

## Create a Guest Account

Guest accounts can be created by departmental LSPs for users outside of the University community who need to use TigerLAN labs, TAF labs, and Smartclassrooms.

- 1) Create a guest user account within your own organizational unit.
  - a. Set time restrictions on the account as far as when the account can be used (during the week/weekend).
  - b. Set an expiration date for the account.
  - c. Set a password for the account.
- 2) Create a group with a TL-prefix and your college's name.  
For example: The group name for the College of Engineering would be "TL-Engineering".
- 3) Make the user account created in step (1) a member of the group created in step (2).
- 4) Put in an ARS request online to TigerLAN with the following information:
  - a. UUID of the user account you created in step (1).
  - b. How many simultaneous logins you will need for the guest account.

## Printing Privileges for Guest Accounts

Guests who need to print on campus will need to pay a printer and toner fee. Please allow 3-5 business days between payment to Bursar's Office and activation of guest printing privileges.

- 1) The guest pays a print and toner fee at the Bursar's Office in Wilder Tower.
- 2) The guest should give this receipt to the departmental LSP.
- 3) The LSP completes an ARS request with the following information:
  - a. UUID of the guest account that paper should be added to.
  - b. Receipt number for payment of print and toner fee.
- 4) The LSP faxes the receipt to ITD:678-1643.
- 5) ITD will assign printing privileges to the guest's account.