# Guest Affiliation

## PROCESS OVERVIEW

The purpose of this reference guide is to provide an overview of Guest Affiliation. This document is set up according to the various tasks that may be performed when using Guest Affiliation.

1. Begin at the bgsu.edu home page
2. Click MyBGSU
3. Enter Username and Password
4. Navigate: Employees > Misc Services > Guest ID Request

### Affiliation Types:

- **Other** affiliation will give guest access to the My.BGSU.edu portal, BGSU email, and Canvas Learning Management System.
- **Facemp** affiliation will give external faculty access to the My.BGSU.edu portal, BGSU email, Canvas Learning Management System, and the Faculty Center in the Campus Solutions System (CSS).

### Where do I go?

MyBGSU > Employees > Misc Services > Guest ID Request

## SECTION I

### NAVIGATION

Begin the process at the bgsu.edu home page.

*Note: Please use Internet Explorer*

### Step 1: Click MyBGSU

![MyBGSU](image)

### Step 2: Enter USERNAME and PASSWORD

*Note: These will be your BGSU network credentials.*

### Step 2a: Click Login

![Login](image)
Step 3: Click Employees

![MyBGSU Dashboard with Employees Module Opened]

Step 4: Under Misc Services
- Click Guest ID Request

![MyBGSU Dashboard with Misc Services Module Opened]

Guest ID Request located under Miscellaneous Services.
SECTION II
GUEST ID REQUEST

Guest ID Request page enables you to add a new request or view the status of current requests.

If there are no current requests, the page will direct you to “Click the Add button above to create a new Guest ID Request”.

SECTION III
CREATE A GUEST ID REQUEST

Step 1: Click

Step 2: Fill out the form completely. Include BGSU ID if the guest has one. Form will not submit unless all required fields have the necessary data.

Required fields:
- Reason
- Start Date
- End Date
- Affiliation
- First Name
- Last Name
- Gender
- Date of Birth
- Email Address
- Address Line 1
- City
- State
- Postal Code
- Telephone
Guest Affiliation

Step 3: Click [SUBMIT]

You have successfully completed a Guest ID Request.

SECTION IV
VIEW GUEST ID REQUEST STATUS

Guest ID Request page enables you to view the status of current requests. The requests will be in an Initial, Pending, In Progress, Complete, or Deny status.

Initial: Initial status in the upper right corner of the page indicates you have saved but not submitted the request. Click on the link next to any with an Initial status.

Click [SUBMIT] to change the request form status to Pending.
**Pending:** Pending status in the upper right corner of the page indicates you have successfully submitted the request form.

The **SUBMIT** button will no longer appear on the page. Human Resources should be contacted to provide the SSN for your request to be completed.

**In Progress:** In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.
**Completed:** Pending status in the upper right corner of the page indicates Human Resources has approved your request and access created.

The guest's BGSU ID can be found in the top left of this page. New guests will need this ID to create their BGSU email account.

**Deny:** Denied Request status in the upper right corner of the page indicates your request was not approved by Human Resources. The denial could be the result of a duplicate request or incorrect information.

### SECTION V DELETE A GUEST ID REQUEST

**Step 1:** Click the Details hyperlink next to the name you wish to delete a request for.

**Note:** Deleting a request that has already been “Completed” will not remove the guest access.
Step 2: Click DELETE

Step 3: Click Yes

Step 4: The request will be removed from your list.
You have successfully deleted a Guest ID Request.

Guest ID Request
Reason for the Request
BGU ID: [Enter an ID only if one has previously been assigned.]
Why do you need this individual to have a BGUID?
request for access reason
Start Date: 08/01/2015 End Date: 08/31/2017 Requested Affiliation: [Facemp] [Other]
Requested Affiliation: [Facemp] [Other]
Guest Information:
Name Prefix: [ ]
First Name: [ ]
Middle Name: [ ]
Last Name: [ ]
Name Suffix: [ ]
Gender: [Male] [Female]
Date of Birth: 01/01/1990
Email Address: [ggrackle@bld.com]

Message
Are you sure you want to delete this request? (20000,598)
Press 'Yes' to delete the request. Press 'No' to return to the request.

[Yes]

Guest ID Request
<table>
<thead>
<tr>
<th>ID</th>
<th>Details</th>
<th>Status</th>
<th>Last Name</th>
<th>First Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10031</td>
<td>Details</td>
<td>Complete</td>
<td>Goldsby</td>
<td>Jeri</td>
<td>09/01/2015</td>
<td>12/31/2015</td>
<td>Non-Affiliated Person</td>
</tr>
<tr>
<td>10349</td>
<td>Details</td>
<td>Pending</td>
<td>Hummingbird</td>
<td>Harriet</td>
<td>08/01/2015</td>
<td>06/30/2016</td>
<td>External Faculty</td>
</tr>
</tbody>
</table>