



Creating guest accounts on VISITOR WiFi

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Overview

The VISITOR network can only be accessed with an account that is approved by the appropriate employees at any given site. This document provides information on how a non-district employee can request account credentials for the VISITOR network.

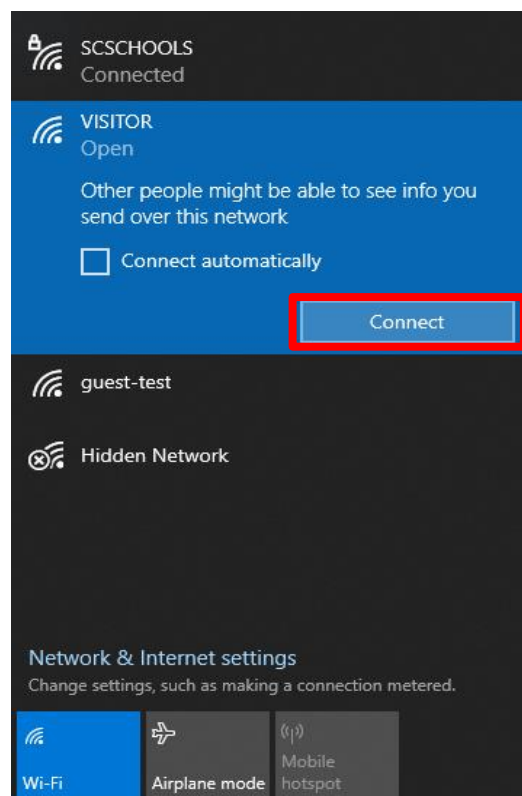
Note:

- Wireless credentials are limited to an 18-hour period but can be re-used during that timeframe.
- If credentials are needed for a longer period of time, a help desk ticket will need to be entered so that the network team can create the account for the requested time of access.
- Guest accounts for the VISITOR network are valid at all District sites

Process for user requesting access to the VISITOR wireless network

Click on your network icon in the system tray at the bottom right corner of screen.

In the pop-up window, select the VISITOR network:



- Click the Connect option for the VISITOR network.



You will be presented with a SCCSD splash page:



Sign in

You are trying to access a secured network. If you have an authorized account, please enter your credentials. If not, please visit the school's front office to get a sponsor's email address for approval.

The use of the Sioux City Schools network is a privilege, not a right, and may be revoked with or without notice and with or without cause at the discretion of the District. Failure to follow processes and procedures or abuse of resources may result in loss of privileges and possible disciplinary action. The Board believes that all network services (e.g., computers, E-mail, Internet access) are a valuable part of the total program in that they promote educational excellence. At the same time, the Board believes that access to these services entails responsibility and that all computer services shall be used in a responsible, efficient, ethical and legal manner. General school rules for behavior apply additionally all users of the District network resources will comply with acceptable use policies outlined in Board Policies 581.12 and 481.12. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays or other service interruptions caused by either the district or user's own negligence, errors or omissions. Use of any information obtained via the District network is at the user's own risk.

Username
Password

Sign in

Register >

- If you have VISITOR account/password credentials that have been approved within the last 18 hours, complete the 'Username' and 'Password' fields and select the 'Sign in' box.
- If you do not have VISITOR account/password credentials, click on the 'Register >' box. You will be taken to the following screen:



Register

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Username
• Email • Phone
Register using your email address or phone number.

Sponsor
Enter the email address of an authorized sponsor who will approve your registration.

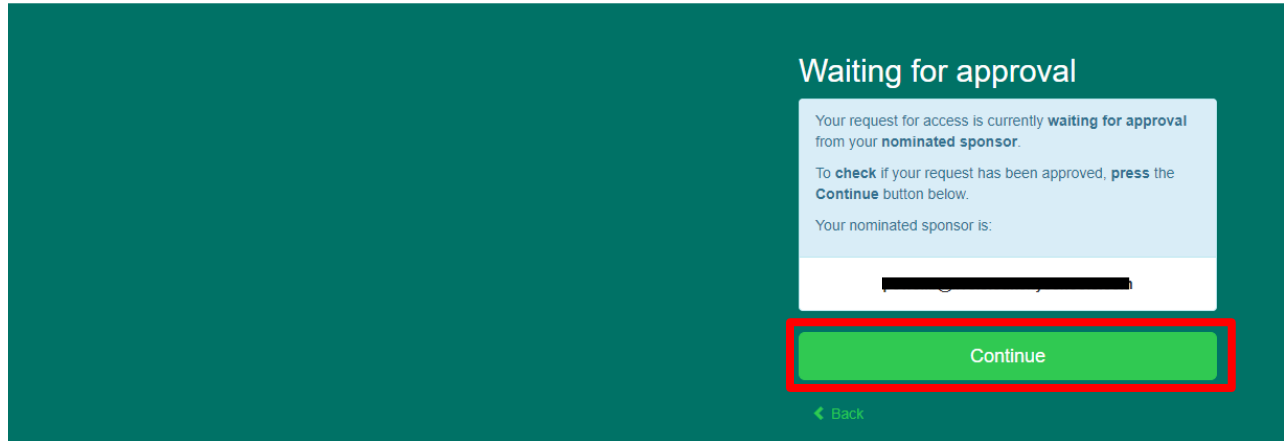
Sponsor email address

Register

Back

- **Username information**
 - o Select either Email or Phone and enter your appropriate information.
 - o If you use your phone number, this should be your mobile number as you will receive a text message with your account credentials. Make sure to enter your number starting with +1 and no spaces. (i.e. +1XXXXXXXXXX)
- **Sponsor information**
 - o Enter the email address provided by the building approver (see list at the end of this form).
 - o Click on Register.

You will see the following screen while your request is being processed:



- Click Continue to see if your request has been approved. Once approved, you will see the following screen:



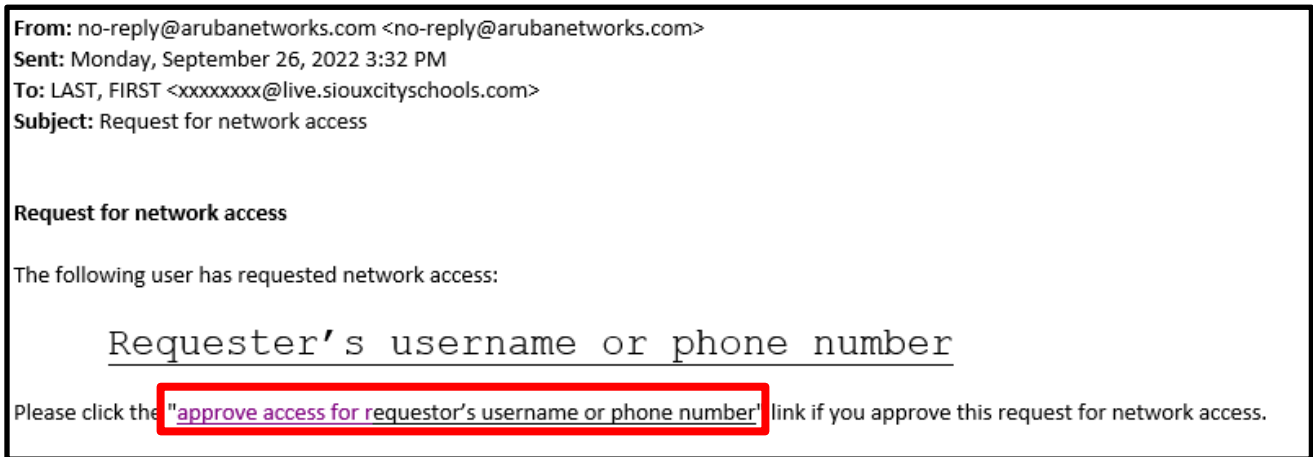
- Click Continue and you will be taken to the Sioux City Community Schools web page and have access to the District's VISITOR wireless network.



Approval process for the building

The person requesting VISITOR access will need to enter the email address provided.

When the user requesting VISITOR access has correctly completed their information, the building will get an email from no-reply@arubanetworks.com and look similar to the following:



- Click on the "approve access..." link in the email. This will open a browser window with the following screen:

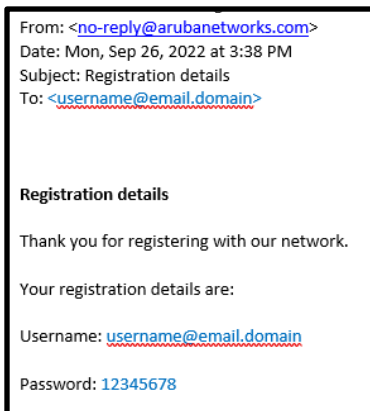


- This will display the user that is requesting access.
- Click on Approve to allow user access to the VISITOR network.

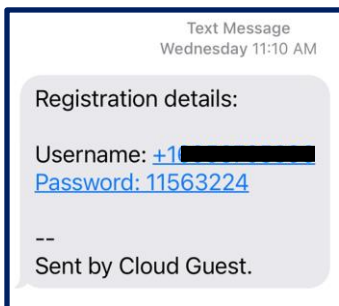
You will see the following screen:



The requester will receive either an email or text message depending upon their choice of usernames. The email will look like this:



The text message will look like this:



Assistance

If at any time you experience issues with approving a VISITOR wireless access request, please enter a help desk ticket [here](#).

Building Sponsor

Elementary Schools

Bryant	BRYguest@live.siouxcityschools.com
Clark	CLAguest@live.siouxcityschools.com
Hunt	HUNguest@live.siouxcityschools.com
Irving	IRVguest@live.siouxcityschools.com
Leeds	LEEguest@live.siouxcityschools.com
Liberty	LIBguest@live.siouxcityschools.com
Loess Hills	LOEguest@live.siouxcityschools.com
Morningside	MORguest@live.siouxcityschools.com
Nodland	NODguest@live.siouxcityschools.com
Perry Creek	PERguest@live.siouxcityschools.com
Riverside	RIVguest@live.siouxcityschools.com
Spalding Park	SPAguest@live.siouxcityschools.com
Sunnyside	SUNguest@live.siouxcityschools.com
Unity	UNIguest@live.siouxcityschools.com

Secondary Schools

East Middle	EMSguest@live.siouxcityschools.com
North Middle	NMSguest@live.siouxcityschools.com
West Middle	WMSguest@live.siouxcityschools.com
Career Academy	CAguest@live.siouxcityschools.com
East High	EHSguest@live.siouxcityschools.com
North High	NHSguest@live.siouxcityschools.com
West High	WHSguest@live.siouxcityschools.com

Other Buildings

ESC	ESCguest@live.siouxcityschools.com
Hopkins	HOPguest@live.siouxcityschools.com
O&M	OMguest@live.siouxcityschools.com