

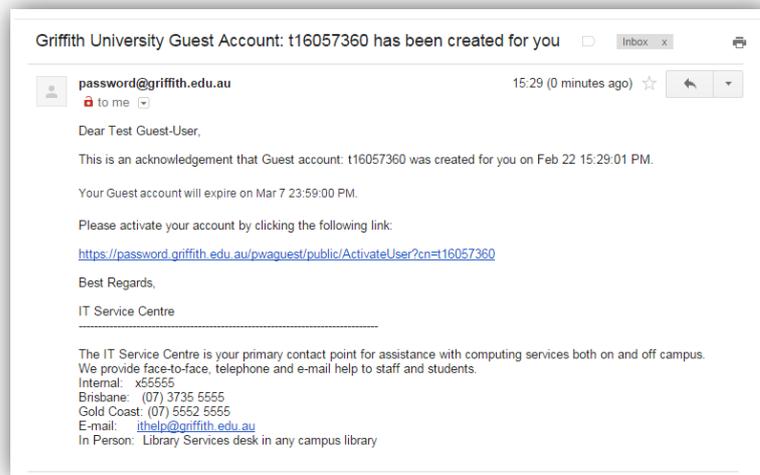
Guest Account – End Users

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

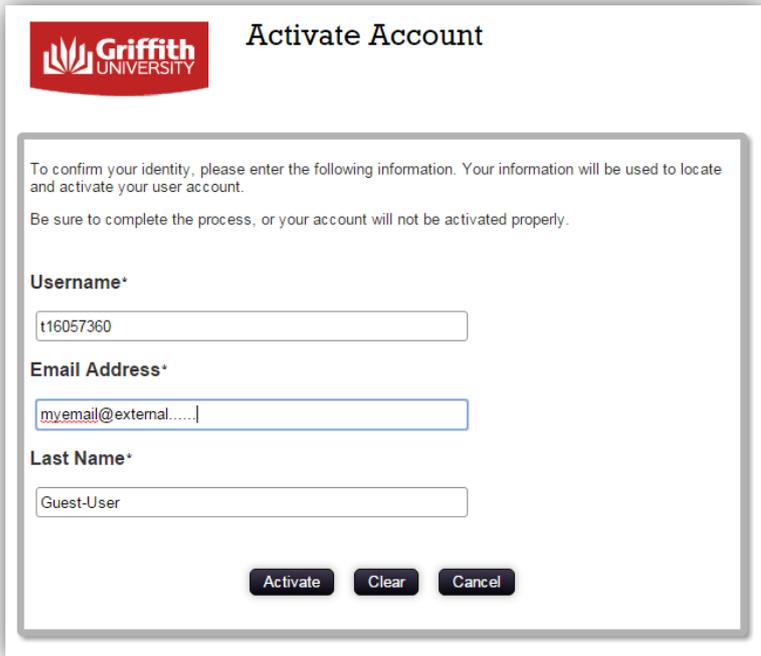
Step 1. Check your email to confirm that you have received an Acknowledgement email notifying you that a Guest account has been created for you.

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



Email 1: Account created **Acknowledgment** email

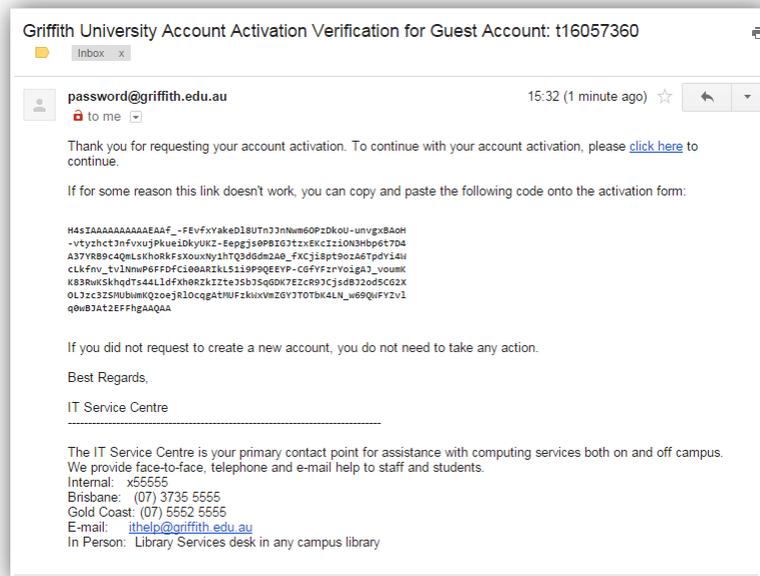
Step 3. Confirm your identity by entering your username (t number); external email address used to create your account and last name. Click "Activate".



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

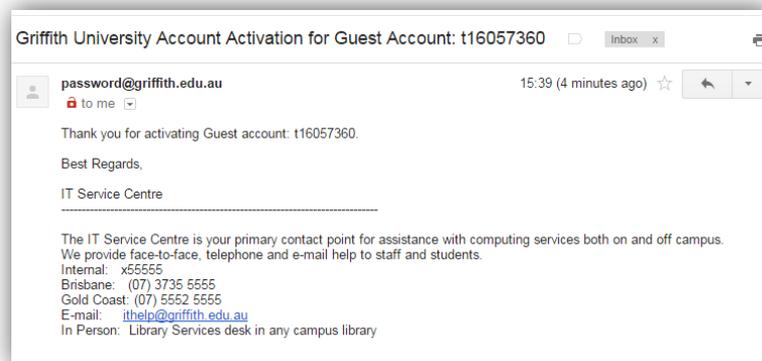
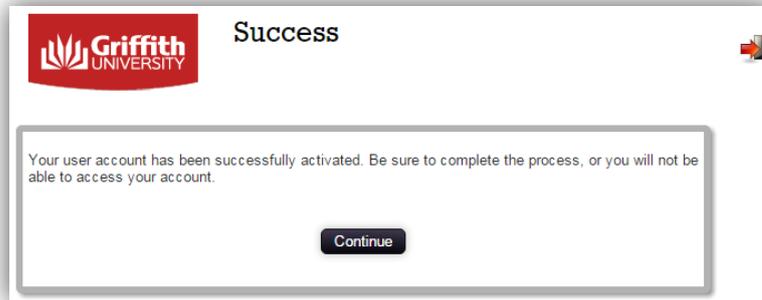


Click on the link in the Activation email or copy and paste the security code into the waiting field.



Email 2: Activation email with security code

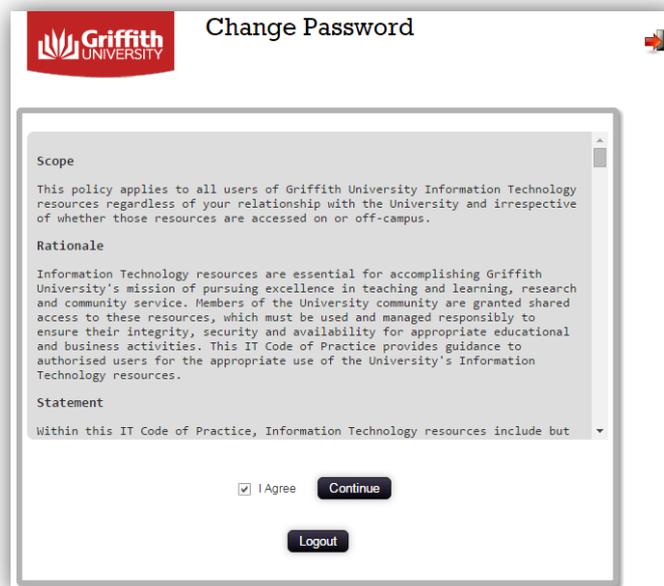
Step 5. Once the activation code has been successfully confirmed, click "Continue" to complete the process. *Make sure you continue with these steps or the account will not be setup correctly.* You will be sent an Activation confirmation email notifying you that your account was activated.



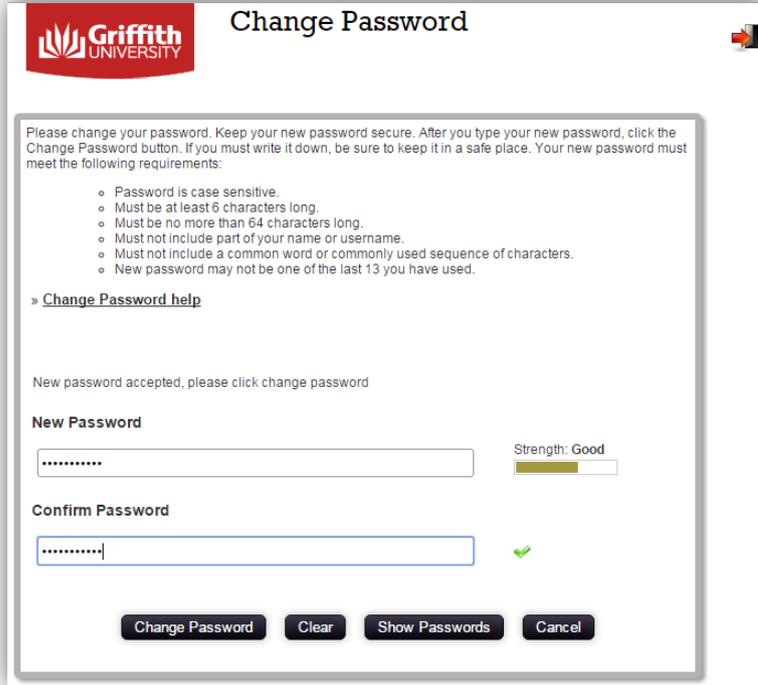
Email 3: **Activation confirmation email**

Step 6. On the Change Password screen please read the [Information Technology Code of Practice - Griffith University](#) 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.



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



Griffith UNIVERSITY **Change Password**

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 6 characters long.
- Must be no more than 64 characters long.
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- New password may not be one of the last 13 you have used.

» [Change Password help](#)

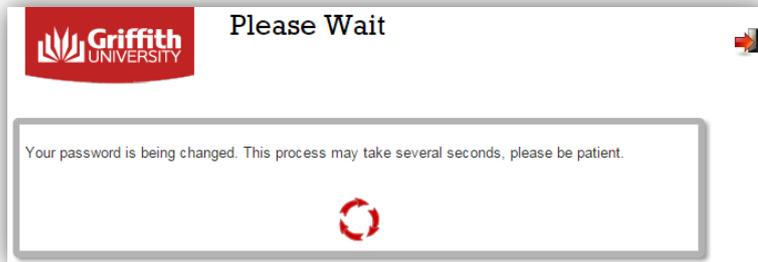
New password accepted, please click change password

New Password

..... Strength: Good

Confirm Password

..... ✓

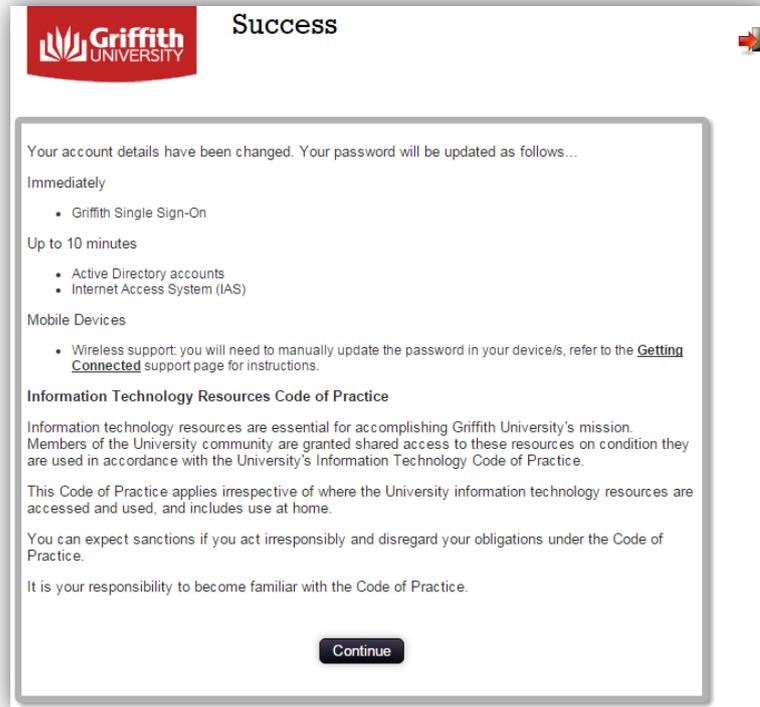


Griffith UNIVERSITY **Please Wait**

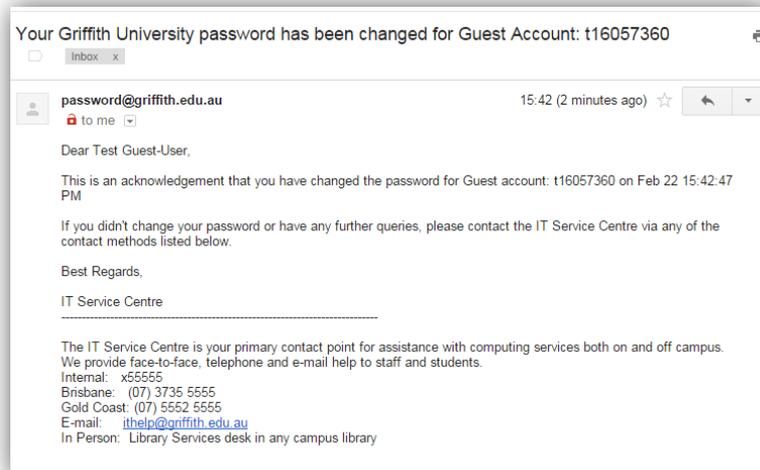
Your password is being changed. This process may take several seconds, please be patient.



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

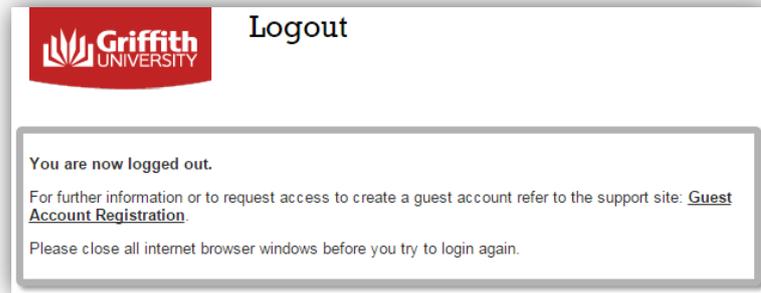


You will be sent an email acknowledgement notifying you that your password was changed.



Email 4: Password has been changed email

The Logout screen concludes the process for activating your account.



Prepared by: EIAM Project Team
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