Manage Accounts

Once you have created an account, you can use the neworkguest.gcsu.edu portal page to manage the account. From this page, you can

- Resend the user their information
- Extend the users account
- Edit the account
- Suspend the users account
- Reinstates the account
- Delete the account
- Reset the password
- Print the account information

Information on each of these options as well as instructions can be found below.

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. Click on “Manage Accounts” at the top of the page.
4. You can search for the account you would like to manage by entering the user’s last name in the search box or you can scroll through the list of users. Once you find the user you are looking for, click on their username to manage the account.
5. Once you click on the users account you want to manage, your window will change, and you will be presented with the account information for that user.
6. The options below are possible actions you can perform on this account.

Resend – can be used to Print, SMS, or Email the user their credentials. Select the options you want, click “OK”, and you will be taken back to the Manage Accounts screen. Click “Done” if you are done.

Extend – can be used to extend the users account up to the maximum number of days which is 7. Enter the number of additional days and click OK. If you try and enter a number that will push the account beyond the 7 day max, you will get an error. This will bring you back to the user account information page. Click done if you are finished.

Edit – can be used to modify the user’s information including the From Date and To Date. Once you have modified the information required, click on Save and you will be taken back to the user account information page. Click “Done” if you are finished.

Suspend – can be used to suspend the account and deny the user access to the wireless account. Click on Suspend, you will be prompted with a dialogue box asking for a reason, type in a reason, hit OK. You will then be taken back to the user account information.

Reinstate – Once an account has been suspended, you will need to make the account active by clicking on “Reinstate”. A dialogue box will pop up asking if you are sure, click ok, and you will be taken back to the user account information.

Delete – can be used to delete the account of the user. Unlike Suspend, if you delete the user account, you will have to create a new account for them, if you change your mind. Click on Delete, you will be prompted with a dialogue box asking if you are sure, click OK if you are. The account will be deleted, and you will be returned to the Manage Accounts Window.
Reset Password – can be used to reset the user’s password. Click on Reset Password, you will be prompted with the Reset Password dialogue box. Select the manner you want to alert the user with, Print, SMS (text message), or Email. Once you have selected the method, click OK. Once the reset is processed, you will be returned to the user account information.

Print – can be used to print the user’s information from the Manage Accounts window. Click on Print, and you will be presented with the standard print dialogue box. Select the printer, click Ok, and the information will be printed. You will then be returned to the user account information.

7. Once you are done, click Done at the bottom of the screen. This will take you back to the Manage Accounts screen.
8. 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.