

## 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. To activate the LAUSD-Guest wireless network, your schools' administrator must create a service ticket through Remedy or call ITD HelpDesk 213-241-5200. This is a "one-time activation" process that must be completed by the school administrator. 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 is valid for *36 hours from the time of creation*.
- *The Single user access is valid 7 days 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.

## 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 [HERE](#)

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).*

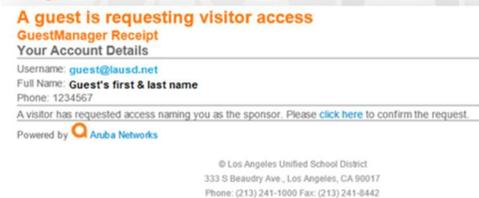
Please complete the form below to gain access to the network.

| Visitor Registration                    |  |
|---|--|
| * Sponsor's Email:                      | <input type="text" value="sponsor.lausd.net"/><br>Email of the person sponsoring this account.   |
| * Your Name:                            | <input type="text" value="Sponsor"/><br>Please enter your full name.   |
| * Email Address:                        | <input type="text" value="guest@lausd.net"/><br>Please enter your email address. This will become your username to log into the network. |
| Phone Number:                           | <input type="text" value="1234567"/><br>Please enter your contact phone number.  |
| Company Name:                           | <input type="text" value="LAUSD"/><br>Please enter your company name.  |
| Reason for visit:                       | <input type="text" value="Meeting"/><br>Reason for visiting LAUSD today. (optional)  |
| * 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](mailto: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 7 days from the time of request.*