



Guest Registration App

Purpose

The purpose of the **Guest Registration App** is to provide guests with access to IT services. Upon successful registration, the guest will be assigned a NWU number and network password and have access to the internet, eFundi and NWUWIFI.

Additional IT services can then be requested by logging a ticket at <https://support.nwu.ac.za/>

Any employee may register a guest, but the registration will only be successful after approval from the employee's supervisor. The employee and supervisor will receive emails during the registration process indicating the progress or requesting action.

Upon successful registration a guest will be assigned a NWU number and network password. This first password has a specific format; the guest can navigate to <http://efundi.nwu.ac.za> and click on the "Reset Passwords" link in order to view the format of the network password as well as change/reset their password in future.

Steps/help for the guest

1. Liaise with the contact person at the department you are visiting.
2. Supply the contact person with the information as requested on the last page of this document.

Steps for the employee who wants to register a guest

1. Sign into the **Guest Registration App**.
Please note the supervisor's name below your university number. This is the person who will have to approve your guest registration.
2. Provide all the required fields marked with * on the application from.
 - a. **Nationality:** Select a country from the dropdown list. If South Africa is selected, you are requested to supply the **Identification** Number. A check is run against the Home Affairs database and the First Names, Last Name, Gender and Date of Birth is prefilled for the person (you won't be able to change the prefilled fields).
If another Nationality is selected, you are requested to supply the **Passport Number**. No fields will be prefilled.
 - b. **Title:** Select a Title from the dropdown list.
 - c. **Initials:** Provide the Initials of the guest.
 - d. **First Names:** Provide the First Names of the guest.
 - e. **Preferred Name:** This name will be used should the guest need GroupWise and prefers to personalise their GroupWise email address from NWUNumber@nwu.ac.za to preferredname.lastname@nwu.ac.za.
 - f. **Last Name:** Provide the Last Name of the guest.
 - g. **Gender:** Select a Gender from the dropdown list.
 - h. **Date of Birth:** Provide the Date of Birth of the guest. Use the date picker or type the date in the format indicated.
 - i. **Contact Number:** Provide the Contact Number of the guest. It is important that it is the contact number of the guest as the password change/reset function will make use of this address.

- j. **Email Address:** Provide the Email Address of the guest. It is important that it is the email address of the guest as the password change/reset function will make use of this address.
 - k. **Location Campus:** Select a Location Campus from the dropdown list. This is the campus where the guest will make use of the IT services.
 - l. **Active From:** This will always be “today’s date” and cannot be changed.
 - m. **Active To:** This is the date up to which the guest will require access to the different IT systems. A guest cannot be registered for longer than 13 months. Should this be required, a new registration must be submitted after this period.
 - n. **IT Services:** During registration, internet, eFundi and NWUWIFI are provided to the guest by default. Additional IT services can then be requested by logging a ticket at <https://support.nwu.ac.za/>
3. Click on **Submit** to complete the application. One of three things can happen now:
 - a. Screen with NWU number appears: This implies that no possible duplicates were found for your guest. A new NWU number is created for your guest.
 - b. Screen with Duplicates Found appears: You are presented with a list of duplicates. This implies that possible duplicates were found for your guest. You now have two choices:
 - i. Select a person from the list: if you recognise your guest in the list, click on the button (Select this person) in the Action column next to that person. The selected person’s NWU number is then re-used.
 - ii. Create a new person: if you do not recognise your guest in the list, click on the “Create New Person” button below the table. A new NWU number is created for your guest.
 4. The employee will receive an email to say that the application was successfully submitted and the relevant supervisor will receive an email requesting action.

Steps for the supervisor approving the guest registration

1. Sign into the **Action List App**.
2. Click on the “View” button of the Action List item requiring action.
3. View the guest registration information.
4. Depending on your choice, click on approve/reject.
 - a. **Approve:**
 - i. The guest will receive an email indicating that they have been registered. Their NWU number and process for first login and password reset will be explained.
 - ii. The guest’s NWU number is set to active and the person can make use of Internet, eFundi or NWUWIFI.
 - iii. The employee who submitted the registration will receive an email to indicate that the guest registration application was approved.
 - iv. Additional IT services can then be requested by logging a ticket at <https://support.nwu.ac.za/>
 - b. **Reject:**
 - i. The guest’s NWU number remains inactive and the person will not be able to make use of Internet, eFundi or NWUWIFI.
 - ii. The employee who submitted the registration will receive an email to indicate that the application was rejected.

Need help?

The **Guest Registration App** is available in the DIY Services Portal. Open your browser and navigate to www.nwu.ac.za. Click on the “DIY Services” link in the page footer.

Sign in with your NWU number and network password. Click on the “Staff” link at the top of the page, just below the page header. Click on the **Guest Registration App** icon.

To sign out, click on the “Logout” button in the page header.

For help regarding the **Guest Registration App** log a ticket at <http://ithelp.nwu.ac.za>



Guest Registration App

Guest information requested

Please supply the following information:

| | |
|---|--|
| Identity Number (RSA) or Passport Number (non-RSA) | |
| Country of Issue of Passport | |
| Title | |
| Initials | |
| First Names | |
| Preferred Name | |
| Surname | |
| Gender | |
| Date of Birth | |
| Contact Number | |
| Email Address | |

Signature of applicant: _____

Date: _____