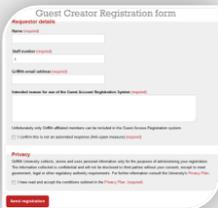


HOW-TO Guide

Creating a Guest Account

Obtain access to create a Guest Account



1. If you fall into one of the following eligibility groups:
 - a. IT Service Centre
 - b. School Admin Officers (SAOs)
 - c. Program Support Officers (PSOs)
 - d. School/Departmental Secretaries
2. Apply for access using the “Guest Creator Registration form”.
3. Once you have been granted access you will be notified by the Administrators.

Create a Guest account



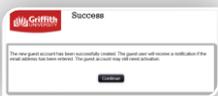
Login

1. Log in to the Griffith Guest Registration Service
2. Click “Register Guest User”



Complete User details

- Complete the details for the guest user
- Ensure the guest email address is valid and correct
- Agree to the terms and conditions
- Click “Create” to create the Guest Account

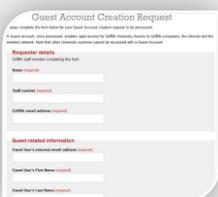


Confirm successful creation

- Once the account has been created you will receive a success message confirmation.
- If you were listed as the requestor you will also receive an email confirmation.

Request a Guest account to be created

Users, who are ineligible to access the system as a creator, can lodge a request for a Guest account to be created on their behalf.



Complete the form

- Complete the “Guest Account Creation Request” form.
- Ensure that you agree to the terms and conditions.
- Submit the request and allow processing time for a staff member to action your request.



Confirm successful creation

- Once the Guest account has been created the requestor who initiated the request will receive an email confirmation that the account has been created.

For further assistance contact

IT Service Centre 373 55555 or go to www.griffith.edu.au/guestaccount