

Guest Account – End Users

This document outlines the steps for a Guest Account End User to activate their account so they will be able to use it.

Account activation steps

Step 1. Check your email to confirm that you have received an Acknowledgement email notifying you that a Guest account has been created for you.

Step 2. Note down your username (t number) and click the link to "activate your account".

to me	15:29 (0 minutes ago) 🙀 🔸 👻		
Dear Test Guest-User,			
This is an acknowledgement that Guest account: t16057360 was created for you on Feb 22 15:29:01 PM.			
Your Guest account will expire on Mar 7 23:59:00 PM.			
Please activate your account by clicking the following I	ink:		
https://password.griffith.edu.au/pwaguest/public/Activa	teUser?cn=t16057360		
Best Regards,			
IT Service Centre			
The IT Service Centre is your primary contact point for We provide face-to-face, telephone and e-mail help to Internal: x55555 Brisbane: (07) 3735 5555 Gold Coast: (07) 5552 5555 E-mail: <u>ithelp/@gofffth.edu.au</u> In Person: Ubrary Services desk in any campus library	- assistance with computing services both on and off campus. staff and students.		

Email 1: Account created Acknowledgment email

Step 3. Confirm your identity by entering your username (t number); external email address used to create your account and last name. Click "Activate".

o confirm your identity, ind activate your user ac	please enter the following information. Your information will be used to locate count.	
Be sure to complete the	process, or your account will not be activated properly.	
Jsername*		
t16057360		
Email Address∗		
myemail@external		
.ast Name∗		
Guest-User		

Step 4. After you have verified you identity, check your email to confirm you have received an Activation email.

Griffith UNIVERSITY	Activate Account
To verify your identity, a sec and paste the security code	urity code has been sent to you. Please click the link in the email or copy here.
	Check Code
	Cancel

Click on the link in the Activation email or copy and paste the security code into the waiting field.

Grif	fith University Account Activation Verification for Guest ,	Account: t16057360	ē
-	password@griffith.edu.au ✿ to me ເ∋	15:32 (1 minute ago) 📩 🔺	•
	Thank you for requesting your account activation. To continue with your a continue.	ccount activation, please <u>click here</u> to	
	If for some reason this link doesn't work, you can copy and paste the following code onto the activation form:		
	H4sIAAAAAAAAAAAAAAA -vtycht3nfvuuf9kuudkyuu2-teggi900101txKKt2100MHbg6704 -vtycht3nfvuuf9kuudkyuu2-teggi900101txKKt2100MHbg6704 -vtyckt3nfvuuf9kuu400000000000000000000000000000000000		
	If you did not request to create a new account, you do not need to take a	ny action.	
	Best Regards,		
	IT Service Centre		
	The IT Service Centre is your primary contact point for assistance with co We provide face-to-face, telephone and e-mail help to staff and students. Internal: x5555 Brisbane: (07) 3735 5555 Gold Coast: (07) 5552 5555 E-mail: <u>intelogonifith edu au</u> In Person: Library Services desk in any campus library	mputing services both on and off campus.	

Email 2: Activation email with security code

Step 5. Once the activation code has been successfully confirmed, click "Continue" to complete the process. *Make sure you continue with these steps or the account will not be setup correctly.* You will be sent an Activation confirmation email notifying you that your account was activated.

L	Griffith UNIVERSITY		-
You able	rr user account has been successfully activated. Be e to access your account.	e sure to complete the process, or you will not be	
_			-
Griffi	th University Account Activation for Guest	Account: t16057360	÷
Griffi	th University Account Activation for Guest	Account: t16057360 D Inbox x 15:39 (4 minutes ago) 📩 🔦	•
Griffi	th University Account Activation for Guest password@griffith.edu.au to me Thank you for activating Guest account: t16057360. Best Repards	Account: t16057360 D Inbox x 15:39 (4 minutes ago) 📩 🔦	-
Griffi	th University Account Activation for Guest password@griffith.edu.au to me Thank you for activating Guest account: t16057360. Best Regards, IT Service Centre	Account: t16057360 □ Inbox × 15:39 (4 minutes ago) ☆ ▲	-

Email 3: Activation confirmation email

Step 6. On the Change Password screen please read the <u>Information Technology Code of</u> <u>Practice - Griffith University</u> before selecting "I Agree" and clicking "Continue".

Please note that if you do not agree to the IT Code of Practice or choose not to continue at the stage you will not be able to use the Guest Account.

Change Password	
Scope	
This policy applies to all users of Griffith University Information Technology resources regardless of your relationship with the University and irrespective of whether those resources are accessed on or off-campus.	
Rationale	
Information Technology resources are essential for accomplishing Griffith University's mission of pursuing excellence in teaching and learning, research and community service. Nembers of the University community are granted shared access to these resources, which must be used and managed responsibly to ensure their integrity, security and availability for appropriate educational and business activities. This IT Code of Practice provides guidance to authorised users for the appropriate use of the University's Information Technology resources.	
Statement	
Within this IT Code of Practice, Information Technology resources include but	Ŧ
✓ I Agree Continue	
Logout	

Step 7. Choose a new password for your account and save it by clicking "Change Password". Please ensure that you keep your password secure.

	Change Password
ease change your password hange Password button. If yo eet the following requiremer	d. Keep your new password secure. After you type your new password, click the pu must write it down, be sure to keep it in a safe place. Your new password must nts:
 Password is ca Must be at leas Must be no moi Must not includ Must not includ New password 	se sensitive. 16 characters long. e part of your name or usemame. e a common word or commonly used sequence of characters. may not be one of the last 13 you have used.
Change Password help	
Vew password accepted, ple	ase click change password Strength: Good
Confirm Password	
	✓
Change Pa	ssword Clear Show Passwords Cancel

	Please Wait	-
Your password is being ch	anged. This process may take several seconds, please be patient.	
	0	

Step 8. After you have successfully changed your password, you will be presented with a success screen. Click "Continue" to complete the process.

Success	-
	_
Your account details have been changed. Your password will be updated as follows	
Immediately	
Griffith Single Sign-On	
Up to 10 minutes	
Active Directory accounts Internet Access System (IAS)	
Mobile Devices	
 Wireless support: you will need to manually update the password in your device/s, refer to the <u>Connected</u> support page for instructions. 	Getting
Information Technology Resources Code of Practice	
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condi are used in accordance with the University's Information Technology Code of Practice.	tion they
This Code of Practice applies irrespective of where the University information technology reso accessed and used, and includes use at home.	urces are
You can expect sanctions if you act irresponsibly and disregard your obligations under the Cor Practice.	le of
It is your responsibility to become familiar with the Code of Practice.	
Continue	

You will be sent an email acknowledgement notifying you that your password was changed.

Your	Griffith University password has been changed	for Guest Account: t16057360	•
•	password@griffith.edu.au a to me ∵ Dear Teet Guest Jeer	15:42 (2 minutes ago) 📩 🗮	•
	Dear rest Guest-User, This is an acknowledgement that you have changed the password for Guest account: t16057360 on Feb 22 15:42:47 PM		
	If you didn't change your password or have any further queries, please contact the IT Service Centre via any of the contact methods listed below.		
	Best Regards,		
	IT Service Centre		
	The IT Service Centre is your primary contact point for assistan We provide face-to-face, telephone and e-mail help to staff and Internal: x55555 Brisbane: (07) 3735 5555 Gold Coast: (07) 5552 5555 E-mail: ithelp@gnffith.edu.au In Person: Library Services desk in any campus library	ce with computing services both on and off campus. students.	

Email 4: Password has been changed email

The Logout screen concludes the process for activating your account.



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