

Requesting Guest Accounts

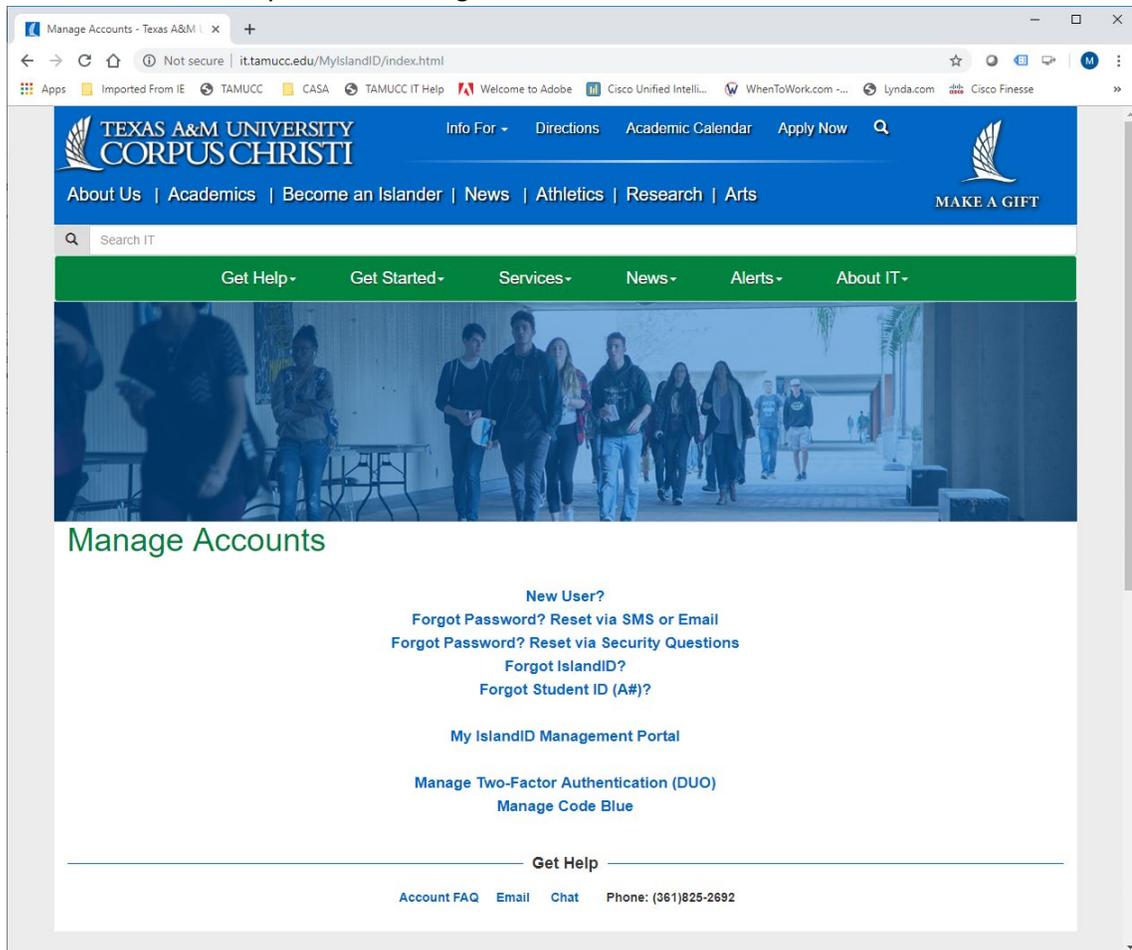
Guests visiting the University for less than one month that require the ability to log into a campus computer can be issued a guest account.

For guest access longer than one month, please submit a request to IT at IThelp@tamucc.edu including the information requested below.

- Description
- Guest Name (if an individual or indicate if account will be used by multiple parties)
- Type of event account will be used for

Guest accounts are available for full time employees to request. Accounts should be requested at least one week prior to the day needed to ensure accounts are ready before the guest arrives. The person requesting the accounts will be notified via e-mail once the account(s) is ready. Guest accounts only have the ability to log into computers and are not provided an email address.

- 1.) Go to MyIslandID.tamucc.edu from a web browser
- 2.) Click on the link for My IslandID Management Portal



3.) Go to the REQUESTS tab > REQUEST ACCESS > CREATE NEW USER

The screenshot shows a web browser window with the URL `idp.tamucc.edu/identity/self-service/tcc/ussp.jsf`. The page title is "Password and Account Management Portal" and it is personalized for "Melissa Asbury". The navigation menu includes "APPROVALS", "REQUESTS", "RESET PASSWORDS", "USERS", and "MY PROFILE". The "REQUESTS" tab is active, and the "REQUEST ACCESS" sub-tab is selected. The main content area displays a four-step process:

- 1 Select a user**: "Select the users for whom you want to request access. Include Self. The selected users are shown below." Below this is a table with columns: Legal Last Name, Legal First Name, Job Title, Department, and Office Phone. A search bar is located at the bottom right of the table. A blue button labeled "CREATE NEW USER" is circled in red.
- 2 Select resources and permissions**
- 3 Specify access period**
- 4 Submit request**

The footer contains four sections: "About the University", "Research & Academics", "Quick Links", and "Visitor Information", each with a list of links.

4.) Select User Type: Guest > NEXT

5.) Complete all information required in Step 2.

6.) This can be requested on behalf of someone else by using the “Select a Different Manager” option

2 My Information

Guest Account Information

Guests visiting the University for less than one month that require the ability to log into a campus computer can be issued a guest account.

For guest access longer than one month, please submit a request to IT at itrequests@tamucc.edu including the information requested below.

Guests needing wireless access only can utilize the Guest or Eduroam networks without the need for a specific guest account.

If wireless access is needed for longer than one week, please submit a request to IT at itrequests@tamucc.edu after the guest has registered an account.

* Description:

* Password:
Password Strength:

* Confirm password:
Please reference TAMUCC Guest Account site for more information.

OWNER'S INFORMATION

Name: Leyva, Joe

Email Address: joe.leyva@tamucc.edu

UIN: 724002339

Office Phone: [Select A Different Owner](#)

Office of Information Security Questions

Guest Name (if an individual or indicate if account will be used by multiple parties)

* Question 1:

Type of event account will be used for

* Question 2:

* Required field

Faculty of the University
• Our Location
• Spirit and Traditions
• Islander Athletics

University Colleges
• Harte Research Institute
• Conrad Blucher Institute
• Academic Affairs

Islander E-Tools
• University Directory
• S.A.I.L.
• Blackboard

Islander Print/Print Center
• Campus Map
• Tour the Campus
• Community Outreach

7.) Use the magnifying glass icon to see search fields.

Select A Different Manager

The list of managers are shown below.

Legal Last Name	Legal First Name	Department	Job Title	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	-			e@islander.tamucc.edu
<input type="radio"/>	2012 Service		SQL	
<input type="radio"/>	aaaa1111.svc		aaaa1111.svc	
<input type="radio"/>	aac		aac	
<input type="radio"/>	aaffairs		aaffairs	
<input type="radio"/>	Aahman		Fanny	faahman@islander.tamucc.edu
<input type="radio"/>	Aamir		Hadia	haamir@islander.tamucc.edu
<input type="radio"/>	Aamir		Neha	naamir@islander.tamucc.edu
<input type="radio"/>	Aari	College Of Business	Institutional Student Worker	vaari@islander.tamucc.edu
<input type="radio"/>	Aaron		Caroline	caaron1@islander.tamucc.edu
<input type="radio"/>	Aaron		Dylan	daaron@islander.tamucc.edu
<input type="radio"/>	Aba		Angel	aaba@islander.tamucc.edu
<input type="radio"/>	Abad		Alexxis	aabad@islander.tamucc.edu
<input type="radio"/>	Abad		Cassandra	cabad@islander.tamucc.edu
<input type="radio"/>	Abadom		Brandie	babadom@islander.tamucc.edu
<input type="radio"/>	Abah		Alphonsus	aabah@islander.tamucc.edu
<input type="radio"/>	Abalos		Chloe	cabalos@islander.tamucc.edu
<input type="radio"/>	Abalos-Green		John	jabalosgreen@islander.tamucc.edu
<input type="radio"/>	Abarca		Bethany	babarca@islander.tamucc.edu
<input type="radio"/>	Abarca		Iliana	iabarca@islander.tamucc.edu

8.) Select the name of the person you want to manage the account then click on Done

Select A Different Manager

The list of managers are shown below.

Legal Last Name	Legal First Name	Department	Job Title	Email Address
<input type="text" value="munoz"/>	<input type="text" value="miguel"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	Munoz		Miguel	
<input checked="" type="radio"/>	Munoz	User Support Services	End User Support Specialist I	miguel.munoz@tamucc.edu

9.) Once all required information is complete select Done

10.)The request is then routed to OIS for approval

11.)After approval, the Owner will get an email to their TAMUCC email account notifying them of the creation of the guest account.