


<b>Guide name</b>	<b>Create user(s) for guest.dtu.dk</b>
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This guide is intended for you who need to create external users so they can access the network at DTU.

Step	Description	Navigation
<b>Go to the page and log in.</b>	<p>Go to the page <a href="http://guest.dtu.dk">guest.dtu.dk</a>. You now have two login options:</p> <ul style="list-style-type: none"> <li><b>Select "DTU user"</b> to create a guest login for the network. Log in using your DTU username.</li> <li><b>Login as Guest</b> should only be used by guests who have received a login from a DTU user.</li> </ul>	
<b>Create one single user</b>	<p><b>Go to "Create User".</b></p> <p>Fill in the name, email, and preferably mobile number and any comments. Select a start and end date — it's recommended to choose the day before and the day after the desired period. Check <b>DTU Wireless</b> and click <b>"Create User"</b>.</p> <p>You will then see the username and password for the created user. You can also click <b>Print</b>, which will generate a printer-friendly PDF containing all the information the guest needs.</p>	
<b>Bulk create users</b>	<p><b>Select "Bulk Create Users" from the Main Menu</b></p> <p>Enter a descriptive username and the number of accounts (users) you wish to create. The system will now generate the specified number of users with sequential numbers until the desired amount is reached. Set the start and end dates as described above, then click <b>"Create User"</b>.</p> <p>You will now see <b>all</b> the users that have been created. At the bottom, click <b>"Select All"</b> and then <b>"Order new passwords for selected users"</b>.</p> <p>A PDF will be generated containing all usernames and passwords. This PDF also includes both Danish and English guides on how to connect to the network.</p> <p>After the passwords have been generated, it will take approximately 15 minutes before all wireless accounts are active.</p>	