Random – used to create a number of guest user accounts.

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. Click on Random to create up to 200 random guest accounts.
4. Enter the number of accounts you would like to create.
5. Enter a prefix for the accounts. This will be prepended to the account and should be something associated with the event. Remember, keep it reasonably short as this will in part become the username for each guest.
6. Enter a group tag. This can be left blank or can be your department or event name.
7. Enter the duration in days you want the accounts to be valid.
8. In the “From date” box, enter the beginning date of the visit.
9. In the “From time” box enter 08:00 (24 hour time)
10. In the “To date” box, enter the ending day of the visit.
11. In the “To time” box enter 21:00 (24 hour time)
12. Click “Create”
13. If you create a large number of accounts, the system will present you with a dialogue box and queue your job. Click on the X to close the dialogue box.
14. If you created a small number of accounts, they will be created and you will be taken to the Account Information window which will display all of the accounts usernames and passwords.
15. You can print these by clicking on Print at the bottom of the window.
16. If you click Print, you will be presented with the Print dialogue box. Select the printer, then click ok.
17. Click Done
18. This will take you back to the Create Accounts window.
19. 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.
20. If you created a large number of accounts and you were presented with the dialogue box telling you your job was queued, you will need to click on the Notices tab at the top of the Create Accounts page.
21. Once you click on Notices, you will see any recent system notices that were generated by the create random accounts job.
22. Click on the job name listed in the notices page. It should be Create Random Accounts.
23. You will be taken to the account information page. This will show you the first 50 accounts. You will need to Print them in order to view all of the accounts. Click on Print.
24. Since there are a large number of accounts, it will need to generate a Print job. You will be shown a dialogue box telling you it is creating the print job and to check in the Notices section.
25. You can close the dialogue box by clicking on the X in the upper left corner.
26. Click on the Notices tab.
27. You should see a Create Print Job listed.
28. Click on the Create Print Job and you will be presented with a window that will allow you to print the accounts out. BE WARNED. When you print these, it will print each account on its own page. If you created 200 accounts, it will print 200 pages.
29. Click Print. This will bring up the Print dialogue box. Select the correct printer, and click ok.
30. 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.