

AIT–Guest Wi-Fi Access Guide

AIT has a facility for guests to access Wi-Fi while on Campus.

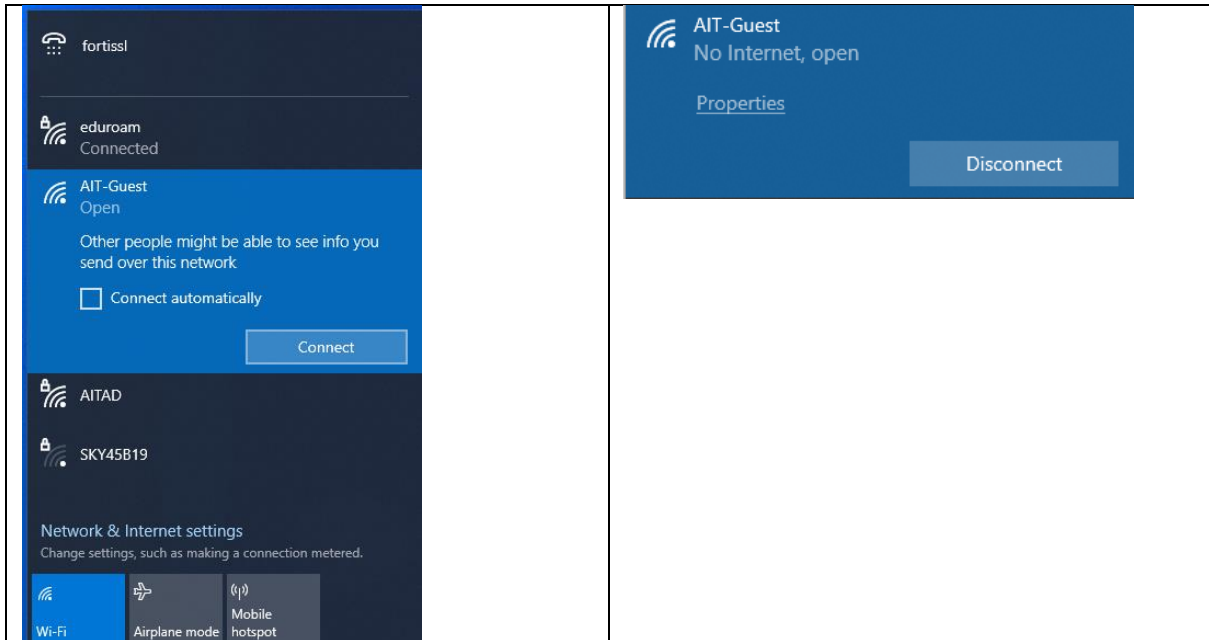
Any guest requesting Wi-Fi in AIT requires an AIT staff member to be their “sponsor” i.e. someone who is responsible for the guest while on-site and someone who will validate their request for Wi-Fi. Note that guest Wi-Fi can only be requested by the guest when they are on-site. This request then needs to be validated by their sponsor or his/her nominee. HR have kindly agreed to facilitate the receptionist being a substitute sponsor, on the strict condition that the AIT staff member advises the Receptionist at least 24 hours IN ADVANCE of the guest coming onsite.

The process is as follows:

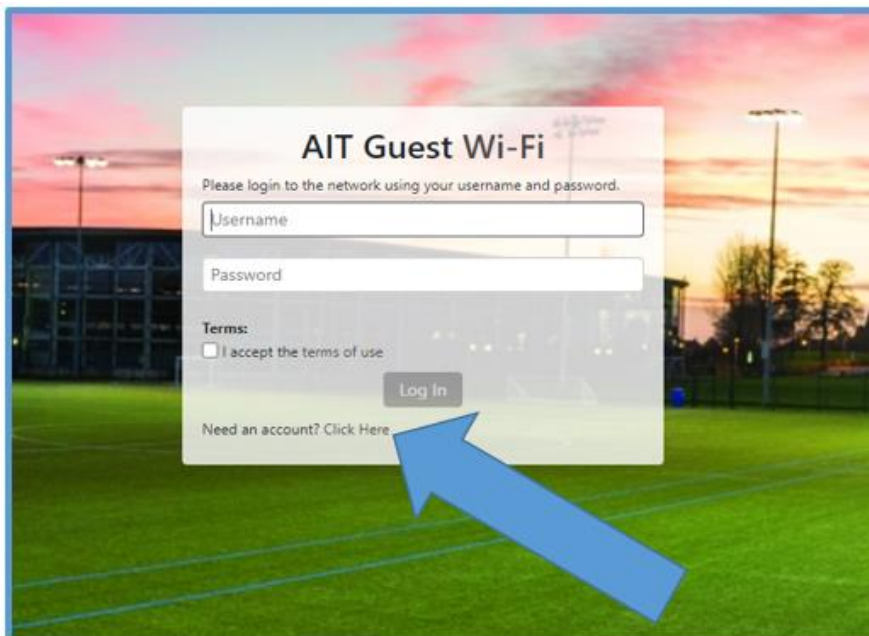
1. The AIT staff member knows in advance that their guest is coming on site and does the following:
 - a. Sends the guest a link to this document (i.e. the AIT Guest Wi-Fi Access Guide), located on this webpage on the AIT website:
<https://www.ait.ie/life-at-ait/campus-services/staff-hub>
 - b. Advises the guest who the sponsor is (i.e. it is either the AIT staff member himself/herself, or the AIT Receptionist (reception@ait.ie)).
 - c. If the AIT staff member wishes the receptionist to be the sponsor, he/she must email the Receptionist advising them of who the guest is and that the guest should be approved for Wi-Fi access. NOTE: this email must be sent at least 24 hours prior to the guest arriving on site.
2. The guest arrives and requests Wi-Fi as per the procedure (see below).
3. This sends an email to the sponsor who needs to approve the request before the guest is granted access.

This procedure will apply to Guest Wi-Fi access.

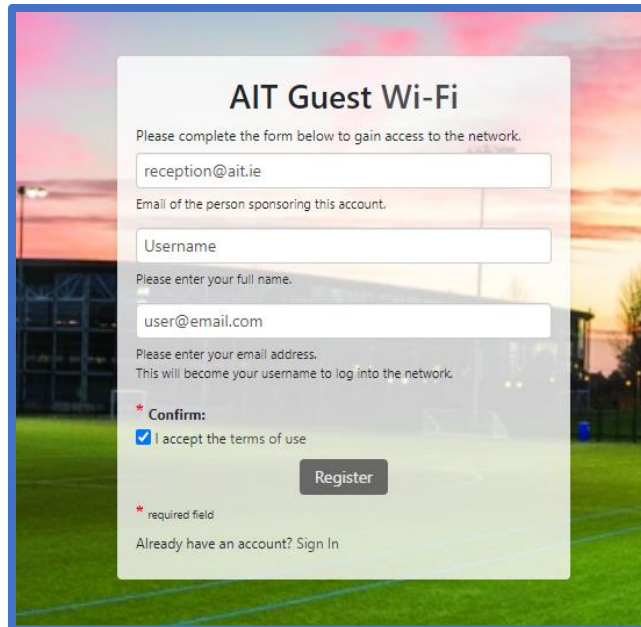
1. The guest arrives and access the Wi-Fi service available on Campus (see below, left). The guest chooses AIT-Guest from the list of Wi-Fi options and clicks “Connect” as shown below.
2. When connected, the image on the right, below will be displayed.



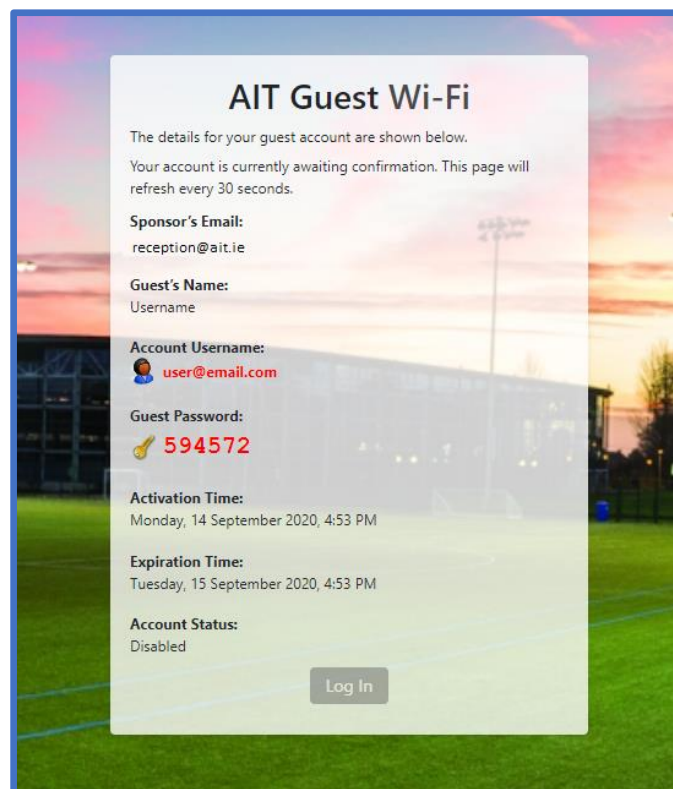
3. Guest opens a browser and try to access a URL e.g. <https://www.ait.ie>
Browsing to any website will redirect the guest to the AIT Guest Wi-Fi captive portal login



4. Click the link at the bottom of the window (as shown by the blue arrow above).
5. The guest enters details as follows:
 - email address jbloggs@ait.ie or reception@ait.ie
 - Full name
 - Guest email address
 - Tick the box to confirm that you have read and accept the terms and conditions.
 - Clicks Register.



6. The confirmation window below appears. In this window you will receive your guest password.
7. Your account status will remain Disabled until your sponsor has approved you access to the AIT Guest Wi-Fi.
8. The “Log in” button will become active as soon as your guest registration has been approved by your sponsor.



9. Click “Log In” and you will then have access to the AIT Guest Wi-Fi.