

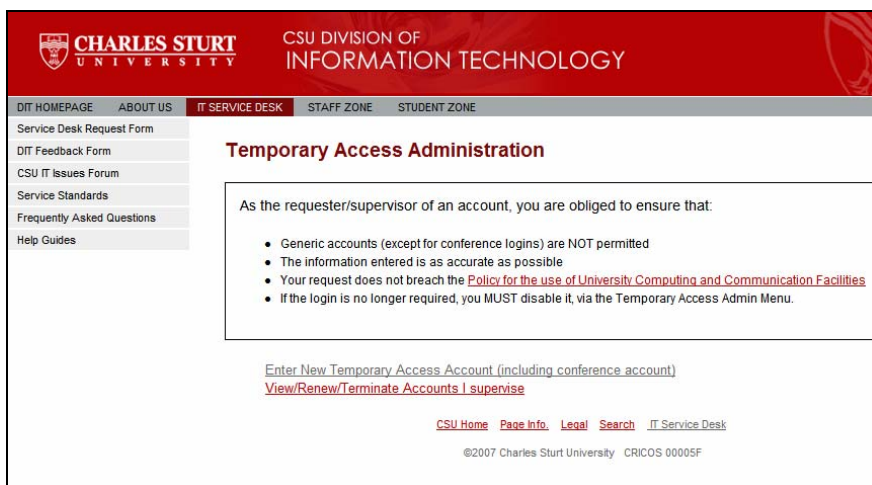
Adding a Guest User to your Interact Site

Getting a CSU login

To gain access to an Interact site a participant needs to be added. To be added to a site a participant needs to have a CSU username and password. If you need to add a participant then you will have to go to the CSU webpage and request a 'Temporary Login' for the person in question.

Follow these instructions to do this:

1. Log on to my.csu using your username and password
2. From the 'IT Services' menu on the 'Quick Links' choose the option 'Temporary Access request'. You will see the following screen:



3. From this screen select the option 'Enter New Temporary Access Account'
4. The next screen will ask you to enter some information regarding the details of the person for whom the account is being set up. When you have entered the required information choose the option 'Next' at the bottom of the screen.
5. On the next screen you will see a drop down menu 'Type of access' and from this menu you need to choose 'Interact Guest Account' from the list of options.



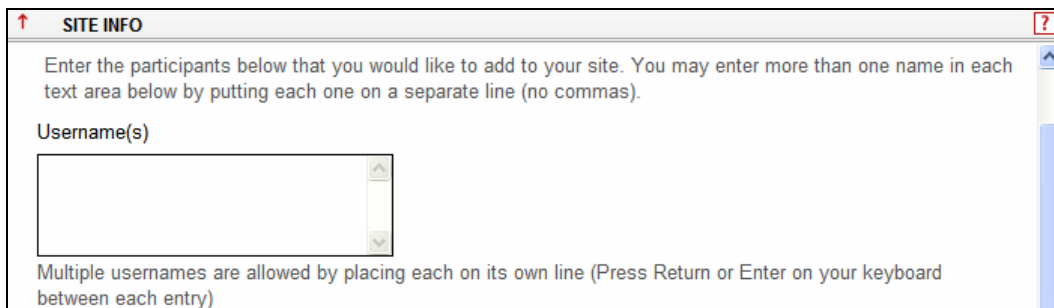
6. You will also need to enter a termination date on this screen. That is, a date when the access to this site will cease. You can only enable an account for a maximum period of 6 months.

7. The next screen will show you the details of the account you are setting up and ask you to 'Create Account'.
8. Once you have done this the next screen will confirm that the account has been set up and you will receive a confirmation email. This email will include the login which has been assigned to the participant and all the details of their account. They will receive an email with their password and account details as well.

Adding them to the site

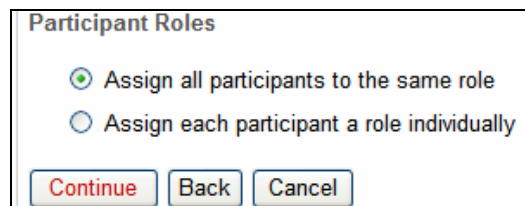
To add new participants to the site you need to follow these steps.

1. Go into the site and select 'Site Info'
2. Select 'Add participants' from the top right of the window
3. Enter the username of those participants you wish to add. See below:



The screenshot shows a window titled "SITE INFO" with a help icon in the top right corner. The main text reads: "Enter the participants below that you would like to add to your site. You may enter more than one name in each text area below by putting each one on a separate line (no commas)." Below this is a text input field labeled "Username(s)". At the bottom of the window, it says: "Multiple usernames are allowed by placing each on its own line (Press Return or Enter on your keyboard between each entry)".

4. Next you need to either assign them the same role or assign each participant a role individually from the option on the bottom of the 'Add participants' window. See below:



The screenshot shows a dialog box titled "Participant Roles". It contains two radio button options: "Assign all participants to the same role" (which is selected) and "Assign each participant a role individually". At the bottom of the dialog are three buttons: "Continue", "Back", and "Cancel".

5. Choose 'Continue' and you can assign a permission level for the participant from the drop down list.
6. Choose 'Continue' again and you can choose whether or not you would like an email sent informing the participant of their addition to the site. You will then receive a confirmation that you have successfully added the participant to your site and which role they have been assigned.
7. Choose 'Finish'.