

Managing Guest Wireless Accounts

HOW TO REGISTER A GUEST WIRELESS USER

1. From within FHCRC network, point your browser to <https://guestreg.fhcrc.org>. You will be prompted for username and password. Enter your HutchNet ID.
2. You will see the FHCRC guest wireless registration page. Click the link to enter.
3. You will see the Register User page. Enter a username and a password for your guest. Enter your guest's e-mail address and your e-mail addresses. Click **Add** to register your guest. Now, your guest is authorized to use the *FHCRC Guest* wireless network.
4. If you are hosting a conference, you are allowed to create a group username and password for the conference participants. Enter the name of your conference in the E-mail box.

HOW TO RE-REGISTER A GUEST WIRELESS USER

1. On the Register User page, click the List Users link at the top of the page and search for your user. If the "Valid to" date has passed, your user's account doesn't work anymore.
2. Click your user's username; this will take you to the Delete User screen. Click the **Delete** button.
3. Click the Register User link at the top of the page and register your user again.

HOW TO RUN REPORTS ON EXISTING GUEST USERS

1. On the Register User page, you can also view the list of currently registered users, delete users, and view the authentication log of guest users employing the *FHCRC Guest* wireless network.
2. To view the list of currently registered users, click the List Users link at the top. Now you are on List Users page. You can click **Search** to list all the registered users. You can narrow the list by specifying search criteria.
3. To view the authentication log of guest users who are using, or trying to use, the *FHCRC Guest* wireless network, click the Authentication Log link at the top. Narrow your search criteria. The result of this report will tell you whether or not your user is successfully authenticating to the captive portal.