

# **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

14 March 2016

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



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Main Menu

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een entered. The guest account may still need activation.

Information Services
CRICOS No. 00233E