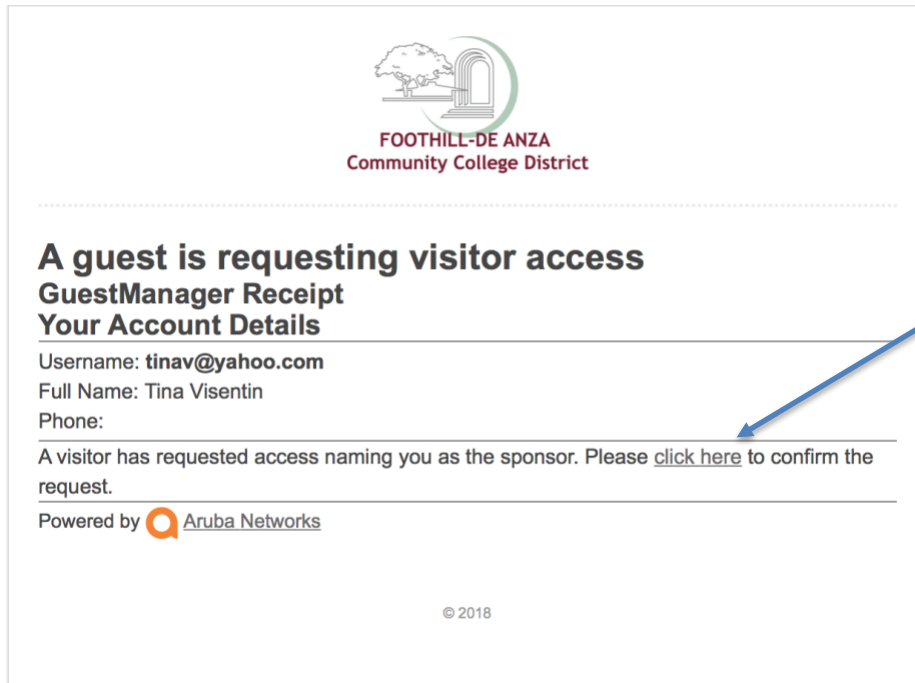


# Foothill-De Anza Community College Employee Instructions

## Sponsor Visitors for Requests to use the Campus Visitor wifi Network

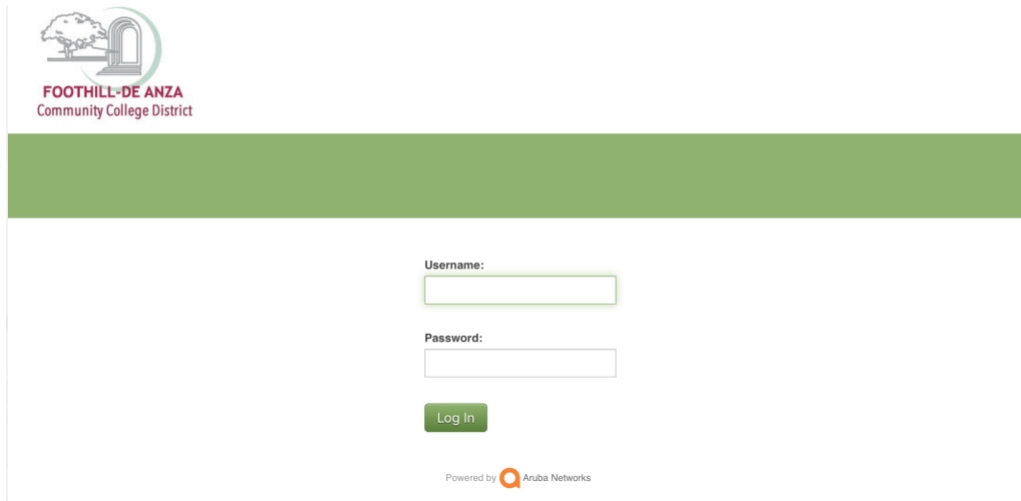
If you have a visitor that needs access to the **Campus Visitor** wifi network, they will need to request a visitor account, and put your name and FHDA email address in the request. After they submit the request, you will receive an email requesting you to confirm and set a time limit on the account.

Example of the email you will receive:



1. Click on the ***click here*** to begin the approval process.

2. A browser window will open with the following login screen. Enter your **username** and **password** which are your *MyPortal* credentials. Next click on **Log In**.



FOOTHILL-DE ANZA  
Community College District

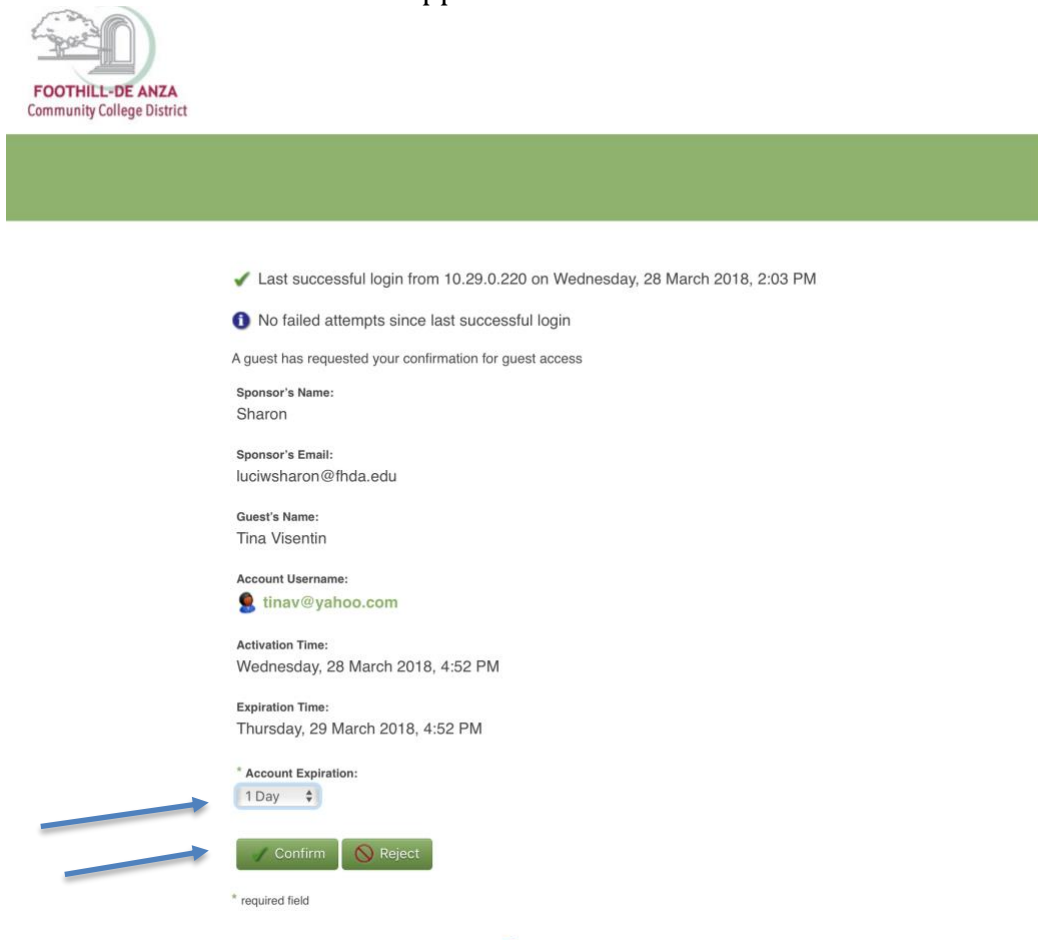
Username:

Password:

Log In

Powered by Aruba Networks

3. The screen below will appear.



FOOTHILL-DE ANZA  
Community College District

✓ Last successful login from 10.29.0.220 on Wednesday, 28 March 2018, 2:03 PM


ⓘ No failed attempts since last successful login

A guest has requested your confirmation for guest access

Sponsor's Name:  
Sharon

Sponsor's Email:  
luciwsharon@fhda.edu

Guest's Name:  
Tina Visentin

Account Username:  
 tinav@yahoo.com

Activation Time:  
Wednesday, 28 March 2018, 4:52 PM

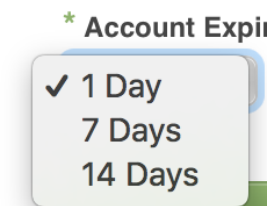
Expiration Time:  
Thursday, 29 March 2018, 4:52 PM

\* Account Expiration:  
1 Day

Confirm Reject

\* required field

4. Select the **Account Expiration** from the choices that appear when you click on the box. Select the number of contiguous days you are allowing the visitor to use the Campus Visitor wifi network account.



5. Next click on the Confirm button. You always have the ability to deny the request by clicking on the Reject button. If you **DO NOT KNOW** the requester, for security reasons, you must **REJECT** the request.
6. If you clicked on Confirm, in a few seconds the visitor's request form will update with the expiration date, the assigned password and the Log In button will activate. The visitor needs to make note of the assigned password and their email address is their user name.

**Example:**

Account Username:

 tinav@yahoo.com

Guest Password:

 194652

Activation Time:

Wednesday, 28 March 2018, 2:02 PM

Expiration Time:

Friday, 30 March 2018, 2:02 PM

Account Status:

Enabled

Log In