

## LAUSD-Guest Wireless Network

The LAUSD-Guest wireless network is now available upon request. Your guests (other than LAUSD employees) can now access the LAUSD wireless network during their campus visit. Access can then be provided as needed as a self-service for single users or groups. Please be aware that:

- Guests must accept the Acceptable Use Policy.
- Guests do not have access to internal district applications.
- Access to the network has no limit on time of day or day of week.
- Internet access will be filtered for Child Internet Protection Act (CIPA) compliance.
- Instructional usage will be prioritized over guest access.
- The *Group access* code and the *Single user access* is valid for *36 hours from the time of creation*.

Attached are step-by-step instructions for requesting and granting access to the LAUSD-Guest wireless network once the “one-time activation” has been initiated by the school administrator to turn on the LAUSD-Guest wireless network.

Note: If the Principal wants to designate a school employee to generate the access code. Please go to <https://ezaccess.lausd.net/WirelessDesignee/Default.aspx>.

## INSTRUCTIONS

The following provides instructions depending on the number of users. If a single user needs access, please follow the Single User instructions. To provide access to a group of users, please follow the Group User instructions.

### SINGLE USER ACCESS INSTRUCTIONS

#### Instructions for the Guest User

1. Go to the network settings on the device and select LAUSD-Guest.
2. Open a web browser and type the following <http://www.google.com>. The page will be redirected to the LAUSD Wireless Guest Access Portal.
3. Click the link **If you do not have an access code, please click here to request guest access.**

[LAUSD employees click here to download the wireless auto installer.](#)

[For Windows shared device click here to start the onboard page.](#)

[Click here to apply for a district ID card.](#)

**[If you do not have an access code please click here to request guest access.](#)**

Contact the service desk for any issues related to the Wireless Access Portal. Please click [HEI](#)

4. Complete the request form with pertinent information and a sponsor's email address. *Note: The sponsor is not a designated school staff member. The sponsor can be any employee of the school with an LAUSD SINGLE-SIGN ON (SSO).*

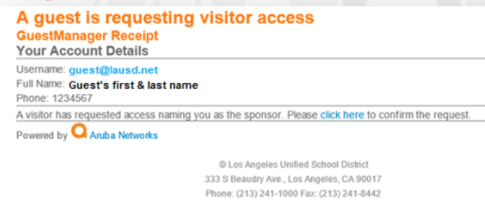
Please complete the form below to gain access to the network.

Visitor Registration	
* Sponsor's Email:	<input type="text" value="sponsor.lausd.net"/> <small>Email of the person sponsoring this account.</small>
* Your Name:	<input type="text" value="Sponsor"/> <small>Please enter your full name.</small>
* Email Address:	<input type="text" value="guest@lausd.net"/> <small>Please enter your email address. This will become your username to log into the network.</small>
Phone Number:	<input type="text" value="1234567"/> <small>Please enter your contact phone number.</small>
Company Name:	<input type="text" value="LAUSD"/> <small>Please enter your company name.</small>
Reason for visit:	<input type="text" value="Meeting"/> <small>Reason for visiting LAUSD today, (optional)</small>
* Confirm:	<input checked="" type="checkbox"/> I accept the <a href="#">terms of use</a>
<input type="button" value="Register"/>	

5. Click on the box next to **I accept the terms of use**. Then, click .
6. Once approved by the sponsor, the page will automatically update and indicate the Account Status has been enabled.
7. Click Login to connect.

#### Instructions for the Sponsor (A School Employee)

1. Find and open the email from **guest-registered@lausd.net**. Then click the **click here to confirm the request** button.



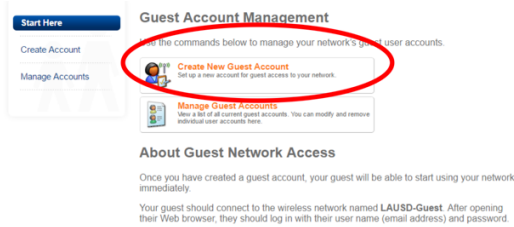
2. Click  in the Visitor Registration Request.
3. You will receive a receipt that provides the account details of the guest and an option to download the account details. *Note: After the sponsor confirms, the guest automatically receives a confirmation email that contains login, password, and expiration date.*
4. *Access will expire 36 hours from the time of request.*

## GROUP USER ACCESS INSTRUCTIONS

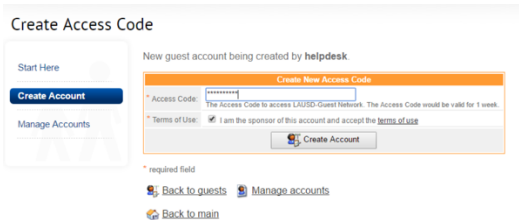
This method allows the school principal to generate a code for multiple users. *NOTE: The school principal is the only authorized person able to create the access code for multiple users.* This method is ideal for events or meetings.

### Instructions for the Principal

1. Open a browser and type <http://guest.lausd.net>. Enter your SSO. Then, click the **Log In** button.
2. Select **Create New Guest Account**.



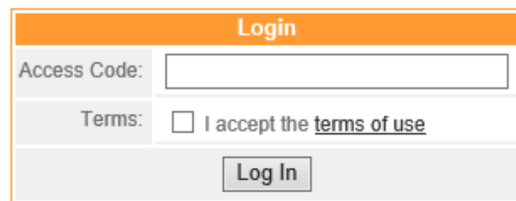
3. Type the Access Code of your choice. The Access Code can be composed of any alphanumeric characters. Check the box next to **Terms of Use**, and click the **Create Account** button.



4. Logout.

### Instructions for the Guest

1. Go to the network settings on the device and select **LAUSD-Guest**.
2. Open a web browser and type the following <http://www.google.com>. The page will be redirected to the LAUSD Wireless Guest Access Portal.
3. Enter the wireless guest access code and check the box next to the **I accept the terms of use**. You will now have access to the wireless network.



The screenshot shows the 'Login' page. It has a heading 'Login' and two input fields: 'Access Code:' (with a text input field) and 'Terms:' (with a checkbox and a link to 'terms of use'). A 'Log In' button is at the bottom of the form.

4. Access will expire 36 hours from the time of request.