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.

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

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

DO NOT USE Bulk Create Users.
Users Management

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

**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

**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.

**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.

**Useful Information**

The account is not activated until the user logs onto the Guest Wireless with the credentials provided. Once they logon the clock starts ticking.