Create New Guest Account

1) Click on Create New Guest Account

2) Enter Guest Details to complete the form. (Name, Company Name, username, and terms of use as a sponsor are required fields and are marked with red asterisk)

https://mydevices.louisville.edu/

Note: To access the portal you must be connected via campus network or UofL vpn

Note: Users are limited to creating 30 guest accounts and 10 devices at one time
Create Guest Account

New guest account being created by wifitest

3) Choose Account Expiration Time
4) Click Create button

5) Finished Creating Guest Account

A) You can Print Guest account receipt or email the Guest account details

Finished Creating Guest Account

The guest account was successfully created.

Create New Guest Account Receipt

Guest Username: wifitesting
Guest Password: 823691
Account Status: Active
Account Activation: Tuesday, 12 November 2019, 10:18 AM
Account Expiration: Account will expire at Wednesday, 13 November 2019, 10:18 AM
Account Role: [Contractor]
Sponsor’s Name: wifitest

B) Enter email address you wish to send the guest account receipt too

Click Send Message

Email Receipt

* Email To: 
Enter the email address of the recipient.

Subject: ulsperson account receipt for
Enter the subject for this message.

Create Multiple Guest Accounts

1) Click on Create Multiple Guest Accounts
2) Enter number of accounts (cannot exceed 30)
Create Multiple Guest Accounts

Create multiple guest accounts, each with a randomly-assigned username and password.

Account usernames will have 6 random digits.
Account passwords will have 6 random digits.

**Create Multiple Guest Accounts**

- *Number of Accounts:* 
  Number of guest accounts to create.

- **Account Activation:**
  Select an option for changing the activation time of this account.

- **Account Expiration:**
  Select an option for changing the expiration time of this account.

- *** Expire Action:**
  Select an option for controlling the expiration of this account.

- **Account Lifetime:**
  The amount of time after the first login before the account will expire and be deleted.

- *** Account Role:**
  Role to assign to this account.

- **Notes:**
  Notes to assign to this account.

A) Choose Account Expiration

- 1 day from now
- Account will not expire
- Now
- Tonight
- Friday night
- 1 hour from now

B) Click Create Accounts
Finished Creating Guest Accounts

Finished creating 2 guest accounts.

The details about each of the accounts created are shown below.

### Account Details

<table>
<thead>
<tr>
<th>Username</th>
<th>760058</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>856699</td>
</tr>
<tr>
<td>Role</td>
<td>Contractor</td>
</tr>
<tr>
<td>Current State</td>
<td>Active</td>
</tr>
<tr>
<td>Account Activation</td>
<td>Tuesday, 12 November 2019, 10:27 AM</td>
</tr>
<tr>
<td>Account Expiration</td>
<td>Wednesday, 13 November 2019, 10:27 AM</td>
</tr>
</tbody>
</table>

### Account Details

<table>
<thead>
<tr>
<th>Username</th>
<th>286036</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>120920</td>
</tr>
<tr>
<td>Role</td>
<td>Contractor</td>
</tr>
<tr>
<td>Current State</td>
<td>Active</td>
</tr>
<tr>
<td>Account Activation</td>
<td>Tuesday, 12 November 2019, 10:27 AM</td>
</tr>
<tr>
<td>Account Expiration</td>
<td>Wednesday, 13 November 2019, 10:27 AM</td>
</tr>
</tbody>
</table>

From Here, you can view each accounts details.

Bottom of page has option to print receipt and export accounts to a csv list. (File will save to local machine with name GuestManager)
Manage Guest Accounts

1) Click Manage Guest Accounts Button

Choose the account you want to change. You can reset password, change expiration, remove, and print account details

Export Guest Accounts

1) Click Export Guest Accounts button

2) Export Accounts in three file formats csv, tsv, and xml
Create Device

1) Click Create Device button

Enter Mac address, Device name, check box to accept terms of use as sponsor
Create Device

New device being created by wifitest.

Click Create

Manage Devices
1) Click Manage Device Button
Click to highlight the device you want to manage.

Options you can change are expiration, remove, and print details

Manage Devices

The following table shows the devices that have been created. Click an account to modify it.