USER GUIDE: PROVIDING WIRELESS INTERNET TO GUESTS AT RMIT EVENTS OR BUSINESS VISITORS

RMIT offers free wireless access to guests at RMIT events or business visitors.
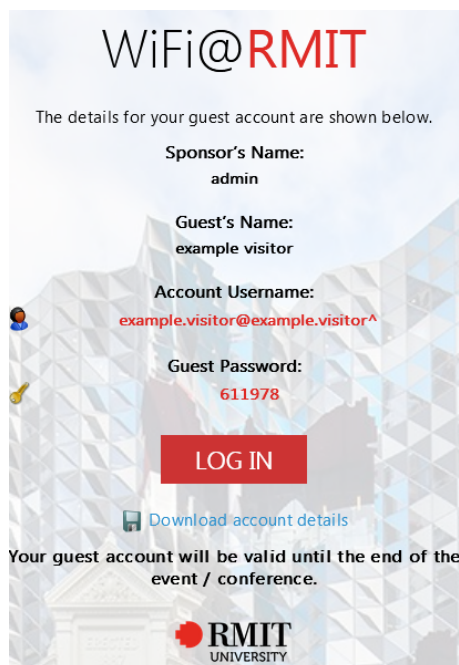
1. Guests at RMIT event

To arrange access for event visitors please submit a request for an Event Code to ITS Service and Support Centre, providing the following details:

- event date, start and finish times
- location
- approximate number of attendees
- name of your event

As the Event Organiser, you will also need to accept responsibility for the actions of guests using your Event Code. Once set up, follow these instructions to advise your event visitors how to connect to RMIT wireless internet access:

a. **RMIT–Guest** will appear in the Wi Fi settings of the event visitors device
b. Once this network is selected, they will be directed to a web page, where they select 'Event'
c. Guests then enter Event Code that has been set up by ITS and provided to the Event organiser, then select 'Next'
d. The guest completes their details (name, email address and contact number), Accepts the Terms of Use and selects 'Register'
e. They will then be presented a receipt, with a username and password (which they should make a record of) and select 'Log in'.
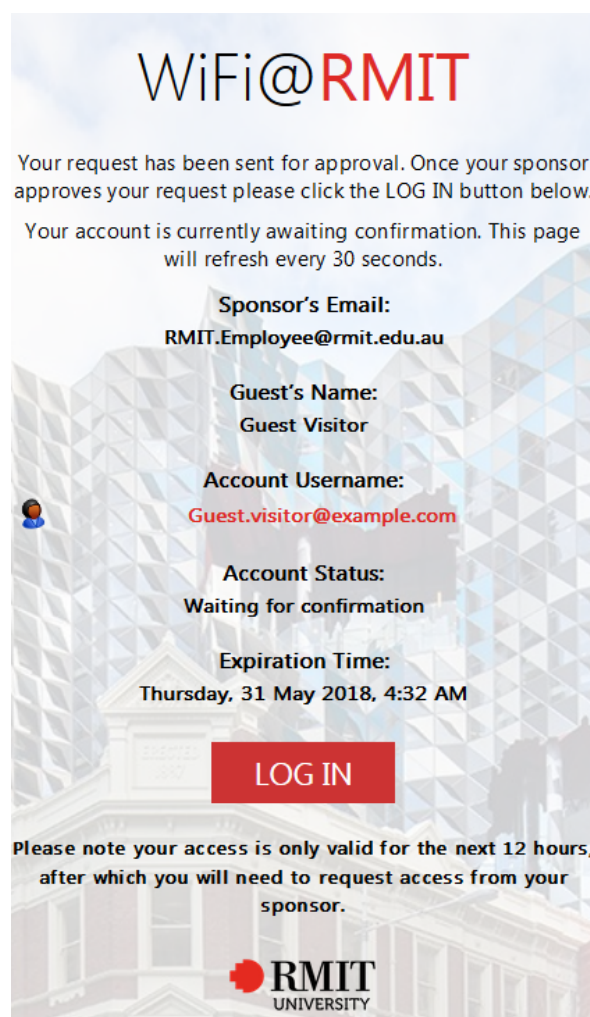

Please note

- The Guest registration is valid until the end of the event and they should not need to re-register again.
- If the guest is using more than one device, they will need to register for each device.

2. Visitors attending RMIT on business

RMIT staff can authorise internet access for someone visiting RMIT on business purposes.

Follow these instructions to grant wireless internet access to someone visiting RMIT on business:

a. **RMIT–Guest** will appear in the Wi Fi settings of the business visitor's device.
b. Once this network is selected, they will be directed to a web page, where they select 'Sponsor'
c. The business visitor then needs to enter some details:
    i. The sponsor's email address (the RMIT person they are visiting, and who will approve the connection)
    ii. Their own name and email address
    iii. Accepts the 'Terms of Use' and selects 'Register'
d. The RMIT contact or sponsor then receives an email to approve the guest connection instantly.
e. Once the sponsor approves the connection, the account status will change to 'enabled' and visitors can have internet access by selecting 'Log In'

WiFi@RMIT

Your request has been sent for approval. Once your sponsor approves your request please click the LOG IN button below.

Your account is currently awaiting confirmation. This page will refresh every 30 seconds.

Sponsor's Email:
RMIT.Employee@rmit.edu.au

Guest's Name:
Guest Visitor

Account Username:
Guest.visitor@example.com

Account Status:
Waiting for confirmation

Expiration Time:
Thursday, 31 May 2018, 4:32 AM

LOG IN

Please note your access is only valid for the next 12 hours, after which you will need to request access from your sponsor.

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Please note

- The sponsored accounts are ONLY for short term, infrequent visitors to the university, who are conducting business with the university.
- The Guest registration is valid for 12 hours from the time of registration. For internet access beyond this timeframe, visitors will need to re-register