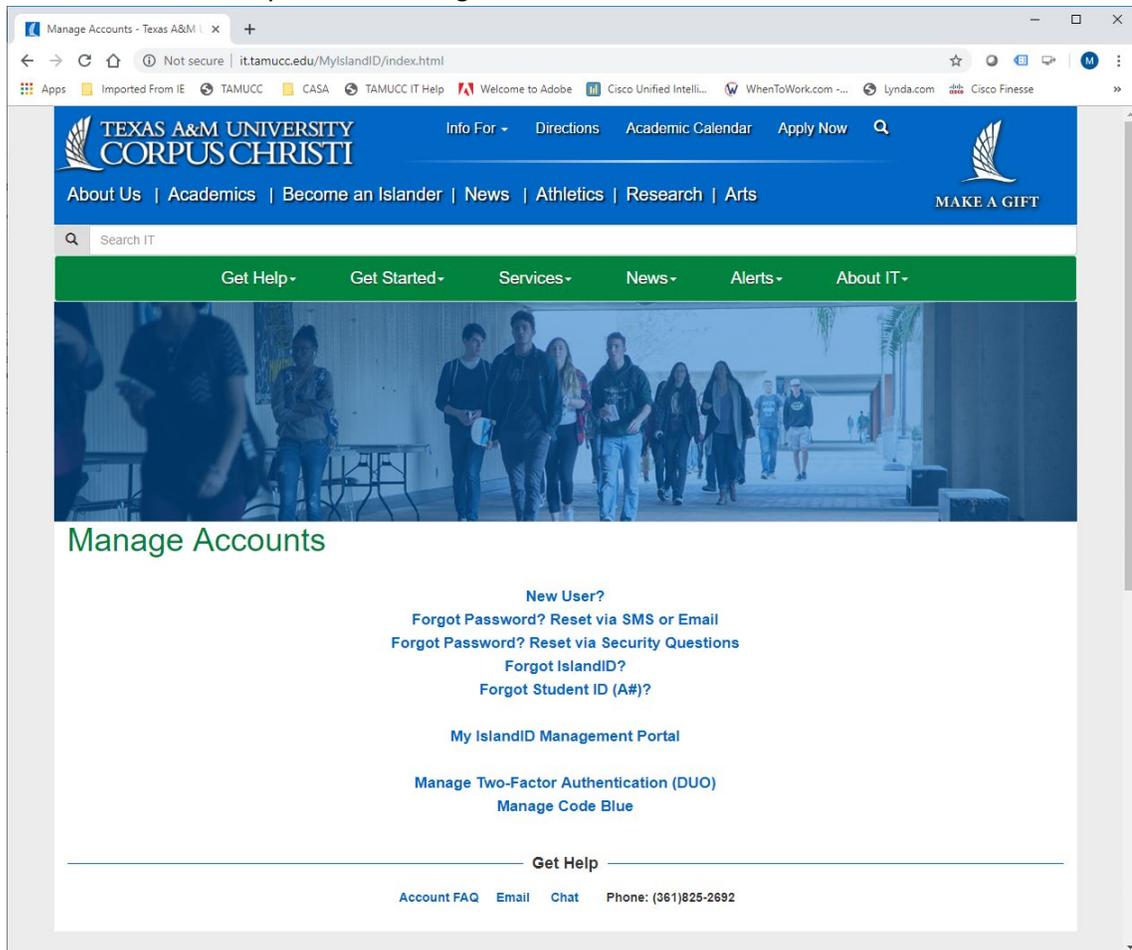# Requesting Guest Accounts

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

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

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	
○	-	Edwin			e@islander.tamucc.edu	
○	2012 Service	SQL				
○	aaaa1111.svc	aaaa1111.svc				
○	aac	aac				
○	aaffairs	aaffairs				
○	Aahman	Fanny			faahman@islander.tamucc.edu	
○	Aamir	Hadia			haamir@islander.tamucc.edu	
○	Aamir	Neha			naamir@islander.tamucc.edu	
○	Aari	Vineela	College Of Business	Institutional Student Worker	vaari@islander.tamucc.edu	
○	Aaron	Caroline			caaron1@islander.tamucc.edu	
○	Aaron	Dylan			daaron@islander.tamucc.edu	
○	Aba	Angel			aaba@islander.tamucc.edu	
○	Abad	Alexxis			aabad@islander.tamucc.edu	
○	Abad	Cassandra			cabad@islander.tamucc.edu	
○	Abadom	Brandie			babadom@islander.tamucc.edu	
○	Abah	Alphonsus			aabah@islander.tamucc.edu	
○	Abalos	Chloe			cabalos@islander.tamucc.edu	
○	Abalos-Green	John			jabalosgreen@islander.tamucc.edu	
○	Abarca	Bethany			babarca@islander.tamucc.edu	
○	Abarca	Iliana			iabarca@islander.tamucc.edu	

◄◄ ◄ **1** ►

CANCEL   DONE

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	
	munoz	miguel				
○	Munoz	Miguel				
⦿	Munoz	Miguel	User Support Services	End User Support Specialist I	miguel.munoz@tamucc.edu	

CANCEL   DONE

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.