WIRELESS GUEST ACCOUNT VOUCHER CREATION

FACULTY, STAFF, AND STUDENTS

To create a sponsored guest account voucher, faculty, staff and students will need to go to: http://webapps.ohio.edu/gnr/. Vouchers can be created before guests arrive, or the day of the event, but must be redeemed before their devices can be used on campus.

The screen will look like this:

To create a voucher, select "Login". You will be redirected to a secure login page.

This will bring up the following screen. Enter your "User Name (OHIO ID)" and your "OHIO ID password" to proceed.
You will be redirected to the Guest Network Registration voucher creation page.
To create a new voucher, follow these steps:

1. In the Create New Voucher text box, enter the name of the desired voucher code or select the Auto Generate Code button. Options for non-auto generated names could be: “Gus Macker Tournament”, “Open House Fridays” or “Dancing For Kids Sake”

2. Select the activation date of the voucher. The current date/time will be the default activation date. The activation date can be future-dated.

3. Select the expiration date or time period that the voucher is active. NOTE: vouchers cannot be active for more than 31 days.

4. To limit the number of uses of the voucher code, set a limit by toggling the # of Uses field. Specifying 0 (zero) will allow unlimited uses of the code.

5. Select the Auto Approve checkbox to allow guests to use the voucher code without your approval. If auto approve is not checked, guests can still redeem the code, but you will need to manually approve each request. **Please note: Even when a guest has redeemed a voucher code and has a valid user name and password, a manually approved code requires the sponsors approval before the guest can access the wireless network.**

6. If desired, a description of the voucher code can be entered in the Purpose textbox.

7. Select the green Create Voucher button. The voucher will appear at the bottom of the page and guests will be able to redeem the code. This code can be emailed, printed on tickets, or be verbally given to a guest. To redeem a voucher code, please send the “Wireless Guest Account Voucher Redemption Instructions (.PDF)” to the guest, which can be downloaded from the OUC Faculty/Staff web page.

To view, renew and approve sponsorships that you have created, choose the “Manage Sponsorships” tab. Pending requests requiring approval will be visible as “Pending” until approved.