

# Get a 1 day pass to CBS-GUEST Wi-Fi through the self-service portal

## **NOTES**

Only for users who do not have an Eduroam account.

# 1

Connect to the CBS Campus Wi-Fi network called "CBS-GUEST"



CBS-GUEST

Other people might be able to see info you send over this network



Connect automatically

Connect

Select the Wi-Fi network called CBS-GUEST from your Wi-Fi list\*.



Wi-Fi: On

Turn Wi-Fi Off

eduroam



4G Wi-Fi 3Danmark-94C0



CBMH-guest



CBMH2.4



**CBS-GUEST**



\*Note the network is not considered secure

# 2

## Guest portal & self-service registration

After connecting to the Wi-Fi network CBS-GUEST, open an internet browser and go to any webpage. It will redirect you to the login screen. Click "Don't have an account?" to create a 1 day account for the CBS Guest Portal.

**Sign On**  
Welcome to the Guest Portal. Sign on with the username and password provided to you. Alumni can use their alumni account.

**Username:**

**Password:**

**Sign On**

[Don't have an account?](#)

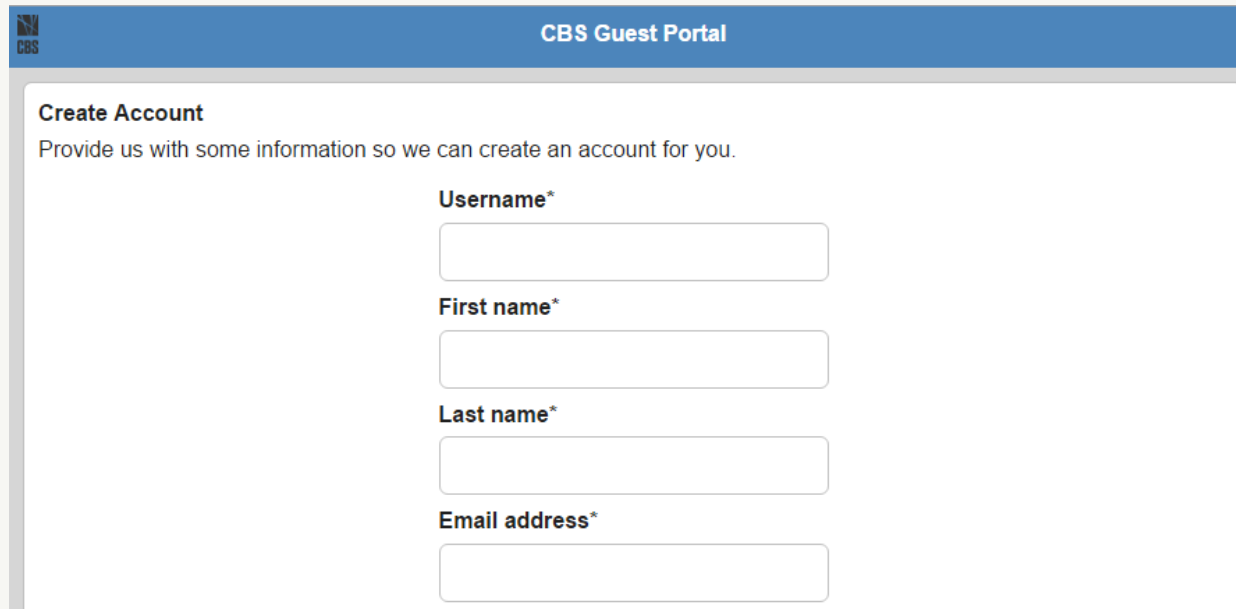
If you create a self-registration account, you will receive login credentials in the e-mail you supplied in the registration process.

# 3

## Fill out the Guest Portal self-service form

Fill out the form and press the "Register" button at the bottom of the page.

You will now be redirected to the Login page again. Your username & password will be sent to the registered email.



The screenshot shows the 'CBS Guest Portal' header in a blue bar. Below it, the 'Create Account' section is titled and includes a sub-instruction: 'Provide us with some information so we can create an account for you.' The form contains four required input fields, each with an asterisk: 'Username\*', 'First name\*', 'Last name\*', and 'Email address\*'. Each field is represented by a simple rectangular text box.

**CBS Guest Portal**

**Create Account**  
Provide us with some information so we can create an account for you.

**Username\***

**First name\***

**Last name\***

**Email address\***

# 4

## Login to Guest Portal with self-service credentials

### Sign On

Welcome to the Guest Portal. Sign on with the username and password provided to you.  
Alumni can use their alumni account.

An email or an SMS message has been sent to you containing your sign on credentials.

**Username:**

**Password:**

**Sign On**

[Don't have an account?](#)

If you create a self-registration account, you will receive login credentials in the e-mail you supplied in the registration process.

Type in your username and password and click "Sign On". \*

\*Use the username and password that was sent to the email address you supplied in the registration process.

# 5

Example of E-mail generated when creating self-service account on CBS-GUEST Wi-Fi Network.

To: Rolf >

## Your Guest Account Credentials

i dag kl. 11.00

Hello Rolf,  
Your guest account details:  
Username: rolf  
Password: Ov.=Sw  
First Name: Rolf  
Last Name: L  
Phone Number:  
Valid From: 2016-02-11 11:00:42 +0100  
Valid To: 2016-02-12 11:00:42 +0100  
Person being visited: rolf@cbs.dk  
Reason for visit: Rolf

Example of E-mail generated when creating a self-service account on CBS-GUEST Wi-Fi network.

\*If you did not receive an email, make sure to check your spamfilter, or resubmit a new account making sure you type in the right email.