Known – used to create a Known guest a user account to access the wireless network.

1. Go to networkguest.gcsu.edu
2. Enter your username and password and then click “Sign On”. This page uses your unify username (name@gcsu.edu) and password.
3. Under “Guest Information” you will see the three types of users. Known is default and should be highlighted.
4. Enter the users information: The following fields are mandatory.
   a. First name
   b. Last Name
   c. Email address
   d. Phone number (this should be the cell phone).
   e. Address
   f. City
   g. State
   h. Zip
   i. Home phone (can be the same as cell phone)
5. On the right hand side, you can set the date and duration of the visit.
6. The duration can be a maximum of 7 days.
7. In the “From date” dialogue box, enter the beginning date of the visit.
8. In the “From time” dialogue box enter 08:00 (24 hour time)
9. In the “To date” dialogue box, enter the ending day of the visit.
10. In the “To time” dialogue box enter 21:00 (24 hour time)
11. Click “Create”
12. If you have no errors, you will be taken to the “Account Information” screen.
13. Scroll to the bottom of the screen and click “Notify”.
14. You will be presented with a dialogue box that will allow you to Print, SMS, or Email the information to the user. Select the delivery notifications that you want, including “Copy me” if so desired, and click “OK”.
15. Now click “Done”
16. You can continue to repeat this process to create additional accounts if needed.
17. You can sign out by clicking on the drop down arrow next to your name at the top of the web page and clicking on “Sign Out” or you can simply close the browser.