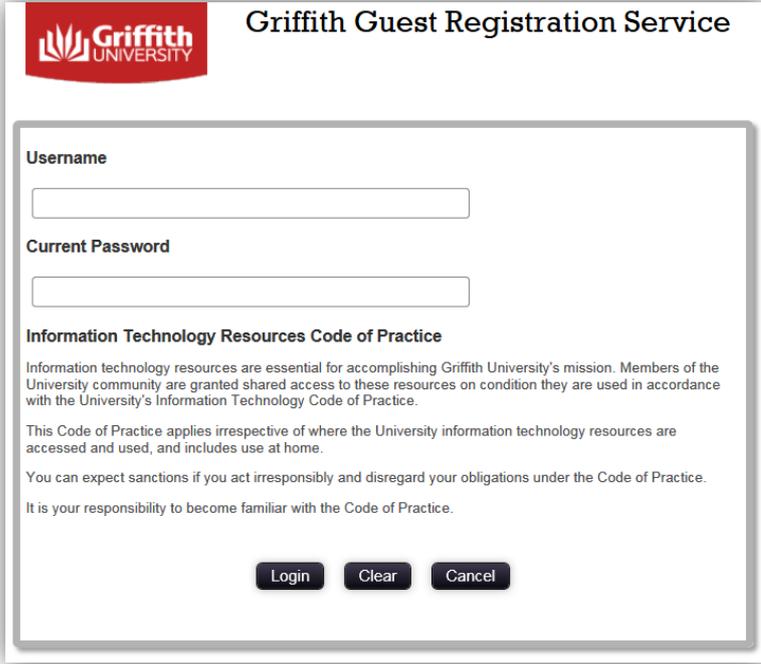


Guest Account – Creator

This document outlines the steps that a Creator in the Griffith Guest Account Registration service should follow to create an account for the Griffith Guest.

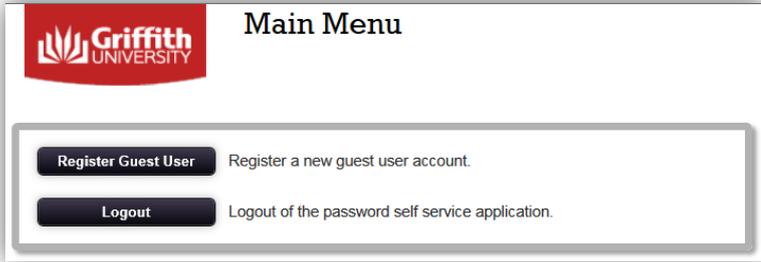
Create an account steps

Step 1. Login to the [Griffith Guest Registration Service](#)



The screenshot shows the login interface for the Griffith Guest Registration Service. At the top left is the Griffith University logo. The title "Griffith Guest Registration Service" is centered at the top. Below the title are two input fields: "Username" and "Current Password". Underneath these fields is a section titled "Information Technology Resources Code of Practice" which contains several lines of text explaining the code of practice. At the bottom of the form are three buttons: "Login", "Clear", and "Cancel".

Step 2. Once successfully logged in you will be presented with the system Dashboard. Click "Register Guest User" to create a new user.



The screenshot shows the "Main Menu" dashboard. At the top left is the Griffith University logo. The title "Main Menu" is centered at the top. Below the title are two buttons: "Register Guest User" and "Logout". The "Register Guest User" button has a tooltip that says "Register a new guest user account." The "Logout" button has a tooltip that says "Logout of the password self service application."

Step 3. The Register Guest User form will be presented, and will automatically populate the username for the client. This username will be used by the client to login to Griffith Systems.



Register Guest User

To register a new guest account, please enter the following information.

Username*

Guest Email Address*

First Name*

Last Name*

Requester Email Address*

Account expiration date (maximum 14 days)

Terms and Conditions

1. I acknowledge this account will be active for 10 working days (only). There is no possibility to extend this.
2. I acknowledge that this account has been created for an official guest of the University.
3. I acknowledge that this account has been created to support the official business of the University.
4. I acknowledge I will report any irregular or inappropriate account usage to the IT Security Team.
5. I understand that creation of this account and its subsequent use will

I agree to the above terms and conditions

Step 4. Manually complete all of the relevant fields on the Register Guest User form.

Guest Email Address: Is your guest's external email account and will be used to send relevant email to so that they can activate and use their account.

First Name and Last Name: Is your guest's name.

Requestor Email Address: Is the Griffith staff member who has initiated this request, this person will receive a notification email after the guest account has been created. This person could be you, your manager or another Griffith Staff member who has requested you to create the account.

Account Expiration Date: Is the date (end of the day) when the account will expire and the guest will no longer be able to access the account.

Griffith UNIVERSITY Register Guest User

To register a new guest account, please enter the following information.

Username*
t18376960

Guest Email Address*
guest@externalemail.com

First Name*
Joe

Last Name*
Bloggs

Requester Email Address*
myemail @griffith.edu.au

Account expiration date (maximum 14 days)
10/03/2016

March

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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account will be active for 10 working days (only).
ability to extend this.
this account has been created for an official guest
this account has been created to support the official
iversity.
ll report any irregular or inappropriate account usage
Team.
5. I understand that creation of this account and its subsequent use will

I agree to the above terms and conditions

Create Clear Cancel

Step 5. Please read the Terms and Conditions before selecting “I Agree...” and clicking on “Create”.



Register Guest User

To register a new guest account, please enter the following information.

Username*

Guest Email Address*

First Name*

Last Name*

Requester Email Address*

Account expiration date (maximum 14 days)

TERMS AND CONDITIONS

1. I acknowledge this account will be active for 10 working days (only). There is no possibility to extend this.
2. I acknowledge that this account has been created for an official guest of the University.
3. I acknowledge that this account has been created to support the official business of the University.
4. I acknowledge I will report any irregular or inappropriate account usage to the IT Security Team.
5. I understand that creation of this account and its subsequent use will be logged and may be audited.

I agree to the above terms and conditions

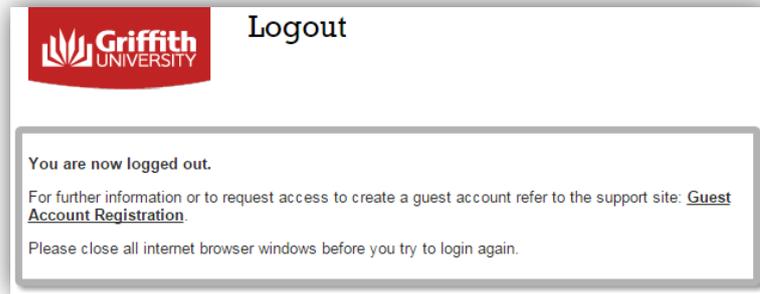
Step 6. A success message will be presented to you once the account has been created. Click “Continue” to return to the dashboard.



Success

The new guest account has been successfully created. The guest user will receive a notification if the email address has been entered. The guest account may still need activation.

Step 7. To exit the system click “Logout” on the dashboard, the Logout screen confirms that you have successfully logged out of the Griffith Guest Registration Service.



Prepared by: EIAM Project Team
Last modified: Tuesday, 8 March 2016

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