Occasionally, you may have a guest on campus that will need internet access or would like to use the SU-Secure wireless network.

**IN PERSON**

Guest accounts for the day can be requested in the following locations for walk-ins only:

- GUC Information Desk
- IT Help Desk

**ONLINE**

Temporary accounts can be requested online using the **Online Ticketing System** at [https://support.salisbury.edu/user](https://support.salisbury.edu/user)

Once you have logged into the **Online Ticketing System**, click **Request Guest Account** in the **Report a Problem** section of the left menu.

Fill out at least the **Phone Number**, **Name**, **E-mail**, **Start Date**, **End Date** and **Reason for Access**.
When filling this out, make sure that the end date is no more than two weeks from the start date. Also, if you are requesting this for today, make sure that your phone number is correct, as we will need to call you with the account information once created. Click **Save** in the upper left hand corner.

Make note of the reference number in the **Submit Successful** window, and click **Continue**.

If you need other accounts, you can submit them at the same time. You do not need multiple accounts for the same event: guest accounts are usable by all guests for your event and do not require individual logins.
If this is for a future date, you will receive two emails from pssecurity@salisbury.edu on the morning the account becomes active: one will contain the username; the other will contain the password. We will also mail a confirmation to you through campus mail, if possible.

If your request starts the same day it is submitted, you will receive a phone call from the Help Desk giving you the account information and password.

You can check on the status of your ticket at any time at http://support.salisbury.edu/user/

**ACCESSING THE INTERNET**

With the guest account, you can access the internet by logging into an SU computer, or accessing the internet wirelessly on your own device using SU-Secure.

If you are connecting wirelessly, go to the Technology Support Services website at http://www.salisbury.edu/helpdesk and click Internet access to choose the link that matches your device for setup instructions.