Creating a Voucher Code as a Sponsor

The Ohio University Guest Network Registration System allows a sponsor to create a voucher code to provide bulk wireless network access for visitors to Ohio University.

Access the Guest Network Registration System at https://webapps.ohio.edu/gnr

Select the blue login button, and sign in with your Ohio ID and password. After signing in, you will be taken to the Guest Network Registration Dashboard. In the left-hand menu, select Manage Vouchers.

To create a new voucher, follow these steps:

In the Create New Voucher text box, enter the name of the desired voucher code or select the Auto Generate Code button.

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

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

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.

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.

If desired, a description of the voucher code can be entered under the **Purpose** textbox.

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.