

## Requesting a Visitor Account for the BYOD Network

**Intended Audience:** Campus Visitors

To improve the security of the District’s digital infrastructure, an authorized district personnel must sponsor guest wireless access. Visitors to the District will no longer be able to anonymously access the wireless network. Visitors will need identify themselves through the “Sponsored Visitor Access” process to request a temporary account.

That process is outlined as follows:

**Step 1:** The Visitor will browse for wireless networks on their device and choose the “FBISD\_BYOD” network.

**Step 2:** At the Login page choose the link (Click Here) on “[Need a Visitor account?](#)”:



**Step 3:** Fill out the information on the Visitor Registration page: If you would like a text of your password, check the box for “[Click to receive a text message receipt.](#)” and put in your mobile number and select your carrier from the dropdown box.

**Step 4:** Chose the Campus or Building you are visiting. This will send an email to an Administrator at the site you are visiting who can approve the creation of your visitor account.

**Step 5:** Check the “[I accept the terms of use](#)” button to confirm that you understand FBISD BYOD usage terms.

**Step 6:** click the “[Register](#)” button.



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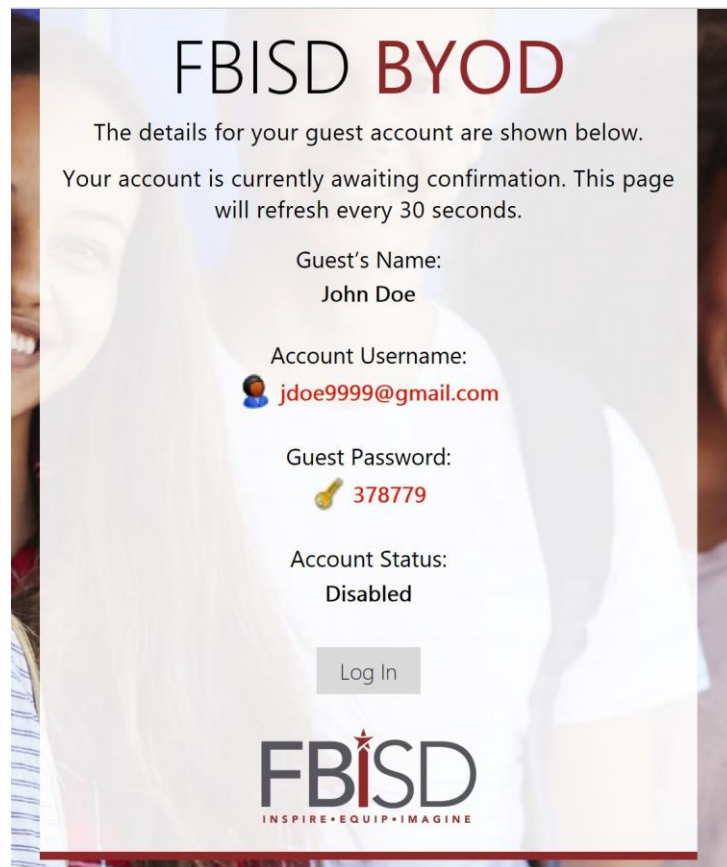
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After the Register button is clicked, an email will be sent to a list of people at the campus with a link for them to click to grant access. A page will be presented with “Account Status”. **DO NOT CLOSE THIS PAGE.** It will refresh every 30 seconds and will show an Account Status of “Enabled” once the account has been confirmed.

Once the guest access is approved, an email will be sent to the address used to register the account. This will include the username and password for the account and **should not be deleted**. When the account is set to expire, the visitor will receive an email notification.

Visitor accounts **CANNOT BE RENEWED**. When a Visitor account expires the Visitor will need to register for a new account.

The Visitor cannot request a new account while a current account is active and enabled. Please refer to the email with the account information.



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