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<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 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)

Create Guest Account

New guest account being created by **wifitest**.

Create New Guest Account

* Guest's Name: 
Name of the guest.

* Company Name:
Company name of the guest.

* Username:
Name of the account.

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.

* Account Role: [Contractor]
Role to assign to this account.

Password: **234411**

Notes:

* Terms of Use: I am the sponsor of this account and accept the terms of use



* required field

3) Choose Account Expiration Time

- Account will not expire
- Now
- Tonight
- Friday night
- 1 hour from now
- 1 day from now**
- 1 week from now
- 30 days from now
- 90 days from now
- 180 days from now
- 1 year from now
- Account expires after...
- Account expires at specified 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:	wifitestng
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



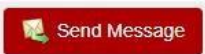
Open print window using temp



Send email receipt

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

Click Send Message

Email Receipt	
* Email To:	<input type="text"/>
	Enter the email address of the recipient.
Subject:	ulsponsor account receipt for
	Enter the subject for this message.
	

Create Multiple Guest Accounts

1) Click on Create Multiple Guest Accounts



Create Multiple Guest Accounts

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

2) Enter number of accounts (cannot exceed 30)

Create Multiple Guest Accounts

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

- i** 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:



* required field

a) Choose Account Expiration

- Account will not expire
- Now
- Tonight
- Friday night
- 1 hour from now
- 1 day from now**
- 1 week from now
- 30 days from now
- 90 days from now
- 180 days from now
- 1 year from now
- Account expires after...
- Account expires at specified time...

Leave the rest defaults

B) Click Create Accounts



Create Accounts

Finished Creating Guest Accounts

Finished Creating Guest Accounts

Finished creating 2 guest accounts.

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

Account Details	
	Username 760058
	Password 856699
	Role [Contractor]
	Current State Active
	Account Activation Tuesday, 12 November 2019, 10:27 AM
	Account Expiration Wednesday, 13 November 2019, 10:27 AM

Account Details	
	Username 286036
	Password 120920
	Role [Contractor]
	Current State Active
	Account Activation Tuesday, 12 November 2019, 10:27 AM
	Account Expiration Wednesday, 13 November 2019, 10:27 AM



Open print window using temp ▾



Save list for scratch cards (CSV file)

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



Manage Guest Accounts

View a list of all current guest accounts. You can modify and remove individual user accounts here.

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

Manage Guest Accounts

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

Username	Role	State	Activation	Expiration
18731520	[Contractor]	Active	11.9 days ago	2019-11-29 14:03
44679787	[Contractor]	Active	11.9 days ago	2019-11-29 14:03
48975190	[Contractor]	Active	11.9 days ago	2019-11-29 14:03
57534942	[Contractor]	Active	11.9 days ago	2019-11-29 14:03
79545286	[Contractor]	Active	11.9 days ago	2019-11-29 14:03
trenttest	[Contractor]	Active	3.9 days ago	2019-11-14 15:17
trentttt	[Contractor]	Expired	3.9 days ago	Expired

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Refresh 1 20 rows per page

[Back to guests](#)

[Back to main](#)

Export Guest Accounts

1) Click Export Guest Accounts button



Export Guest Accounts

Export a list of all current guest accounts to a file. You can select the format you want to export to here.

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

Export Accounts

To download a file containing the current list of guest accounts, select the format you would like to use.

	Export Comma-Separated Values (CSV) Export the list of user accounts in text format with commas separating each field.
	Export Tab-Separated Values (TSV) Export the list of user accounts in text format with a tab character separating each field.
	Export To XML Export the list of user accounts in XML format.

Create Device

1) Click Create Device button

	Create Device Set up a new device for MAC authentication.
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Enter Mac address, Device name, check box to accept terms of use as sponsor

Create Device

New device being created by wifitest.

Create New Device (2)

*** MAC Address:**
MAC address of the device.

*** Device Name:**
Name of the device.


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.

*** Account Role:** [Contractor]
Role to assign to this account.

Notes:

*** Terms of Use:** I am the sponsor of this account and accept the terms of use

 Create

* required field

Click Create



Manage Devices

1) Click Manage Device Button



Manage Devices

View a list of all current devices.

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.

MAC Address	Device Name	Expiration	Sponsor	Sharing
22-22-22-22-22-22	Trent Hurt	2020-11-07 11:54	twhurt02	Disabled

Change expiration Remove Print

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