Managing Voucher Codes

The Ohio University Guest Network Registration System allows employees to create a voucher code to provide users with wireless network access. Vouchers are able to be modified even if they are currently in use.

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.

Selecting Manage Vouchers will take you to the voucher management page where you will be able to create a new voucher or manage existing vouchers.

Existing vouchers should appear at the bottom of the page. If an existing voucher is not appearing, try adjusting the views of the vouchers by selecting the buttons shown below.
The above screenshot is an example of an active voucher code. The table underneath the blue “Showing All” bar contains the names and statuses of the guests associated with that voucher.

The **Bulk Approve** and **Bulk Deny** buttons are disabled in this screenshot because auto-approve is enabled on this voucher. If auto-approve were disabled, the guests associated with the voucher will show a pending status. Bulk approving or bulk denying will affect all users with the status of Pending on that voucher code.

If a particular guest is no longer authorized to use the voucher code, selecting the **Deny** button will disable that guest’s ability to use that voucher code and they will immediately lose network access. If a user has been denied, a **Re-Approve** button will appear next to their name in the user table.

If a particular voucher is no longer being used or if the sponsor wishes to disable the voucher, selecting **Disable** will bring up a pop-up window prompting the sponsor to give a reason why the voucher is being disabled (this will be sent to users) and to specify if network access will be terminated immediately or when the original expiration was set. NOTE: Both selections will no longer allow new users to redeem that voucher code.

Selecting **Edit** allows the sponsor to modify any of the following in a pop-up window:
- Increase/decrease number of uses of the voucher
- Modify the start and end dates of the voucher (cannot be valid for more than 31 days)
- Enable/disable the auto-approve feature
- Modify the description of the voucher