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WIFI Guest 账号适用范围:

WIFI Guest 账户仅限于外部客户访问时方可申请使用，埃森哲内部员工禁止使用此账号。

如何申请 Wifi Guest 账号：

注意：在申请创建 WIFIGuest 账号之前，请阅读以下三种申请方式介绍。

1. 如果您要帮助客户申请 WIFIGuest 账号，可以选择由 IT 来帮助您完成申请。需要您填写下面信息并将邮件发至 ISA.China.IW。（**安全系数高，推荐**）

- 邮件主题：WIFI-Guest Account Request：
- 批准人的 Accenture 邮箱地址：
- 客户邮箱地址：
- 需要的 WIFI-Guest 账号的个数：

****注意：**为了得到 WIFI-Guest account 申请的批准，我们将会给您提供的批准人发送邮件。一旦您填写的批准人将 WIFI-Guest 的申请进行了批准，我们会测试该账号，确定账号有效后，然后将此 WIFI-Guest 的账号和密码通过邮件发送给您，请打印密码纸发给客户。

2. 如果您暂时无法提供客户邮箱地址，但是依旧需要 IT 来帮助您完成申请的话。您可以仅填写批准人的 Accenture 邮箱地址，并发送至 ISA.China.IW，然后我们 IT 会使用假的邮箱地址来代替客户邮箱地址来完成申请。（非真实客户邮箱地址安全系数低，不推荐）

- 邮件主题：WIFI-Guest Account Request：
- 批准人的 Accenture 邮箱地址：
- 客户邮箱地址: 无法提供客户邮箱地址的，请提供客户公司名称，我们会按照下面的样例模板去创建账号

- 需要的 WIFI-Guest 账号的个数：

样例模板：

guest01@clientname.com, guest02@clientname.com

****注意：**为了得到 WIFI Guest Account 申请的批准，我们将会给您提供的批准人发送邮件。一旦您填写的批准人将 WIFI Guest 的申请进行了批准，我们会测试该账号，确定账号有效后，然后将此 WIFI Guest 的账号和密码通过邮件发送给您，请打印密码纸发给客户。

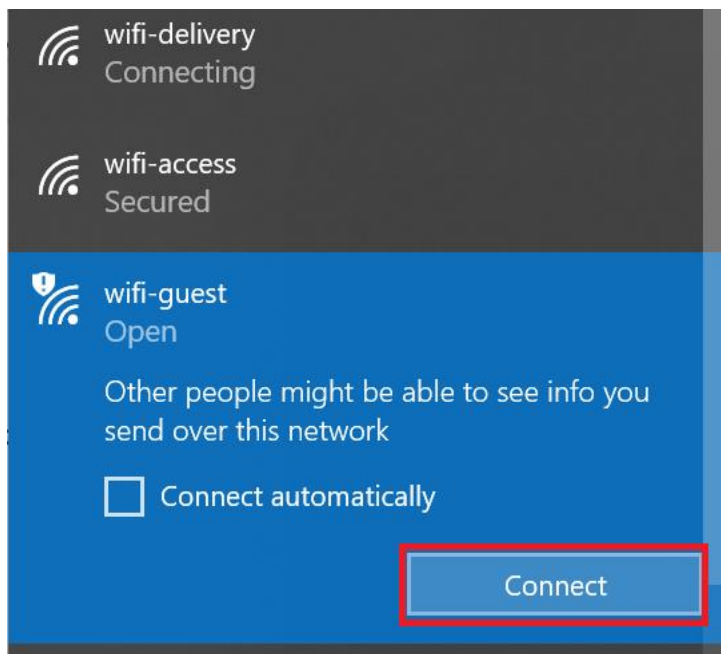
3. 参照下面的 *WIFI Guest 账号自助申请方法*，由客户自己现场申请。（**执行慢，不推荐**）

- a. 为了创建 wifi-guest 账号，建议使用笔记本/手机设备/平板，然后参照下面方创建 wifi guest 账号。

设备搜索 wifi 热点，并连接 **wifi-guest** 无线 wifi 热点

Cellphone





- b. 您的浏览器会自动跳转至 wifi-guest 登陆界面。如果您没有任何 wifi-guest 账号的话，请点击 **Create Guest Account** 进入自助创建账号界面

c. 在申请表格中，填写如下必填信息：

- 批准人的 Accenture 邮箱地址：当你搜索批准人时，请确保您的网络是连接状态（可以上网）
- 客户全名 Visitor Full Name:
- 客户公司名称 Your Company's Name:
- *客户的邮箱地址:
- 申请的商业理由：
- 账号有效期：不低于一周

d. 请确保勾选 **terms of use**，然后点击 **Register**.

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

* Sponsor's Name:

Please enter the visitor full name.

* Company Name:

Please enter the visitor company name.

* Email Address:

Please enter the visitor email address.

This will become the username to log into the network.

* Business Justification:

Business Justification for guest access

Account Expiration:

☒

Select an option for changing the expiration time of this account.

* Confirm:

☐ **accept the terms of use**

* Visitor Account Confirmation:

☐ confirm that this account is for an external visitor and not to be used by an Accenture employee.

Register

* required field


Already have an account? [Sign In](#)

Note: Times are shown in GMT/UTC.

- e. 申请提交完毕后，批准人会自动收到一封关于 wifi-guest 的邮件。批准人需要选择 **click here** 去审阅申请信息。

A guest is requesting visitor access
Account Details
Username: user.surname@company.com
Full Name: User Surname
Company: Company
A visitor has requested access naming you as the sponsor. Please click here to confirm or reject the request.
Note: Remember you can change the guest account expiration time if required at the Accenture Guest Manager site.

- f. 批准人确认信息无误后，需要点击 **Confirm** 去批准。

Guest Registration Confirmation
A guest has requested your confirmation for guest access
Sponsor's Email: carmen.llorente@accenture.com
Guest's Name: User Surname
Company Name: Company
Account Username:  user.surname@company.com
Activation Time: Monday, 11 January 2016, 3:02 PM
Expiration Time: Tuesday, 12 January 2016, 5:59 AM
<input checked="" type="button" value="Confirm"/> <input type="button" value="Reject"/>
Note: Times are shown in GMT/UTC

注意：批准人也可以访问 <https://guestmanager.accenture.com/> 更改账号有效期，禁用账号等操作。

- g. 一旦批准人批准 wifi-guest 申请，您将可以使用 wifi-guest 访问无线网络，并拥有基础的网络权限。


Guest Registration Receipt


The details for your guest account are shown below.

Sponsor's Email:
carmen.llorente@accenture.com

Guest's Name:
User Surname

Company Name:
Company

Account Username:
 user.surname@company.com


Guest Password:
 4vrQqrWq

Activation Time:
Monday, 11 January 2016, 9:02 AM

Expiration Time:
Monday, 11 January 2016, 11:59 PM

Account Status:
Enabled

Log In

 Download account details

Note: Times are shown in GMT/UTC

- h. 如果您在步骤 e 断开了连接或者关闭了浏览器，您将需要重新验证身份信息。

===== 中文版本，请参阅上文 =====

Application Scope of WIFI Guest Account:

WiFi guest account can only be applied for when external customers visit. Accenture internal employees are prohibited from using this account.

How to Request for WIFI Guest Account:

Before creating a wifi-guest account, there're 3 scenarios you may need to know firstly.

1. If you need us help you apply for a wifi-guest account, please send email to ISA.China.IW with following information. (**Recommended**)

- Email Subject: Wifi-guest account request:
- Sponsor's/Approver's E-mail address:
- Customer's E-mail address:
- Wifi-guest account number you needed:

****Note:** We will need to contact with the Sponsor you provided to get the approval for wifi guest account. Once approved, we will send you email with the Wifi-guest account and password if there is no issue with the wifi-guest account after testing. Once you got the Wifi-guest account and password, please print it out for customers.

2. If you're unable to provide us the customer's email address, you may also send email to ISA.China.IW with the Sponsor's email address only. Then we will use fake email addresss as customer's email address.(**Not recommended**)

- Email Subject: Wifi-guest account request:
- Sponsor's/Approver's E-mail address:
- Customer's E-mail address: please provide customer's company name, then we will create wifi-guest account as below sample.
- Wifi-guest account number you needed:

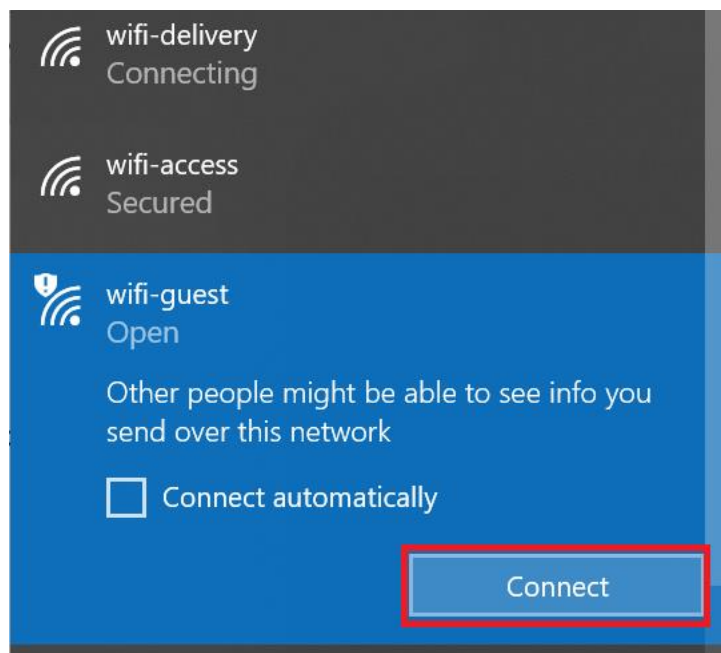
Sample: guest01@clientname.com, guest02@clientname.com

****Note:** We will need to contact with the Sponsor you provided to get the approval for wifi guest account. Once approved, we will send you email with the Wifi-guest account and password if there is no issue with the wifi-guest account after testing. Once you got the Wifi-guest account and password, please print it out for customers.

3. Follow below *wifi-guest account selft-service* to create wifi-guest account by customer directly. (**Not recommended**)
 - a. To apply for wifi guest account, please use your **device** (*i.e., laptop, cellphone or tablet*), then follow the instructions below to connect to the network as a guest.
 - b. Connect to the **wifi-guest** wireless network.



Laptop



- c. Your browser should redirect to the **Login Portal**. Click the **Create Guest Account** link to access the guest self-registration portal if you don't have an existing guest account.

Please login to the network using your guest username and password.
If you don't have a guest user account, create one here: [Create Guest Account](#)

Username:

Password:

Terms:
☐ I accept the [terms of use](#)

[Log In](#)

Contact a staff member if you are experiencing difficulty logging in.

d. In the form, enter the following information:

Sponsor's E-mail address: <enter your sponsor's Accenture e-mail address> Please make sure your network is connectivity when searching your sponsor name.

Visitor Full Name: <enter your name>

Your Company's Name: <enter your company's name>

***Your E-mail address:** <enter your e-mail address>

Business Justification:<enter your reason>

Account Expiration: 1 week from now

*If you are an Accenture employee or contractor that is requesting guest access for a personal device to conduct non-Accenture business, you may also use your Accenture e-mail address in the "Your E-mail address" field, but please note that you will need to use the guest login credentials that will be provided and not your enterprise ID credentials.

e. Make sure to check the **terms of use** for additional required information.
Click **Register**.

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

* Sponsor's Name:

(Type the name of your sponsor)

ing

Xia, [redacted]
[redacted]@accenture.com

Please enter the visitor full name.

* Company Name:

Please enter the visitor company name.

* Email Address:

Please enter the visitor email address.
This will become the username to log into the network.

* Business Justification:

Business Justification for guest access

Account Expiration:

Tonight

Select an option for changing the expiration time of this account.

* Confirm:

☐ I accept the [terms of use](#)

* Visitor Account Confirmation:

☐ I confirm that this account is for an external visitor and not to be used by an Accenture employee.

Register

* required field

Already have an account? [Sign In](#)

Note: Times are shown in GMT/UTC.

- f. The sponsor will receive an automated e-mail requesting your access to the network. The sponsor should select the **click here** link to review your information. Note that this link will redirect you to the guest manager servers that belong to the accenture.com domain.

A guest is requesting visitor access

Account Details

Username: [user.surname@company.com](#)

Full Name: User Surname

Company: Company

A visitor has requested access naming you as the sponsor. Please [click here](#) to confirm or reject the request.

Note: Remember you can change the guest account expiration time if required at the Accenture Guest Manager site.

- g. The sponsor should review the request form to ensure that all necessary information has been entered and is correct. The sponsor should proceed by clicking the **Confirm** button to provide you with a username and password to access the wifi-guest.


Guest Registration Confirmation

A guest has requested your confirmation for guest access

Sponsor's Email:
carmen.llorente@accenture.com

Guest's Name:
User Surname

Company Name:
Company

Account Username:
 [user.surname@company.com](#)

Activation Time:
Monday, 11 January 2016, 3:02 PM

Expiration Time:
Tuesday, 12 January 2016, 5:59 AM

Note: Times are shown in GMT/UTC

Note that sponsors can access the guest manager at <https://guestmanager.accenture.com/> to change the account expiration, disable the account, etc. if needed.

- h. Once the sponsor approves your request, from the open browser on your personal device, ensure that the account status is enabled and click Log in. You should be connected to the network and have basic internet access


Guest Registration Receipt


The details for your guest account are shown below.

Sponsor's Email:
carmen.lorete@accenture.com

Guest's Name:
User Surname

Company Name:
Company

Account Username:
 user.surname@company.com


Guest Password:
 4vrQqrWq

Activation Time:
Monday, 11 January 2016, 9:02 AM

Expiration Time:
Monday, 11 January 2016, 11:59 PM

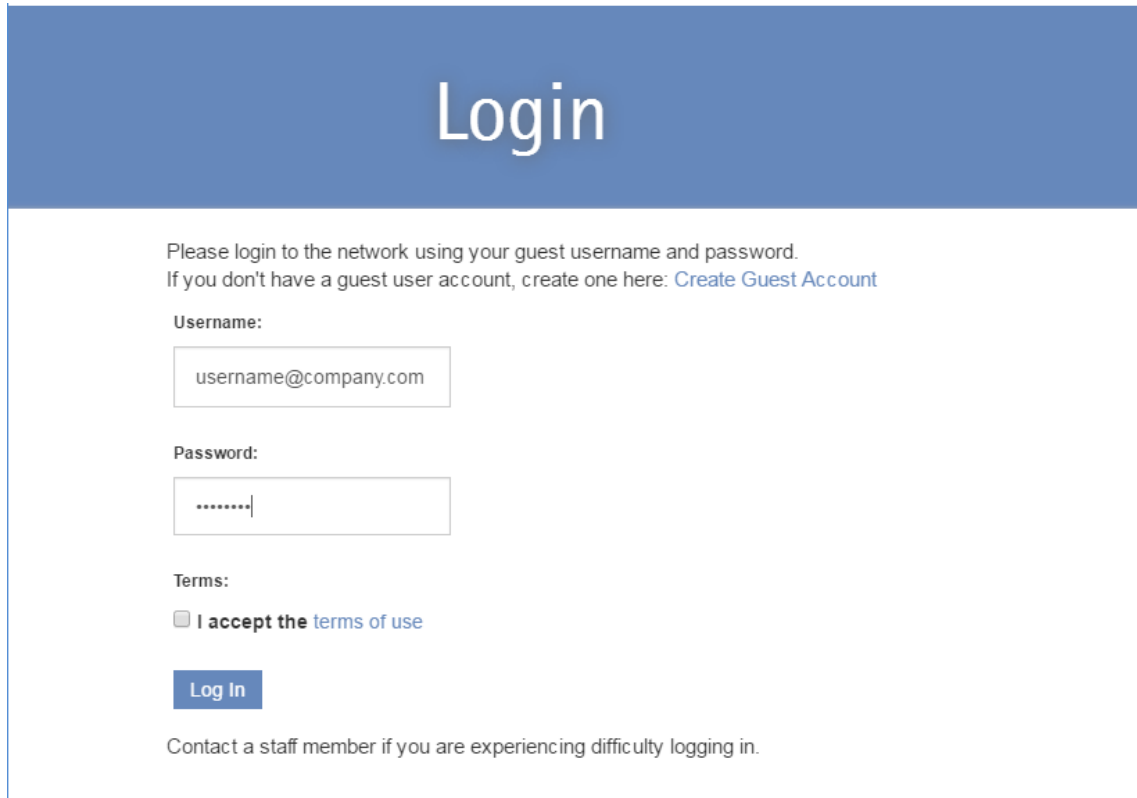
Account Status:
Enabled

Log In

 Download account details

Note: Times are shown in GMT/UTC

- i. In the event that you are disconnected or you closed the browser from Step 5, you will be required to log in with the credentials provided. After 24 hours you will be required to re-enter your credentials. Note that the username always use an email format.

A screenshot of a web-based login portal. The top section has a blue background with the word "Login" in white. Below this, on a white background, is a login form. The form includes instructions: "Please login to the network using your guest username and password. If you don't have a guest user account, create one here: [Create Guest Account](#)". There are two input fields: "Username:" with the placeholder "username@company.com" and "Password:" with masked characters "*****". Below the password field is a "Terms:" section with a checkbox and the text "I accept the [terms of use](#)". A blue "Log In" button is positioned below the terms. At the bottom, a link says "Contact a staff member if you are experiencing difficulty logging in." data-bbox="114 59 810 436"/>

Login

Please login to the network using your guest username and password.
If you don't have a guest user account, create one here: [Create Guest Account](#)

Username:

Password:

Terms:

☐ I accept the [terms of use](#)

[Log In](#)

[Contact a staff member if you are experiencing difficulty logging in.](#)

WIFI-Guest FAQ

1. What if the browser does not redirect you to the login portal?

If the browser does not redirect you to the login portal, you should clear the browsing history and type a new address on the browser. The browser should then redirect you to the login portal.

2. If a guest already has an active guest account, can they continue to use it with the new guest Wi-Fi?

No. The new guest Wi-Fi runs on a different vendor software, therefore new credentials are required.

3. How long can you request guest access for?

In the guest form, you have the possibility of selecting different account expiration periods up to one (1) month.