

USER INSTRUCTION SHEET

Manage Guest Accounts

This manual provides instructions on how to manage guest accounts in the **tudelft.net** domain by using the UMRA Form **Manage Guest Accounts**. Guest accounts can be created, activated, extended and deleted using this UMRA form. A guest account can be created or extended by members of the WPS group or SSP group, for example **UD-ICT-BO-FO-TNW-SSP** or **UD-ICT-BO-FO-LR-WPS**. Guest accounts can be deleted by members of the WPS group. To activate the newly created guest accounts you must be a member of the concerning department GroupAdmins group.

N.B. To be able to select guest accounts in this function, it is often also necessary to be a member of so-called GroupAdmins groups.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop or using weblogin.tudelft.nl.

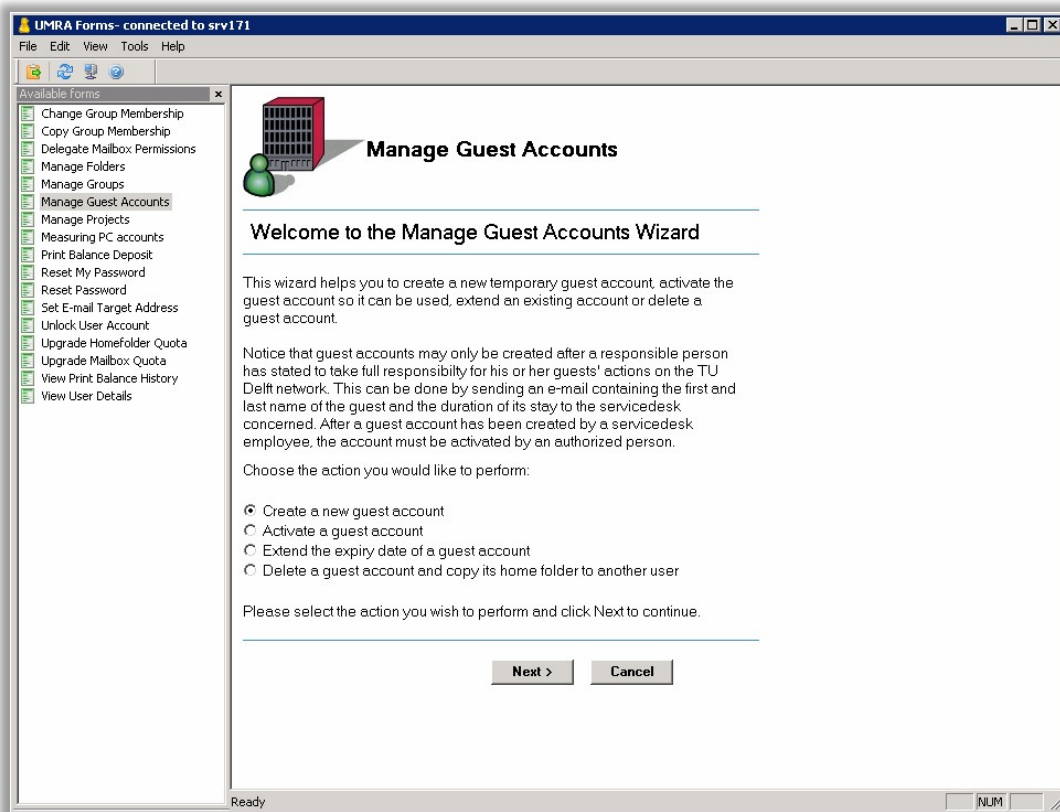


In the left pane you'll find all the Forms that are available to you.

Click on **Manage Guest Accounts** to load the form.

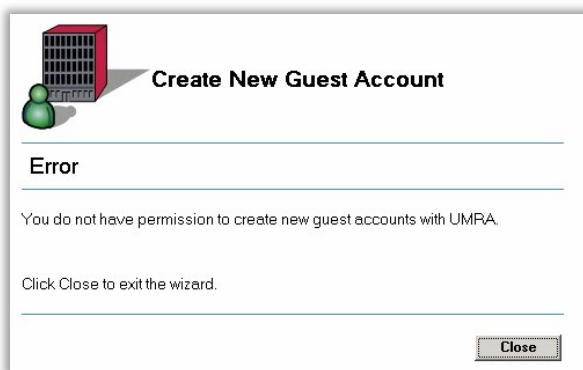
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The screenshot shows a Windows-style application window titled "UMRA Forms- connected to srv171". The menu bar includes "File", "Edit", "View", "Tools", and "Help". On the left is a tree view of "Available forms" with items like "Change Group Membership", "Copy Group Membership", "Delegate Mailbox Permissions", "Manage Folders", "Manage Groups", "Manage Guest Accounts" (selected), "Manage Projects", "Measuring PC accounts", "Print Balance Deposit", "Reset My Password", "Reset Password", "Set E-mail Target Address", "Unlock User Account", "Upgrade HomeFolder Quota", "Upgrade Mailbox Quota", "View Print Balance History", and "View User Details". The main pane displays the "Manage Guest Accounts" wizard. It features a building icon and a green person icon. The title is "Manage Guest Accounts". Below it is a section "Welcome to the Manage Guest Accounts Wizard". The text explains that the wizard helps create, activate, extend, or delete a guest account. It includes a notice about responsible person requirements. Below this, it asks to "Choose the action you would like to perform:" and lists four radio button options: "Create a new guest account" (selected), "Activate a guest account", "Extend the expiry date of a guest account", and "Delete a guest account and copy its home folder to another user". At the bottom, it says "Please select the action you wish to perform and click Next to continue." and has "Next >" and "Cancel" buttons. The status bar at the bottom shows "Ready" and a "NUM" field.

Use the radio buttons to select the action you'd like to do and click Next. It is possible you'll receive the following form when clicking next. In that case you do not have permissions to use that particular option.



The screenshot shows a small error dialog box titled "Create New Guest Account". It features a building icon and a green person icon. The title is "Create New Guest Account". Below it is a section "Error". The text says "You do not have permission to create new guest accounts with UMRA." and "Click Close to exit the wizard." At the bottom right is a "Close" button.

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Create New Guest Account

New guest accounts can only be created after the responsible person (requester) has requested for a guest account by using an infra ticket or e-mail.

After choosing manage guest accounts, select the 'create a new guest account' button and click on the **Next** button to continue.



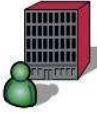
The screenshot shows a web application window titled "Create New Guest Account". It features a search bar with the text "boris van es" and a "Search" button. Below the search bar, a message reads: "Enter a NetId, first name or last name and click on the Search button." A table with three columns is displayed: "Display Name", "NetID", and "User Common Name". The table contains one entry: "Boris van Es", "bdgpvanes", and "Es, B.D.G.P. van (bdgpvanes)". Below the table, a message reads: "Select the responsible user from the above list and click Next to continue." At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Display Name	NetID	User Common Name
Boris van Es	bdgpvanes	Es, B.D.G.P. van (bdgpvanes)

Type the name or NetId of the responsible person click **Search**, select the user and click on **Next**.

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Create New Guest Account

Enter Guest Details

Enter the details for the guest accounts such as first name, last name, duration of the stay and contact information.

First Name:

Last Name:

E-mail Address:

Create contact: ☒ Create a contact object containing the above e-mail address.

Phone Number:

Organisation:

Duration of stay: Days (maximum: 5 days)

Click Next to continue.

Enter the details for the new guest account. The first and last name will become visible as the display name for the new account. The logon name will be generated automatically cannot be chosen. An e-mail address must be provided so account details can be passed over to the guest.

You can create a contact object for the guest account by selecting the checkbox **Create contact**. With a contact object all users from the TU Delft are able to look up the guests' contact details such as the telephone number, e-mail address and company name in the Global Address List (which is available in MS Outlook for instance).

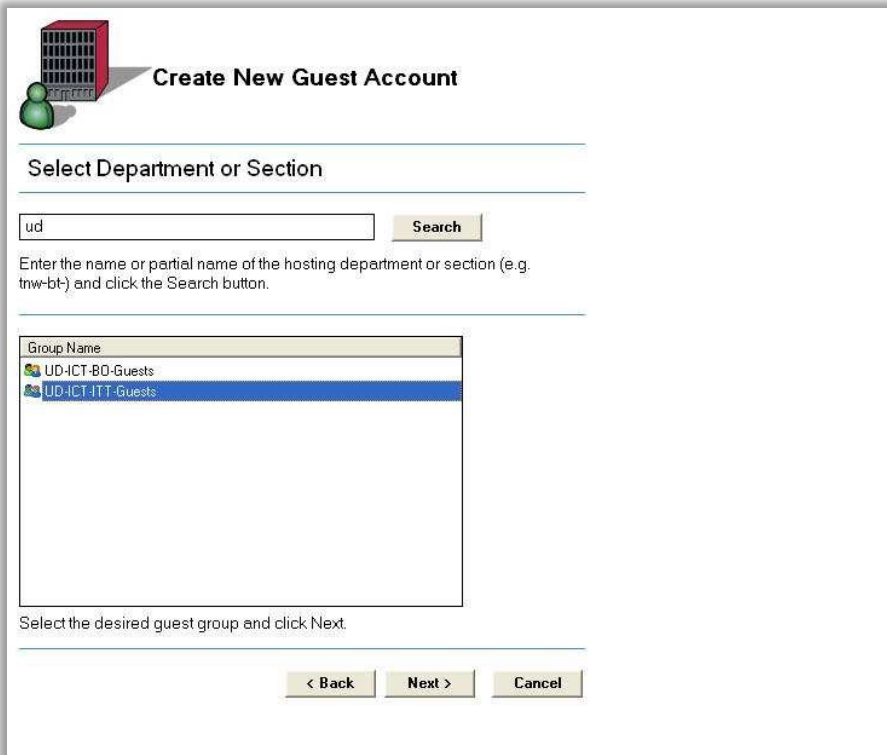
Phone number and organization name are both optional.

Enter the number of days the guest will stay. After this period the guest account will expire and can no longer be used to logon to the TU Delft workstations or services.

Click the **Next** button to continue.

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The screenshot shows a web form titled "Create New Guest Account". At the top left is an icon of a building and a person. Below the title is a section "Select Department or Section" with a text input field containing "ud" and a "Search" button. Below this is a list of "Group Name" entries: "UD-ICT-80-Guests" and "UD-ICT-11T-Guests", with the latter selected. At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Create New Guest Account

Select Department or Section

ud Search

Enter the name or partial name of the hosting department or section (e.g. trw-bt-) and click the Search button.

Group Name

- UD-ICT-80-Guests
- UD-ICT-11T-Guests

Select the desired guest group and click Next.

< Back Next > Cancel

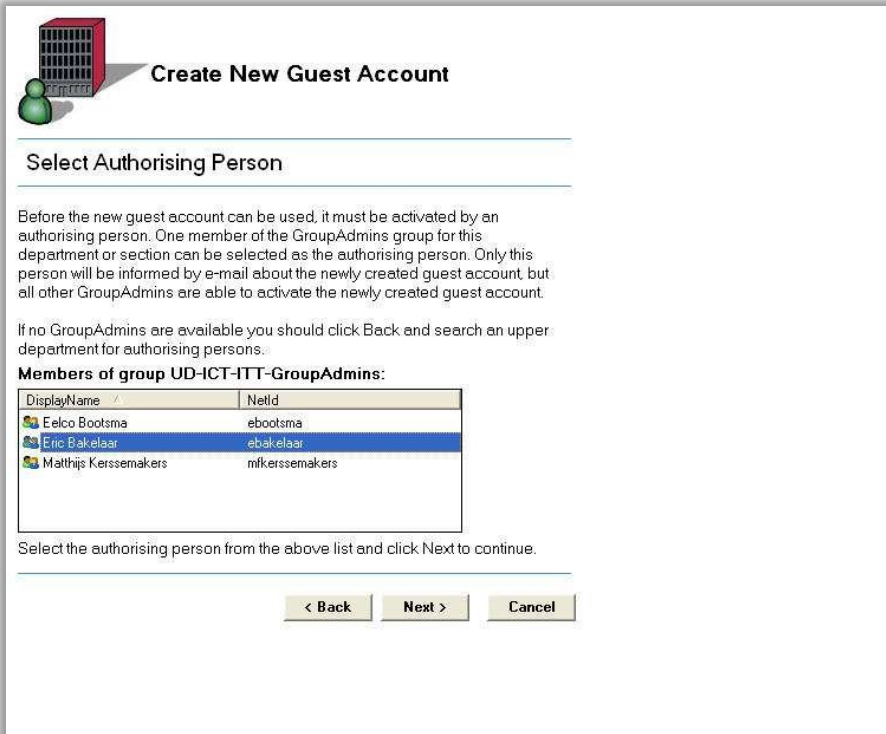
Enter the name or partial name of the hosting department or section and click **Search** button. In this example all Guests groups with UD- prefix will be queried.

The guest account will be become a member of this -Guests group.

Select the desired group and click the **Next** button to continue.

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Create New Guest Account

Select Authorising Person

Before the new guest account can be used, it must be activated by an authorising person. One member of the GroupAdmins group for this department or section can be selected as the authorising person. Only this person will be informed by e-mail about the newly created guest account, but all other GroupAdmins are able to activate the newly created guest account.

If no GroupAdmins are available you should click Back and search an upper department for authorising persons.

Members of group UD-ICT-ITT-GroupAdmins:

DisplayName	NetId
Eelco Bootsma	ebootsma
Eric Bakelaar	ebakelaar
Matthijs Kerssemakers	mkerssemakers

Select the authorising person from the above list and click Next to continue.

< Back Next > Cancel

Select the authorizing person for the hosting department or section. The authorizing person will have to activate the new guest account once it has been created. Authorizing persons are member of the departments' -GroupAdmins group that hosts the new guest account. For example, if a guest account is added to the guest group TNW-BT-IMB-Guests in the previous windows, possible authorizing persons are the members of group TNW-BT-IMB-GroupAdmins.

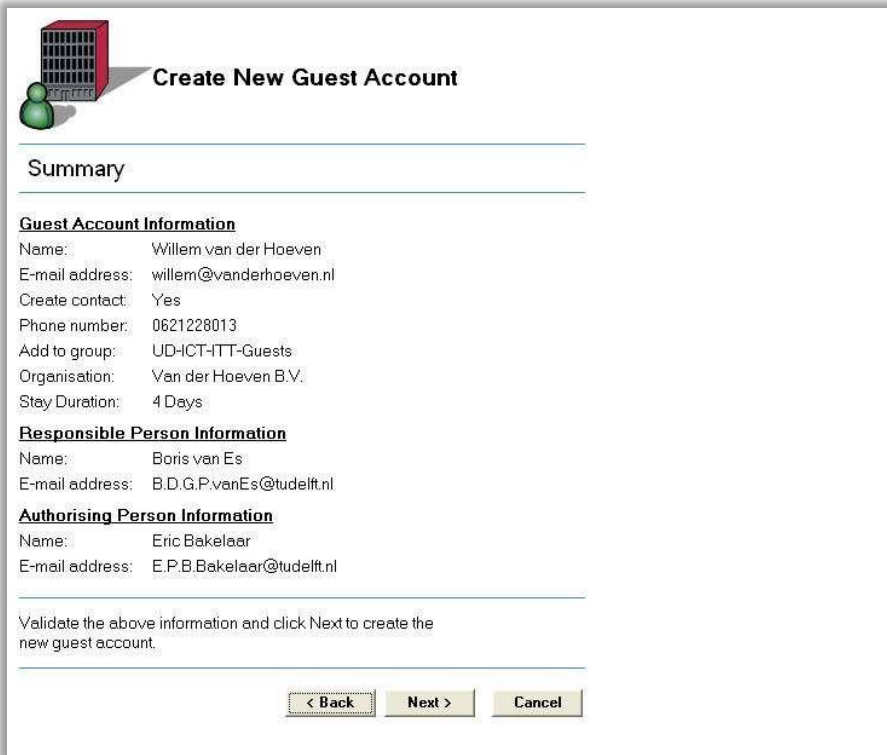
NOTE: Additionally new guest accounts can be activated by members of the GroupAdmins group higher in the group hierarchy, for instance TNW-GroupAdmins which are typically service desk employees.

NOTE: New guest accounts can be activated by any member of the selected GroupAdmins group but only the authorising person will be informed by e-mail about the new guest account.

Click **Next** to continue.

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The screenshot shows a web form titled "Create New Guest Account" with a small icon of a building and a person. The form is divided into sections: "Summary", "Guest Account Information", "Responsible Person Information", and "Authorising Person Information". Each section contains fields for Name, E-mail address, and other relevant details. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Create New Guest Account

Summary

Guest Account Information

Name: Willem van der Hoeven
E-mail address: willem@vanderhoeven.nl
Create contact: Yes
Phone number: 0621228013
Add to group: UD-ICT-ITT-Guests
Organisation: Van der Hoeven B.V.
Stay Duration: 4 Days

Responsible Person Information

Name: Boris van Es
E-mail address: B.D.G.P.vanEs@tudelft.nl

Authorising Person Information

Name: Eric Bakelaar
E-mail address: E.P.B.Bakelaar@tudelft.nl

Validate the above information and click Next to create the new guest account.

< Back Next > Cancel

Carefully check the information in the summary overview and click **Next** to create the guest account.

NOTE: After the guest account has been created the responsible person, authorizing person, guest and submitting service desk employee will receive an e-mail containing details about the newly created guest account. Only the guest and the submitting service desk employee will receive an additional e-mail which holds the password for the account. If so desired, you can print this e-mail for the guest.

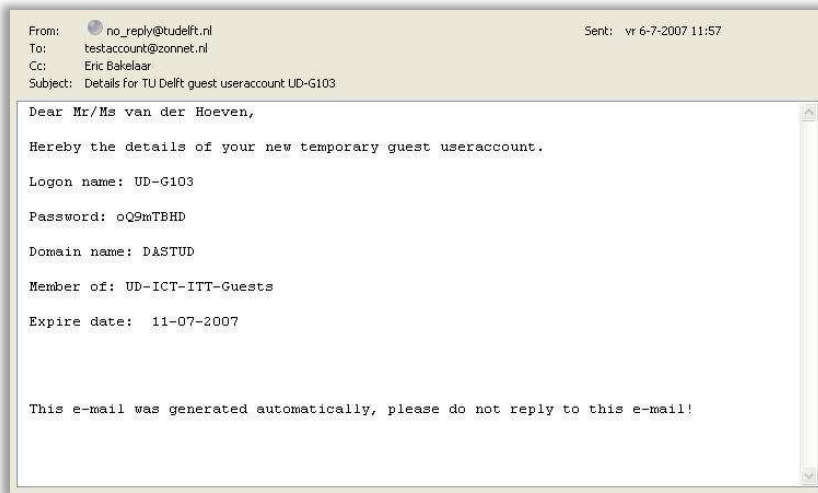
NOTE: Once the account is activated, the guest will be able to logon to a Windows workstation deployed by the ITT project team and use services such as file services, printing, internet access and a basic set of applications. Printing costs will be charged on the hosting department. The guest account has become a member of the hosting department -Guests group, as a result the guest will have a network drive K: connected to the faculty share to which the department or section belongs. By default, guests will only have permission to browse to the level of the hosting department or section and not to read or change any data. However, the authorizing persons (members of the –GroupAdmins group) are able to change the group membership and thus the access permissions to departmental resources for their guests.

NOTE: Personal storage of 500MB will be available on the network for guests. Drive letter H: will be connected to this personal storage (home folder).

Example e-mail that will be send to the guest's e-mail address:

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A screenshot of a web-based form titled 'Create New Guest Account'. The form displays the results of a successful account creation. It is divided into two main sections: 'Guest Account Information' and 'Status information'. The 'Guest Account Information' section lists: User name: UD-G103, Password: oQ9mTBHD, and Display name: Willem van der Hoeven. The 'Status information' section lists: Set PCounter limit: UD-G103 has a credit limit of 0.00, New credit limit is Unlimited; Set PCounter autocode: New autocode is UD-ICT-ITT-Guests; and Set Expire Date: 11-07-2007. A message at the bottom of the status section states: 'Emails have been sent to the responsible person, authorising person, guest and servicedesk employee.' At the very bottom of the form, there is a 'Click Finish to close the window.' instruction and a 'Finish' button.

If no errors have occurred, the guest account has been successfully created.

Click on the **Finish** button to close the form.

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Activate guest account

This section describes how to activate the created guest account. This procedure will typically be performed by the departments' authorizing person.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.



In the left pane you'll find all the Forms that are available to you.

After choosing manage guest accounts, select the 'activate a guest account' button and click on the **Next** button to continue.


A screenshot of the 'Activate Guest Account' dialog box. The title bar says 'Activate Guest Account'. Below the title bar is a section titled 'Select a Groupscope' with a subtitle 'Select the desired scope for activating guest accounts.'. There is a list box containing one item, 'UD-CT-HIT', which is selected. Below the list box is a button labeled 'Next >'. At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

Select the desired group scope, normally this will be the departments' name.

Click **Next** to continue.







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Activate Guest Account

Activate or deactivate guest account

DisplayName ▲	UserName	Active
 Ben Ferdinandus	UD-G775	Yes
 Len Lockhorst	UD-G062	Yes
 Maarten Stolp	UD-G020	No
 Marco Koster	UD-G663	Yes
 Menno van der Lubbe	UD-G593	No
 Ricky Nghollo	UD-G249	Yes
 Tom Prins	UD-G687	No

Select the desired guest account and click the Activate or Deactivate button to activate or deactivate the selected guest account.

Click Finish to close the window.

Select the guest account and click the **Activate** button to activate the account. The status 'Active' will change from **No** to **Yes**. Click **Finish** to close the window.

NOTE: Additionally, you can deactivate guest accounts by using this function as well. Improper usage or abuse of guest accounts might be a reason to deactivate accounts.

Extend guest account

This manual provides instructions on how to extend a guest account. Extend guest account is used if a guest stays longer than initially intended. You have to be a member of at least one top level groupadmin group to be able to use this function (For example: TNW-Groupadmin). Only guests of your own department(s) are visible.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.

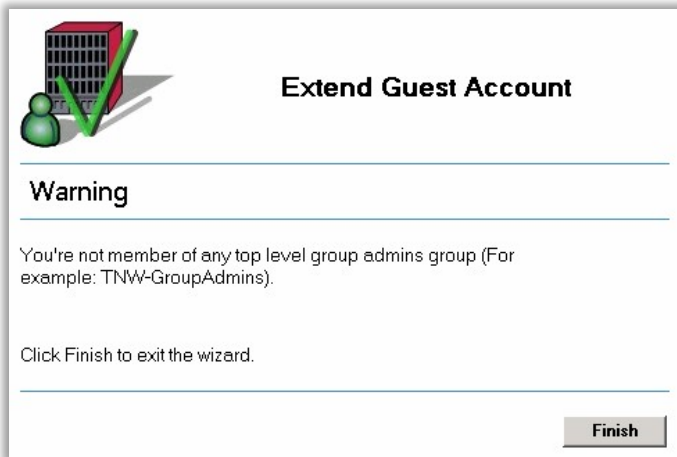


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Manage Guest Accounts

In the left pane you'll find all the Forms that are available to you.

After choosing manage guest accounts, select the 'extend the expiry date of a guest account' button and click on the **Next** button to continue.



Extend Guest Account

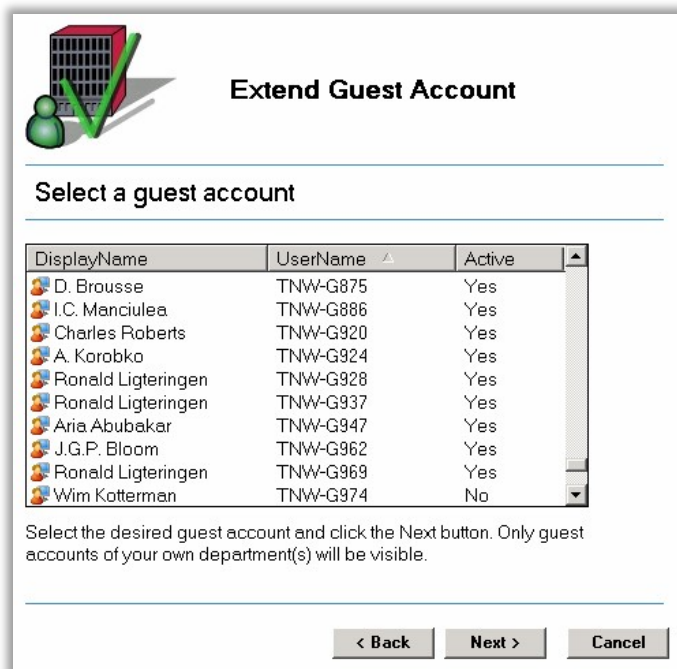
Warning

You're not member of any top level group admins group (For example: TNW-GroupAdmins).

Click Finish to exit the wizard.

Finish

You're not a member of a top level groupadmin group if the above screen appears. If you think you should be, contact the WPS coordinator of the right department. If you are a member of the right groups, the following screen will appear:



Extend Guest Account

Select a guest account

DisplayName	UserName	Active
D. Brousse	TNW-G875	Yes
I.C. Manculea	TNW-G886	Yes
Charles Roberts	TNW-G920	Yes
A. Korobko	TNW-G924	Yes
Ronald Ligteringen	TNW-G928	Yes
Ronald Ligteringen	TNW-G937	Yes
Aria Abubakar	TNW-G947	Yes
J.G.P. Bloom	TNW-G962	Yes
Ronald Ligteringen	TNW-G969	Yes
Wim Kotterman	TNW-G974	No

Select the desired guest account and click the Next button. Only guest accounts of your own department(s) will be visible.

< Back **Next >** **Cancel**

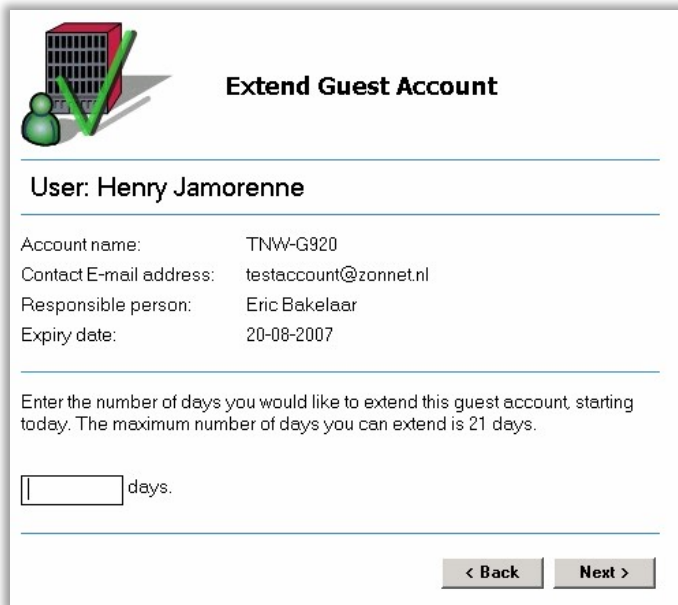
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Both the account name and display name of the guest account are displayed. The active status is also shown. After a guest account has expired it is not automatically disabled, so the active status will not change. To view all status information for an account, use the **view user details** form.

Select a user and click on the **Next >** button.

In the following form user details are displayed, including the Expiry date. The guest account can be extended for a maximum of 3 weeks. The number you fill in is the number of days counting from the current date.



The form is titled "Extend Guest Account" and features a green checkmark icon. It displays user details for Henry Jamorenne, including account name, contact email, responsible person, and expiry date. Below this, there is a text input field for the number of days to extend the account, with a maximum of 21 days. Navigation buttons for "< Back" and "Next >" are at the bottom.

Extend Guest Account

User: Henry Jamorenne

Account name:	TNW-G920
Contact E-mail address:	testaccount@zonnet.nl
Responsible person:	Eric Bakelaar
Expiry date:	20-08-2007


Enter the number of days you would like to extend this guest account, starting today. The maximum number of days you can extend is 21 days.

days.

After you fill in a number and click **Next >** a summary will be shown. It is possible to select another user by clicking **< Back**.

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Extend Guest Account

Summary

Guest Information

Name: Henry Jamorene
Account name: TNW-G920
Contact E-mail Address: testaccount@zonnet.nl
Responsible Person: Eric Bakelaar


Expiry information

Extension period: 12 days
Current date: 20-08-2007
Old Expiry date: 20-08-2007
New Expiry date: 01-09-2007

Validate the above information and click Next to extend this guest account. An e-mail will be sent to the responsible person and to the contact e-mail address above.

On the summary page the old and new expiry dates are shown. If the new expiry date needs to be adjusted, click **< Back** and fill in the right number of days. By clicking **Next >** the new expiry date will be set. If the account was disabled, it will be enabled as well. An e-mail will be sent to both the contact e-mail address and the responsible person to inform them of the account extension.

On the last form the results are shown. It is also shown if the e-mail(s) have been sent successfully.



Extend Guest Account

Results

The guest account TNW-G595 has been extended by 12 days.
The new expiry date is 01-09-2007.

Emails have been sent to the user as well as the responsible person of this guest account.

Click Finish to close the window.

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Click on **Finish** to close the form.

Delete guest account

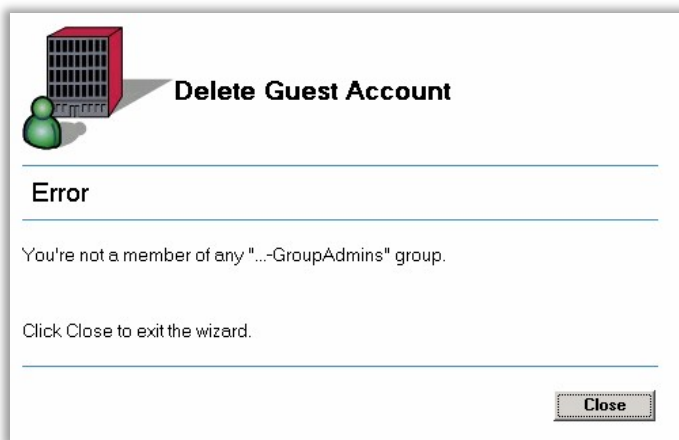
This manual provides instructions on how to delete a guest account. Guest accounts can be deleted when they are no longer in use, either because the guest has left or because the guest has a permanent account (netid). You have to be a member of at least one top level groupadmin group to be able to use this function (For example: TNW-Groupadmin). Only guests of your own department(s) are visible.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.



In the left pane you'll find all the Forms that are available to you.


After choosing manage guest accounts, select the 'Delete a guest account and copy its home folder to another user' button and click on the **Next** button to continue.



You're not a member of a top level groupadmin group if the above screen appears. If you think you should be, contact the WPS coordinator of the right department. If you are a member of the right groups, the following screen will appear:

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Delete Guest Account


Select a guest account

DisplayName	UserName	Active
Ao Chu	CITG-G047	Yes
Chienhung Lin	CITG-G984	Yes
Chris Omum	CITG-G393	Yes
Desiree Jongeleen	CITG-G578	Yes
Dongfeng Xie	CITG-G868	Yes
Edit Breukelen	CITG-G198	Yes
Edith van Zwieteren	CITG-G345	Yes
Julian Fulton	CITG-G062	Yes
Megan McConville	CITG-G365	Yes
Piet Liefing	CITG-G553	Yes

Select the guest account you would like to delete and click the Next button. Only guest accounts of your own department(s) will be visible.

< Back Next > Cancel

Select the guest account you would like to delete and click **Next >** An overview of the chosen account is shown:



Delete Guest Account

User: Desiree Jongeleen

FirstName: Desiree
LastName: Jongeleen
E-mail Address: D.Jongeleen@PAO.TUdelft.NL
NetID: CITG-G578
Responsible person (netid): Piet Liefing (pliefing)
Section: CITG-WAT
HomeFolder: \\tudelft.net\staff-homes\g\CITG-G578
HomeFolder Size: 72,85 Kbytes
Account Enabled: Yes
Account Expires: 31-03-2008

Copy the contents of the homefolder to the homefolder of another user?

☒ Yes
☐ No

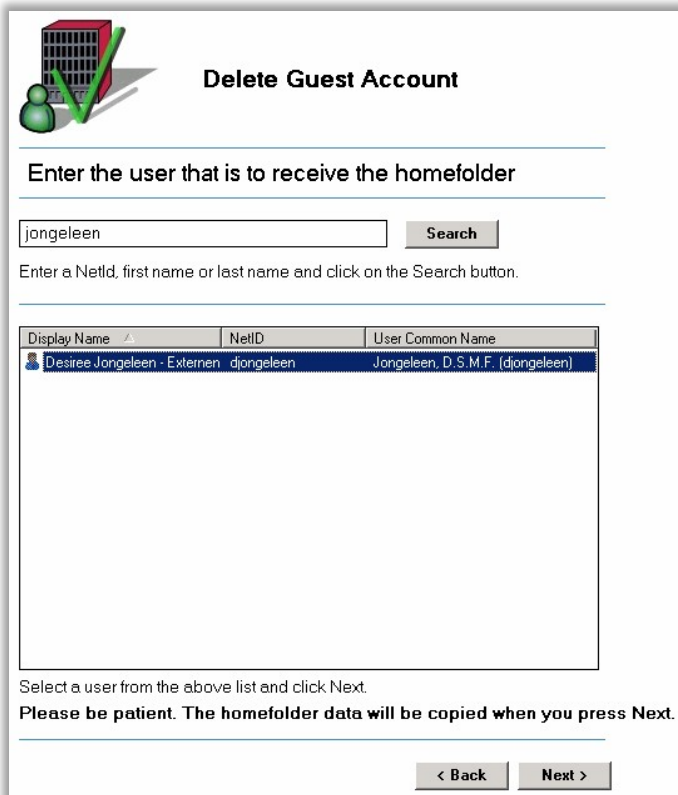
Please select yes or no and click Next. Default setting is yes, unless the homefolder is empty. The user that is to receive the homefolder data can be selected on the next page if the homefolder will be copied.

< Back Next > Cancel

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This account cannot be in use anymore because the account has expired on 31-03-2008. That is about a month ago at the time the screenshot above was taken. The account cannot be used when it is expired or not enabled. It is therefore safe to remove this account. Guest accounts do not have a mailbox, but they do have a homefolder. The data in the homefolder can be copied to another user. The choice to do so or not can be made here. If the homefolder is copied, the next form will be shown when clicking **Next >** :



The screenshot shows a web form titled "Delete Guest Account". It features a search bar with the text "jongeleen" and a "Search" button. Below the search bar is a table with three columns: "Display Name", "NetID", and "User Common Name". The table contains one entry: "Desiree Jongeleen - Externen", "jongeleen", and "Jongeleen, D.S.M.F. (djongeleen)". Below the table is a "Next >" button. The form also includes a "Back" button and a warning message: "Please be patient. The homefolder data will be copied when you press Next."

Delete Guest Account

Enter the user that is to receive the homefolder

Enter a NetId, first name or last name and click on the Search button.

Display Name	NetID	User Common Name
Desiree Jongeleen - Externen	jongeleen	Jongeleen, D.S.M.F. (djongeleen)

Select a user from the above list and click Next.

Please be patient. The homefolder data will be copied when you press Next.

Enter (a part of) the name, select the right person and click **Next >**
The homefolder will be copied when you click next. Depending on the amount of data that can take a while.

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Delete Guest Account

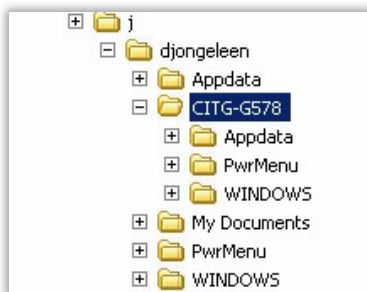
User: Desiree Jongeleen

FirstName:	Desiree
LastName:	Jongeleen
E-mail Address:	D.Jongeleen@PAO.TUdelft.NL
NetID:	CITG-G578
Responsible person (netid):	Piet Liefing (pliefing)
Section:	CITG-WAT
HomeFolder:	\\tudelft.net\staff-homes\g\CITG-G578
HomeFolder Size:	72.85 Kbytes
Account Enabled:	Yes
Account Expires:	31-03-2008

The homefolder has been copied successfully to the homefolder of Desiree Jongeleen - Externen.
Press Next to delete this guest account. Besides the account, the homefolder and optional contact will also be deleted.

< Back Next > Cancel

If the choice was made to not copy the homefolder, the screen above will be shown directly. The homefolder data will be deleted, so be careful when choosing not to copy the homefolder data.
The homefolder will be copied as a folder in the homefolder of the user you selected:



The UMRA screen above is the last option to cancel. When clicking **Next >** the guest account, its home folder and its optional contact is deleted. The last form is a screen showing the result of the actions:

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Delete Guest Account

Results

FirstName:	Desiree
LastName:	Jongeleen
E-mail Address:	D.Jongeleen@FAO.TUdelft.NL
NetID:	CITG-G578
Responsible person (netid):	Piet Liefing (pliefing)
Section:	CITG-WAT

The homefolder has been copied successfully to the homefolder of Desiree Jongeleen - Externen.

The homefolder has been successfully deleted.

The e-mail contact for this guest account has been deleted.

The guest account has been deleted.

An e-mail has been sent to the former guest, the person receiving the guest user data and yourself.

Finished

An e-mail is also sent to the former guest, the person receiving the homefolder of the guest account and yourself. The former guest will get this e-mail:

Subject: TU Delft guest useraccount CITG-G578 has been deleted From:
no_reply@tudelft.nl

Dear Mr/Ms Jongeleen ,

Your guest useraccount has been deleted by the TU Delft servicedesk employee: Michael Stols.

The homefolder has been copied successfully to the homefolder of Desiree Jongeleen - Externen.

Please consult the nearest servicedesk for questions.

Useraccount details:

Logon name: CITG-G578

Member of section: CITG-WAT

Expire date: 31-03-2008

This e-mail was generated automatically, please do not reply to this e-mail!