejane@fhda.edu

Activation Time:

Thursday, 25 August 2016, 10:44 AM

Expiration Time:

Friday, 02 September 2016, 10:44 AM