

GUEST WIRELESS – CHURCH NETWORK CONNECTIVITY

OVERVIEW

Church employees may grant temporary wireless network access to guests by either creating a guest access account, or guests may self-register for a wireless account (for a Church employee to approve). Then the employee becomes the guest’s network “sponsor.”

GETTING STARTED

There are two methods for creating a guest wireless network account. Either the Church employee creates a guest wireless account, or a guest self-registers for a wireless account (see steps below).

CREATE A GUEST WIRELESS NETWORK ACCOUNT

1. EMPLOYEE CREATES GUEST ACCESS ACCOUNT

EMPLOYEE: Create a temporary guest wireless account by selecting the link below:

sponsor.ldschurch.org

1. **LOGIN** - Using LDS Account credentials, then select “Create Accounts.”
2. **ENTER** - Guest information, email of employee being visited, and reason for the visit.
3. **CHOOSE** - Guest account information and select “Notify” options, then select “Done.”
4. **REVIEW** - Guest account information and select “Notify” options, then select “Done.”
5. **PROVIDE** - Temporary login “Username” and password to the guest.

2. GUEST SELF-REGISTRATION FOR WIRELESS ACCESS

GUEST: Self-registers for wireless access by doing the following:

1. **CONNECT** - Guest wirelessly connects to the “hills” network.
2. **REGISTER** - Guest should open a web page and select the “**Create guest account**” link (when prompted for login), and then enter information and choose “Register.”
3. **EMPLOYEE** - Church employee receives email message to approve wireless access.
4. **NOTE:** The Guest may receive an email/text containing the login credentials. The employee sponsor may also view the guest login credentials on the Guest Wireless Access web page (sponsor.ldschurch.org).

GUEST CONNECTS TO THE WIRELESS NETWORK

1. Once a guest account is *created and approved*, the guest connects to the “hills” wireless network using the username and password provided.
2. The guest may connect to the “hills” wireless network for the period approved by the Church employee.



GUEST ACCOUNT ADMINISTRATION

After a guest account is created a Church employee can manage the account on the “Guest Wireless Account” web page (sponsor.ldschurch.org), where they may change the account duration, suspend or delete accounts, reset account passwords, and the like.

GUEST ACCOUNT DURATION

While creating a guest wireless account, the employee sets network access dates and times (see *Example 1*).

Example 1 - Network access period

The screenshot shows a form titled "Access Information". It includes a checkbox for "End of business day" which is unchecked. Below it is a time input field with the value "23:59". The "Duration:*" section has an input field with the value "1" and the text "Days (Maximum:5)". The "From Date (yyyy-mm-dd) *" field contains "2018-04-02" and the "From Time *" field contains "08:55". The "To Date (yyyy-mm-dd) *" field contains "2018-04-03" and the "To Time *" field contains "08:55". Each date and time field has a small calendar icon to its right.

GUEST ACCOUNT CREATION NOTIFICATION

When creating a guest wireless account, the employee can choose to receive an email message containing the guest’s login credentials (see *Examples 2 and 3* below). An option is provided to send a message to both the guest and the “sponsor” (the Church employee).

Example 2 - Account creation notification option

The screenshot shows a "Notify" dialog box. It has a title bar with a close button and the word "Notify". Below the title bar, it says "Deliver notification using:". There are two radio buttons: "Print" (unchecked) and "Email" (checked). Below the "Email" option is a checkbox for "Copy me" which is checked. There is a text input field for "Sponsor's Email address*" containing the value "sjohnson@ldschurch.org". At the bottom are "Cancel" and "Ok" buttons.

Example 3 - Account creation email notification

The screenshot shows an email notification. The header includes "Reply", "Reply All", "Forward", and "IM" icons. The sender is "SJohnson@ldschurch.org" and the recipients are "sarahjones1@gmail.com" and "Sam Johnson". The subject is "Your Guest Account Credentials". Below the subject are links for "Retention Policy" and "Inbox Retention Policy (90 days)". The main body of the email says "Hello Sarah, Your guest account details: Username: sjones Password: hC5k First Name: Sarah Last Name: Jones Phone Number: Valid From: 2018-04-06 11:22:00 -0600 Valid To: 2018-04-07 11:22:00 -0600 Person being visited: sjohnson@ldschurch.org Reason for visit: Vendor meeting".

APPROVING PENDING ACCOUNTS

After a guest self-registers for a wireless account, the request remains in “Pending” state until approved by an employee. There are two ways for employees to “approve” a guest account request: 1) select “approve” in an email message (sent to the employee), or 2) the log into the “Guest Wireless Account” web page (sponsor.ldschurch.org) and approve the pending guest account (see *Example 4* below).

Example 4 - Reviewing "Pending Account" requests

The screenshot shows the 'Guest Wireless Account' management page. At the top, there are navigation buttons: 'Create Accounts', 'Manage Accounts (1)', 'Pending Accounts (1)' (highlighted in blue), and 'Notices (0)'. Below these is a search bar and a row of action buttons: 'Approve', 'Deny', 'Delete', 'Refresh', and a settings gear icon. A table below lists pending accounts with columns for selection, username, state, first name, last name, email address, phone number, company, reason for visitation, and guest type.

<input checked="" type="checkbox"/>	Username	State	First Name	Last Name	Email Address	Phone Number	Company	Reason for Visitation	Guest Type	
<input checked="" type="checkbox"/>	jsmith	Pending Approval	John	Smith	jsmith123987c	801-123-4567		Network discussion	CHQ	Daily

EXTENDING GUEST WIRELESS ACCOUNTS

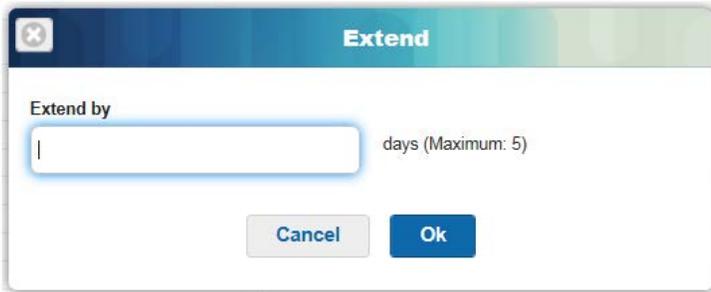
An employee can extend a guest wireless account by selecting the guest’s account (under “Manage Accounts”) and select “Extend”— which allows the account to be extended up to five days (see *Examples 5* and *6* below).

Example 5 - Manage Accounts option

The screenshot shows the 'Guest Wireless Account' management page with the 'Manage Accounts (1)' button highlighted. The interface includes a search bar and a row of action buttons: 'Edit', 'Resend', 'Extend', 'Suspend', 'Delete', 'Reset Password', 'Reinstate', 'Refresh', and a settings gear icon. A table below lists active accounts with columns for selection, username, state, first name, last name, email address, phone number, expiration date, and time left.

<input type="checkbox"/>	Username	State	First Name	Last Name	Email Address	Phone Number	Expiration Date	Time Left
<input checked="" type="checkbox"/>	sjones	Created	Sarah	Jones	sarahjones1@		2018-04-07 11:22	0D 22H 42M

Example 6 - Extend Guest Wireless Account



NOTE: The “Manage Accounts” page includes other options to edit, suspend, or delete accounts, and options to resend account information and reset account passwords.

CREATING MULTIPLE GUEST WIRELESS ACCOUNTS USING AN IMPORT FILE

Employees can create multiple guest accounts using a template file found on the “Guest Wireless Account” web page (sponsor.ldschurch.org). This is done by doing the following:

- Select “Import” on the “Create Accounts” tab.
- Select “Download Template” to save a Microsoft Excel CSV file.
- Open, edit, and save the CSV file (see *Example 7* below).
- Select “Choose File” (and browse to the file location), then select the “Import” button (see *Example 8*).
- After guest accounts are created using the Import feature, a summary of the imported accounts can be found in the “Notices” section of the web site (see *Examples 9* and *10* below).

Example 7- Template for creating multiple guest wireless accounts

	A	B	C	D	E	F	G
1	* First name:	* Last name:	* Email address:	Phone number:	Company:	* Person being visited (email):	Reason for visit:
2	Bill	Thomas	bthomas@netco	801-245-1921	Network C	sjohnson@ldschurch.org	Network discussi
3	Julie	Bills	jbills@netconso	801-245-1925	Network C	sjohnson@ldschurch.org	Network discussi
4	Tom	Williams	twilliams@netcc	801-245-1929	Network C	sjohnson@ldschurch.org	Network discussi
5							
6							
7							
8							
9							
10							

Example 8 - Create multiple guest accounts using an import file

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS **Guest Wireless Account**

Create Accounts | Manage Accounts (0) | Pending Accounts (0) | Notices (1)

Create, manage, and approve guest accounts.

Guest type:
Daily
Maximum devices that can be connected: 5 | Maximum access duration: 5 days

Guest Information

Known | **Import**

Click to download the import template file.
[Download Template](#)

Select file:
Choose File | No file chosen | Maximum: 200

Language:
English - English

Access Information

End of business day
23:59

Duration*:
1 Days (Maximum:5)

From Date (yyyy-mm-dd) *: 2018-09-26 | **From Time *:** 12:12

To Date (yyyy-mm-dd) *: 2018-09-27 | **To Time *:** 12:12

* REQUIRED * Location/Time Zone:
18 Mountain Time (US Canada)

Import

Example 9 - Notices of accounts created

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS **Guest Wireless Account**

Create Accounts | Manage Accounts (0) | Pending Accounts (0) | **Notices (1)**

Create, manage, and approve guest accounts.

Search: []

Delete Notice | Refresh

<input type="checkbox"/>	Action Name	Number of Accounts	Status	Start	End
<input type="checkbox"/>	Create Import Accounts	3	Success	2018-09-26T12:23:57.965-06:00	2018-09-26T12:23:58.117-06:00

Example 10 - Accounts creation notice

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS **Guest Wireless Account**

Create Accounts | Manage Accounts (3) | Pending Accounts (0) | Notices (1)

Done | Delete Notice | Notify

Account Information
Accounts imported successfully.
Accounts created: 3
Showing: 3

- Username: bthomas
Password: i dLL
Bill Thomas
bthomas@netconsultants.com

GUEST ACCOUNT LOGIN

Guests who receive wireless network credentials may login to the network. First a guest must connect to the “hills” wireless SSID. Once a network session is established (showing “Connected”), the guest should open a web page—which redirects them to a Guest Wireless login page (see *Example 11* below). The guest must use the “Username” and password provided to them (not their first or last names). After logging in, the guest is directed to an “Acceptable Use Policy” page (see *Example 12*). Once the guest accepts the policy they will be allowed to access the Internet.

Example 11 – Guest Wireless login page

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

LDS Church Guest Wireless

LDS Church Guest Wireless Login

Welcome

The LDS Church guest wireless network is provided for authorized guests only. Unauthorized use is strictly prohibited.

LDS Church employees may create guest wireless access accounts for their individual visitors from the internal website <http://sponsor.ldschurch.org>

Login

Once your temporary account has been created and approved you can login by entering your username and password below and clicking the Login button.

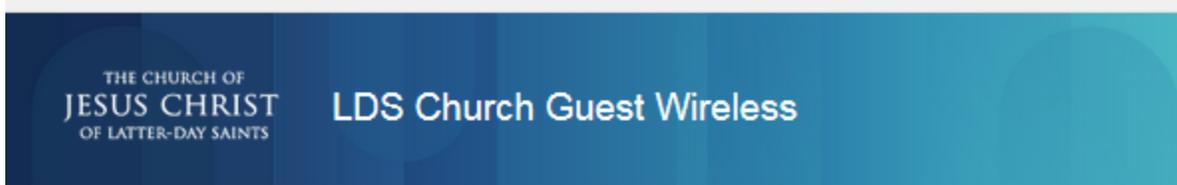
Username:

Password:

[Please read the terms and conditions.](#)

Login

[Create quest account](#)



Acceptable Use Policy

Please read the Acceptable Use Policy

Computer and Internet Acceptable Use Agreement

This facility is a private facility of The Church of Jesus Christ of Latter-day Saints (the "Church"). By using or accessing a computer or Internet connectivity ("service") in these facilities you acknowledge your acceptance of this Agreement. We offer these services dependent upon your willingness to keep your use of them consistent with the standards of the Church.

Consistency with Church Worthiness Standards.

All activities and conduct relating to the use of the service must be for Church purposes and maintain the highest standards associated with the sacred nature of the Church's work and mission. Inappropriate use of the service may lead the Church or facility staff, at personal and complete discretion, to revoke your ability to use the service. Examples of inappropriate usage include, but are not limited to: viewing or distributing pornographic content, violent or hate content, profanity, content that violates copyright or trademark law; distributing unsolicited commercial e-mail, spam, viruses or any otherwise illegal content or harmful content. Attempting

Accept

Decline

TROUBLESHOOTING

GUEST WIRELESS ACCOUNT – WEB SITE ACCESS

If you cannot link to the “Guest Wireless Account” website, then try the following:

Option 1: Select the following web URL

<https://sponsor.ldschurch.org:8443/sponsorportal/PortalSetup.action?portal=1a745890-5e4e-11e4-b905-005056bf2f0a>

Option 2: Use a web browser and connect to <https://home.ldschurch.org> then select “TOOLS & SERVICES” and select “Guest Wireless Access” (which connects to the web URL above).

SELF-REGISTRATION NOTIFICATION

When guests self-register for network access they must provide their email address, cell phone number, and cell phone provider. This information is used to send to them an email and text message containing their network login credentials (once network access is approved by a Church employee).

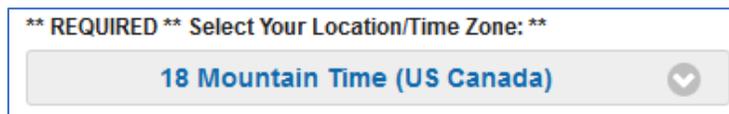
- If the guest does not have a cell phone number, then they may enter another telephone number—but they may not receive a text message containing their login credentials.
- If the guest’s cell phone provider is not listed, they will not receive a text message containing their login credentials.
- NOTE: text notification may not work in all countries, but guests should receive an email message containing their login credentials (provided they enter a valid email address).

GUEST CANNOT LOGIN

If a guest cannot login to the network, then check the following:

- If the guest self-registered for network access, then their employee “sponsor” must first approve the guest’s request before they can login to the network.
- The guest must use the “Username” and password provided to them (not their given first or last names; see *Example 3*). Note that passwords are case sensitive.
- Verify that the guest’s login account has the correct location time zone set (see *Example 13*). The guest account time zone *must match* the employee sponsor’s time zone; otherwise the guest may not be able to login.

Example 13–Time zone field that guests must correctly select during account self-registration



- If login is unsuccessful (or the web browser session times out), then the guest may need to close the browser then start a new browser session to get a login screen. Sometimes users may have to wait a while between closing the browser and starting a new browser session.

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For additional help please contact the [Global Service Center](#).