

# How to Create Network Access Accounts

## What is a Network Access Account?

Temporary account to provide Internet access ONLY for visitors to IUN.

## Who needs one?

Visiting teachers, vendors, and other professionals who need to gain temporary access to the Internet for projects, presentations, etc. It does not provide access to other IUN resources such as Oncourse, SIS, or FIS.

## How do I create a Network Access Account for someone?

1. Open Internet Explorer and go to: Policies related to Network Access Accounts at: <https://accountmgmt.exchange.iu.edu/IUNetworkAccess/> . You see:

UNIVERSITY INFORMATION TECHNOLOGY SERVICES

## Network Access Accounts at IU

### Services and Support

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### Policies related to Network Access Accounts

**Responsibility of the Requestor:** The IU faculty or staff member requesting this account is responsible for appropriately justifying the need for the access and for setting an expiration date commensurate with the length of that need. The requestor is also responsible for ensuring that the person to whom the account is being given reads the appropriate use statements ([printable copy](#)). In the event that the visitor acts illegally or inappropriately using the access provided, the justification will be reviewed and the requestor and the department may be asked to defend that justification and term of access, and may be asked to provide additional contact information for the individual.

**Capabilities:** Network access using this account will be restricted to on-campus use of IU Wireless. They will not have to register their MAC address. These accounts have the same access to the IU network as a remote unaffiliated user, and will not be able to print or mount file systems. Also, outgoing email using port 25 is blocked. Wireless traffic for these accounts is not encrypted. See [kb.iu.edu](http://kb.iu.edu) for more information about using this account.

**Access to Services:** IU Network Access Accounts are designed to provide guests with network access and IU services open to the general public. These accounts are not authorized to use any resources or services at IU, such as IU Student and Residential Technology Centers, unless such access has been granted through special arrangement with the provider of the service.

To continue, click on the appropriate box below.

2. **Read** the policies as you and your department are responsible for the account. Although this page mentions only “wireless” access, the user will be able to plug into IUN network wall jacks also. If you agree to the policies, click the **I Agree** button.

3. The Request box appears as below. Fill in all the blanks. The account will expire 3 days after the start date, but you can request fewer days or as many as 21 days.

Requestor: **Coven, Jacquelyn L (jcoven)**

Please enter information about the person that will be using this account for access:

First name:

Last name:

Contact information:

(e.g. an email address or phone number)

Justification:

(e.g. purpose of the account, person's affiliation, etc.)

Activation date:  -  -

Expiration date:  -  -

(Expiration will occur early morning of date specified)

**Blank Form**

**Assign Account**

**Reset Form**

**Log Off**

[Click here to request multiple accounts including name and justification \(restricted\)](#)

[Click here to request multiple accounts without name or justification \(restricted\)](#)

Requestor: **Coven, Jacquelyn L (jcoven)**

Please enter information about the person that will be using this account for access:

First name:

Last name:

Contact information:

(e.g. an email address or phone number)

Justification:

(e.g. purpose of the account, person's affiliation, etc.)

Activation date:  -  -

Expiration date:  -  -

(Expiration will occur early morning of date specified)

**Completed Form**

**Assign Account**

**Reset Form**

**Log Off**

[Click here to request multiple accounts including name and justification \(restricted\)](#)

[Click here to request multiple accounts without name or justification \(restricted\)](#)

4. After you complete the form, click the **Assign Account** button.

5. The new Network Access Account information appears.

The following IU guest access account has been assigned:

**Sample  
Account  
Information  
screen**

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*Account Name:* **guest00161**  
*Password:* **shock-machine=thought**  
*First Name:* **Jane**  
*Last Name:* **Doe**  
*Contact info:* **jdove@gmail.com**  
*Justification:* **Representative from  
Dell to give  
presentation to  
students**  
*Requestor:* **jcoven**  
*Activation Date:* **5/8/2008**  
*Expiration Date:* **5/11/2008**

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**Assign Another Account**

**Log Off**

6. Print or record this information as it will not be sent by email to the sponsor nor the guest. Please advise your guest that the username and password are case sensitive.

**NOTE:** As a sponsor of an Network Access Account, you must ensure that your guest reads, agrees to and follows the rules and guidelines contained in the **Indiana University Computer Users' Privileges & Responsibilities** which is online at: <http://itpo.iu.edu/policies/cupr.html>. Your guest may read it online or you can print a copy.