**University of
South Wales**
Prifysgol
De Cymru

GLAMGUEST - WINDOWS 7

How to... Access Glamguest Using Windows 7

Introduction

The Glamguest service provides visitors to the University Of South Wales with internet access via wireless network connections on your own equipment.

The service is now available at Cardiff, Glyntaff and Treforest campuses only (for full details see page 8).

This guide will show you how to connect your Windows 7 computer to the Glamguest wireless network.

Step 1/3 - Obtaining a Glamguest username and password

In order to access the Glamguest wireless network you must ensure that you have obtained your network username and password, your staff sponsor is responsible for giving your network logon details to you.

If your staff sponsor is unavailable, please call IT Support Services on 01443 4 82882

Alternatively, if you are visiting our Treforest campus please visit IT Support Services located in the LRC.

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**
GUIDE REFERENCE: ISS019E-1.00 JANUARY 2014   APPLICABLE TO : CARDIFF, GLYNTAFF AND TREFOREST CAMPUSES

1

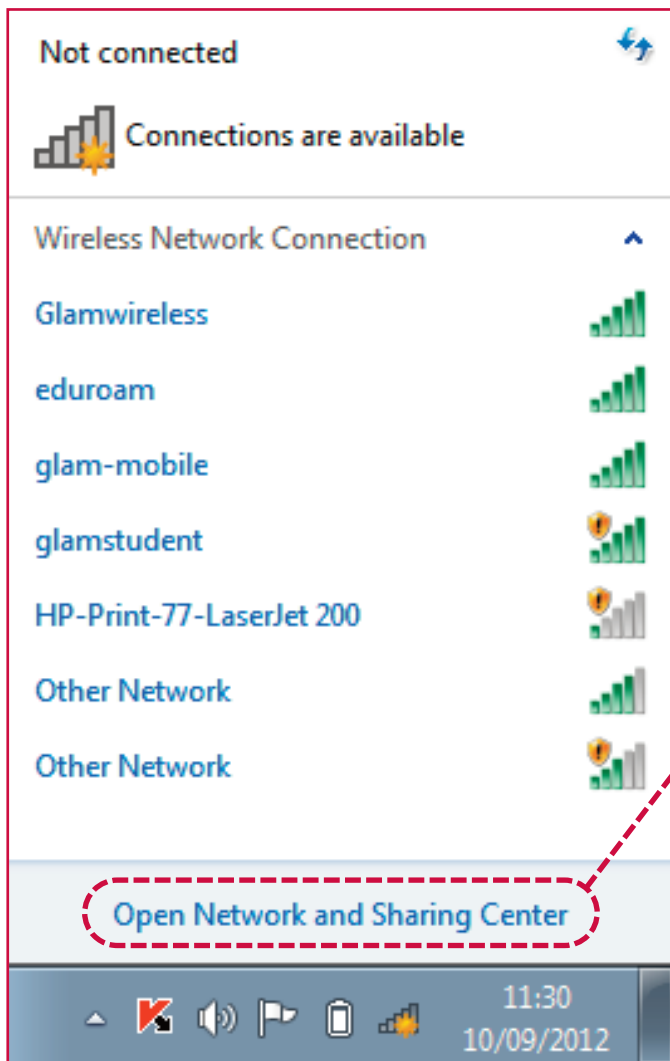## Step 2/3 - Setting Up Your Windows 7 computer for use with Glamguest

Locate a suitable area where a wireless signal can be received (see page 8 for full details).

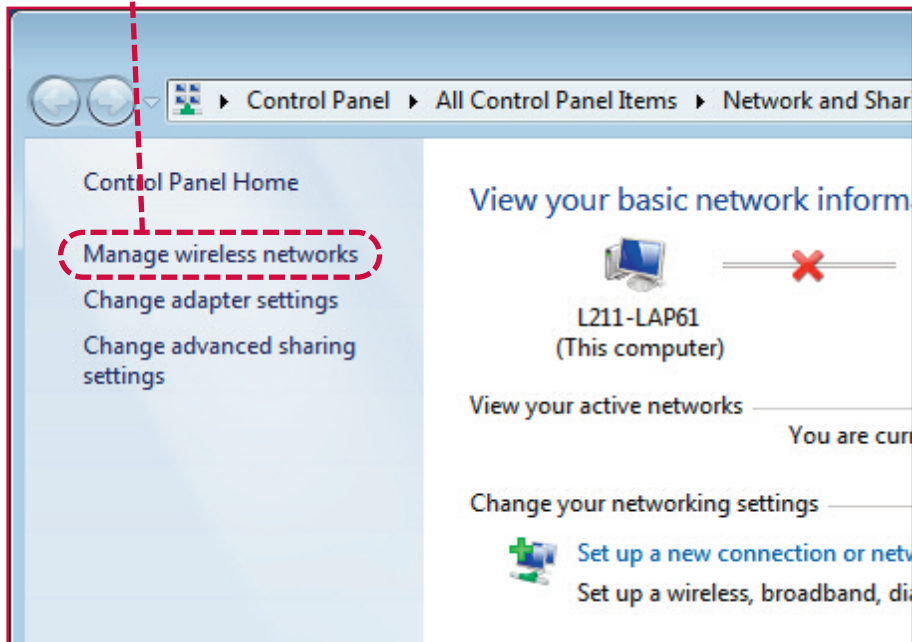After your device boots/loads, ensure that the wireless adapter is switched on.

Note

This document assumes that your wireless adapter has already been installed and is known to be working.

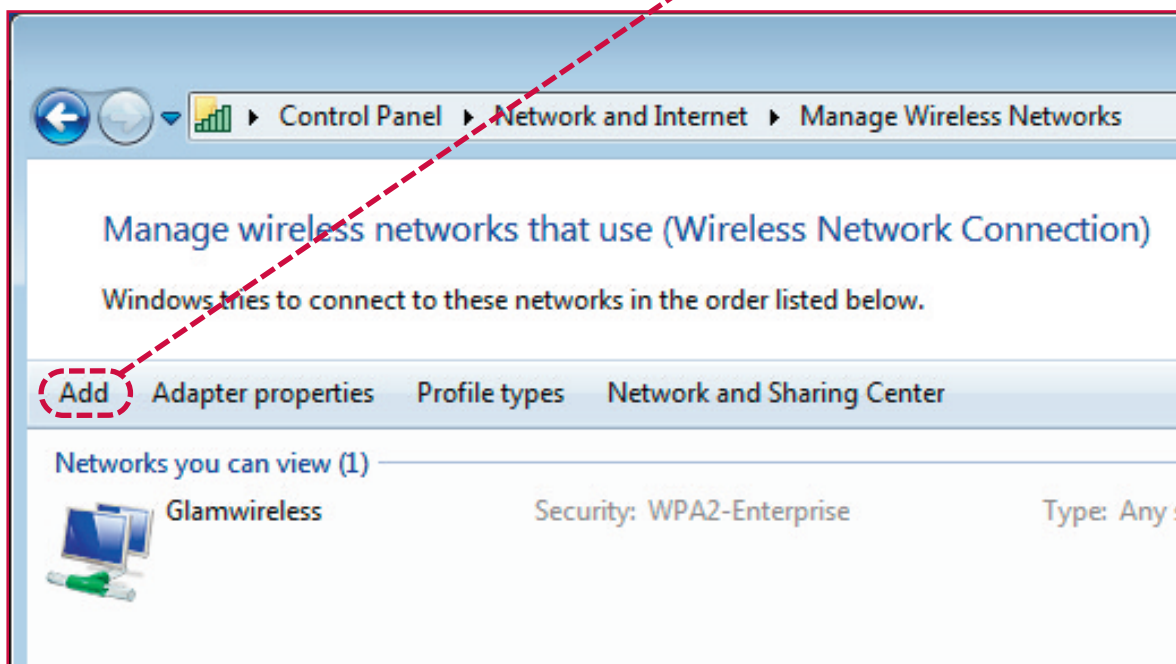It is the responsibility of the user to configure and manage their own wireless equipment.

Access the wireless configuration (the following example screen-shots are from a Windows 7 computer - but the principle of connecting and authenticating is exactly the same on all wireless devices), click on 'Open Network and Sharing Center'.

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**

GUIDE REFERENCE: ISS019E-1.00 JANUARY 2014   APPLICABLE TO : CARDIFF, GLYNTAFF AND TREFOREST CAMPUSES

2

Select 'Manage wireless networks'.

The wireless network manager now opens, select the 'Add' button.

Windows will now prompt you as to whether you would like to make a manual wireless network connection, or an ah-hoc connection, select 'Manually create a network profile'.
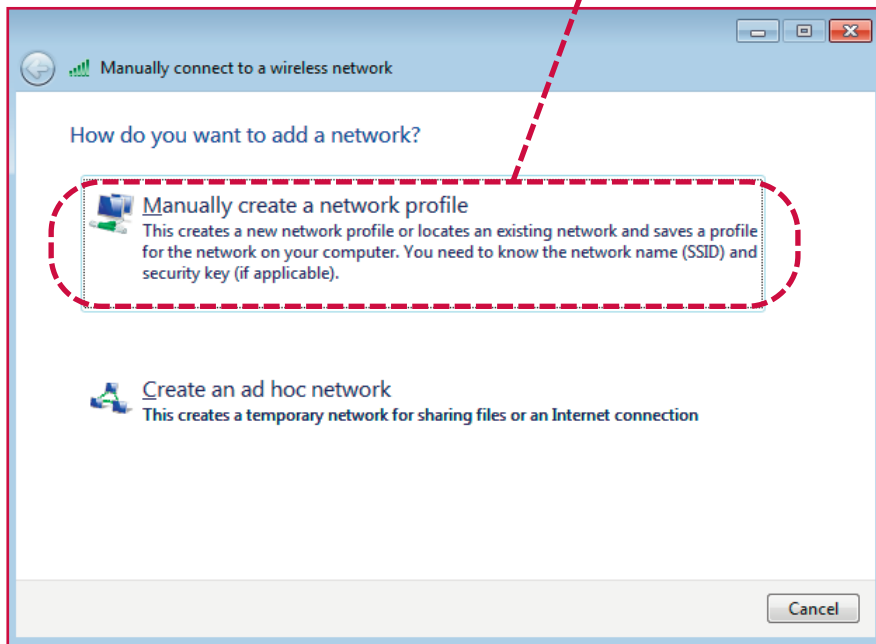
The manual network profile wizard will now appear on screen.
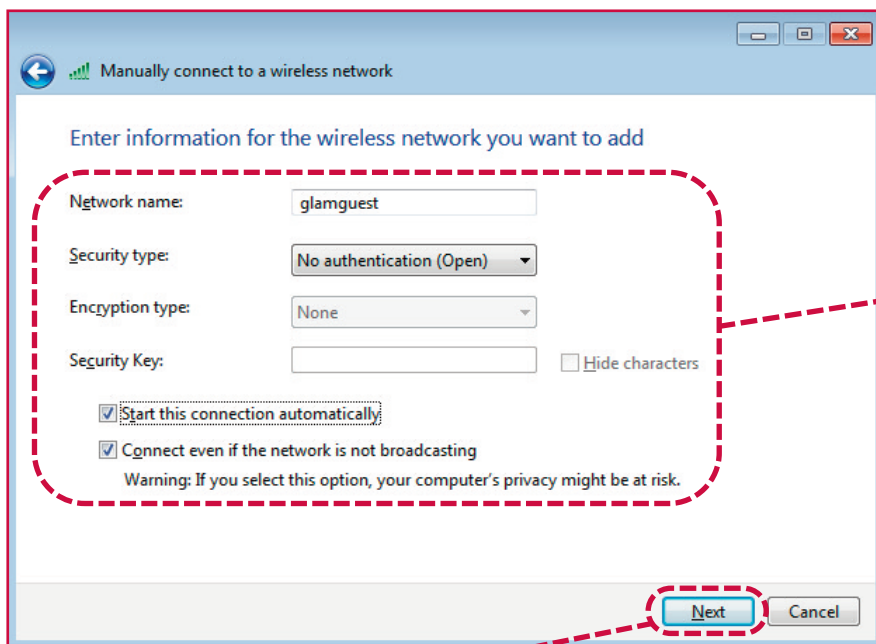
Please enter the following information.

Network name : glamguest

Security type : No authentication (Open)

Encryption : None

Security key : Leave blank

Start this connection automatically : User's choice.

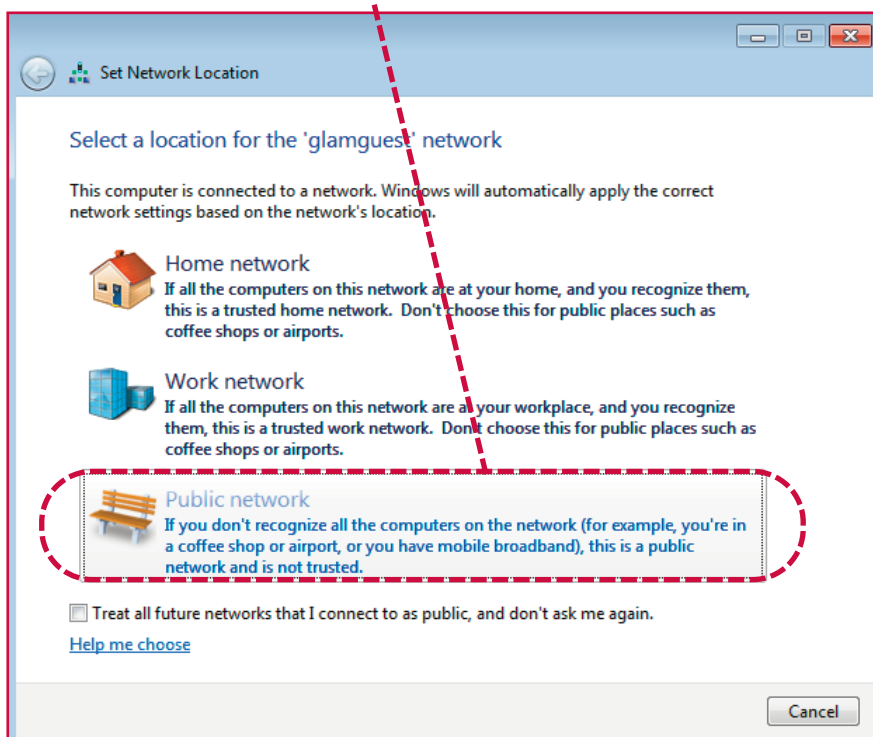**Connect even if the network is not broadcasting** : Tick

Press 'Next' to continue.

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**

GUIDE REFERENCE: ISS019E-1.00 JANUARY 2014   APPLICABLE TO : CARDIFF, GLYNTAFF AND TREFOREST CAMPUSES

4

A message will now appear on screen informing that you have successfully added a wireless profile for the Glamguest wireless network, click on 'Close' to finish the wizard.
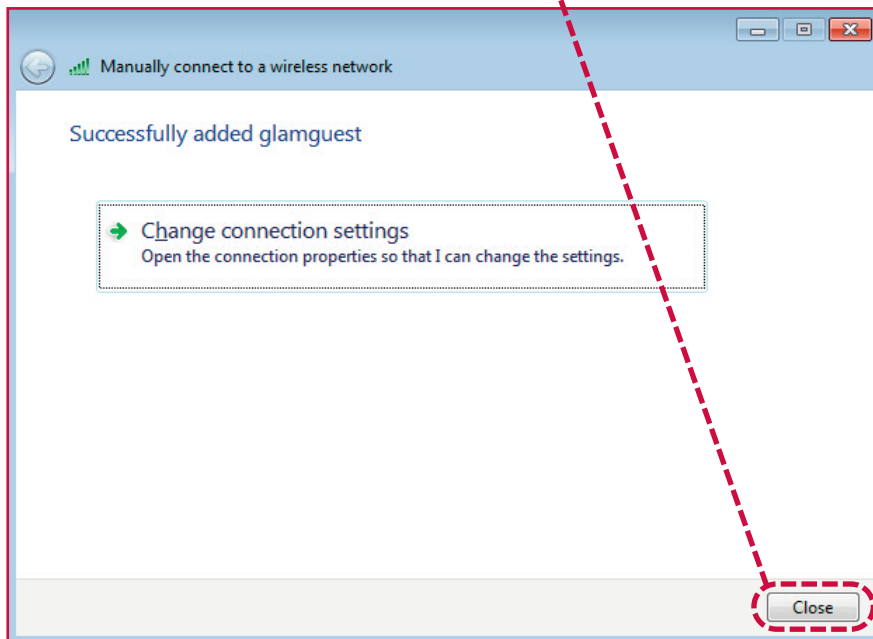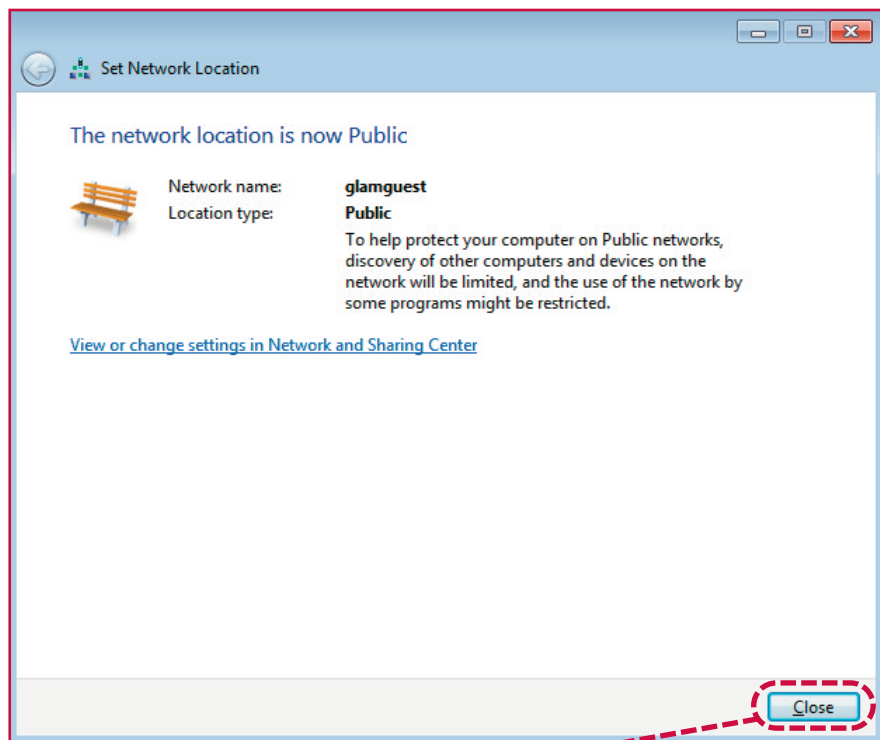

The very first time you connect to Glamguest, you may find your computer prompts you to set a network location, please select 'Public', this will prevent your computer sharing resources over the network.

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**
GUIDE REFERENCE: ISS019E-1.00 JANUARY 2014   APPLICABLE TO : CARDIFF, GLYNTAFF AND TREFOREST CAMPUSES

5

You will now be notified that the Glamguest network has a 'Public' network type.

Click on 'Close' to finish.

You will now find that your wireless network icon changes to illustrate that your computer is now connected to the Glamguest wireless network, you will also be able to see in your wireless configuration that Glamguest in now connected.

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**
GUIDE REFERENCE: ISS019E-1.00 JANUARY 2014   APPLICABLE TO : CARDIFF, GLYNTAFF AND TREFOREST CAMPUSES

6

Step 3/3 - Network authentication

Your device should now be configured successfully for use with the Glamguest network, in order to connect and complete the process you need to authenticate yourself on the network, this can be done by launching a web browser (Internet Explorer / Firefox / Safari / Opera etc..), at which time a Glamguest authentication screen will appear, as requested enter the guest username and password which you have been given by your staff sponsor (see page 1 for instructions on how to obtain a username and password), then click on 'Log In'.

Important Note

Pressing the 'Enter' key on the keyboard will not log you in to the network, you will have to click on the '**Log In**' button.

Your device should now be configured successfully for use with the Glamguest wireless network

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**
Guide reference: ISS019E-1.00 January 2014   Applicable to : Cardiff, Glyntaff and Treforest Campuses

7

Important note

It is important to note that under the terms of the University rules and regulations (http://its.southwales.ac.uk/media/files/documents/2013-09-13/REGS_APR_03.pdf), by which all users agree through the process of logging on to the IT system via Glamguest or University PCs.

You are directly responsible for any activity conducted through your IT account, either by yourself or another user, and will be considered responsible for any misconduct or breach of the regulations conducted from that IT account.

Therefore it is important that you keep your account login information safe and do not share your login details with another student for any reason.

Glamguest Network Coverage

A wireless Glamguest signal is available at the following University of South Wales locations:

Treforest and Glyntaff (including Tyn-y-Wern Sports Park)
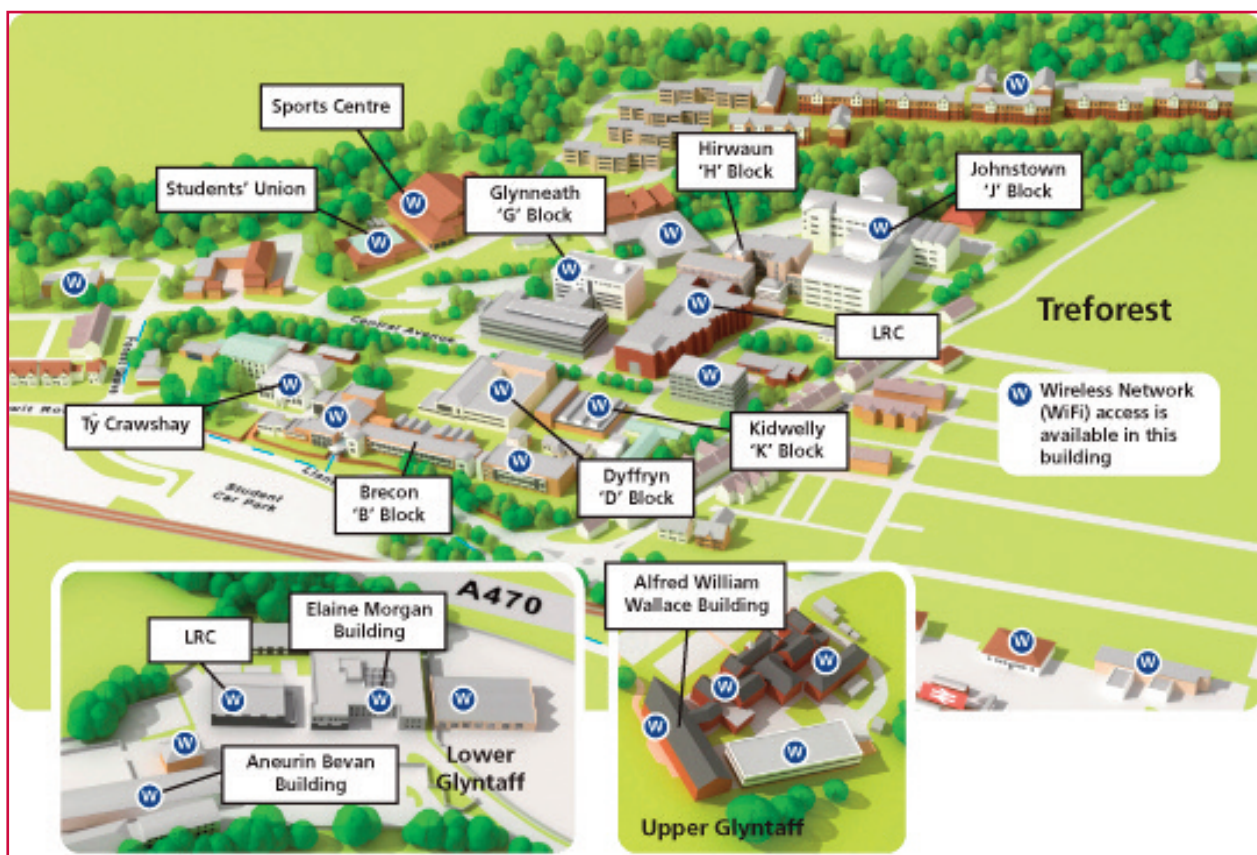
Cardiff

• The ATRiuM

If you have any queries relating to this guidance, or if you would like us to help you further, please contact **IT Support Services** on **01443 4 82882** or **itsupport@southwales.ac.uk**

GUIDE REFERENCE: ISS019E-1.00 JANUARY 2014   APPLICABLE TO : CARDIFF, GLYNTAFF AND TREFOREST CAMPUSES

8