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, 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	P - C
Step 1: Click MyBGSU	<text></text>
Step 2: Enter USERNAME and PASSWORD	BOWLING GREEN STATE UNIVERSITY F¥₽∎©
network credentials.	ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL MYBOSU EMAIL SEARCHP
Step 2a: Click Login	USERNAME PASSWORD FFalcon FFalcon Forgotten Password Hew Account Heip

Step 3: Click Employees	
	MyBGSU. Welcome Students Employees AlertBG Quick Links
	Purchasing
	Conver Student Center Libraries
	Bookstore
	TO DO CHECKLIST HOLDS
	You have no items in your to do list. You do not have any holds.
	Bowling Green State University Bowling Green, CH 43403.0001 Hap Peedback
	MUBCSU Welcome Students Employees AlertRG Quick Links
Step 4: Under Misc Services	TOOLS
Click Guest ID Request	BGSU EMAIL
	BURSAR BILL VIEW/PAY
	BG1 CARD SERVICES
	ADVISING VIEW PAYCHECK TIME & LABOR UPDATE PERSONAL BENEFITS
	Advisement
	Student Degree Audit
	Faculty Center IT SECURITY ACCESS FORMS
	PAYROLL INFORMATION
	View Paycheck FMS Web Report Library Access Form FMS Web Report Library Access Form
	W-4 Tax Information Direct Deposit
	W-2/W-2c Consent Contact Digital Services
	View W-2/W-2c Forms
	BENEFITS ENROLLMENT
	Family Status Changes/Life Event If off-campus, call 419-372-8421
	Benefits Summary
	Benefits Enrollment
	TIME AND LABOR EMPLOYEE
	My Student Timesheet (view only)
	Launch Pad
	Web Clack:
	TIME AND LABOR SUPERVISOR
	Approve My Monthly Reporters
	Approve My Biweekly Reporters Approve My Student Hourby Benynters
	Manager Dashboard
	Manage Delegation
	UPDATE PERSONAL NEORMATION
	DISABILITY
	VETERAN STATUS
	INSTRUCTOR CONTRACTS
	SUMMER CONTRACTS
	MISC SERVICES
	CoA Contracting Internal Staff Positions
	Guest ID Request
	Privanuge Parking Account

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".	Guest ID Request Click the Add button above to create a new Guest ID Request. Guest ID Request Details Status Last Name First Name Start Date End Date Affiliation Data Goldeyre Jeri 09/01/2015 12/31/2015 Non-Affiliated Person 10330 Data Greta Order Greta 09/01/2015 06/01/2016 External Faculty
SECTION III CREATE A GUEST ID REQUEST Step 1: Click	Guest ID Request
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 ID Request Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason Start Date @P/01/2015 IB End Date @P/01/2017 IB Requested Affiliation Facemp Image of the reason Start Date @P/01/2015 IB End Date @P/01/2017 IB Requested Affiliation Facemp Image of the reason Output for access reason Start Date @P/01/2015 IB End Date @P/01/2017 IB Requested Affiliation Facemp Image of the reason Output for access reason Start Date @P/01/2017 IB Requested Affiliation Facemp Image of the reason Output for access reason Start Date @P/01/2017 IB Requested Affiliation Facemp Image of the reason Output for access reason Start Date @P/01/2017 IB Requested Affiliation Facemp Image of the reason Output for access reason Start Date @P/01/2017 Image of the reason Address Information Country USA Q First Hanne Grett Address Information Start Code Elado Name Grett Address I

Step 3: Click SUBMIT You have successfully completed a Guest ID Request.	Guest ID Request BGSU ID
	Date of Birth 01/01/199[b] Telephone 419/555-5555 Email Address ggrackle@bird.com RETURN CANCEL SUBMIT
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.	ADD Eind View All ⁵⁰ ¹¹¹ First 10 -3 of 3 ¹¹⁰ Last ID Details Status 10351 Details Complete Gold Jeri 09/01/2015 Non-Affiliated Person 10350 Details Initial Octails Pending Hum rgbiro Hum rgbiro Harriet 09/01/2015 06/01/2016
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.	Guest ID Request Request Status Initiated Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason request for access reason Start Date 09/01/2015 B End Date 06/01/2016 Requested Affiliation @ Facemp Other Guest Information Mame Prefix Q Country USA Q Hiddle Name Address Line 1 1313 Mockingbird Lane Middle Name Address Line 2 Last Name Hummingbird Q State OH Ohio Last Name Suffix Q Female Postal Code 43402 Date of Birth 01/01/195 Telephone 19/555-5555 </td

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.	Request D Request Request Status Pending Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? """"""""""""""""""""""""""""""""""""
	Date of Birth 01/01/1990 Telephone 419/555-5555
	RETURN CANCEL DELETE
In Progress: In Progress status	Guest ID Request Status In Progress
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Guest ID Request Request Status In Progress Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Request ID Request Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID?
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Guest ID Request Request Status In Progress Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID?
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Request ID Request Registion of the Request Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason request for access reason
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Guest ID Request Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID?
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Request ID Request Reason for the Request BCSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason request for access reason
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Request ID Request Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID?
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Request ID Request Reason for the Request BGSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason request for access reason
In Progress: In Progress status in the upper right corner of the page indicates your request is being currently being reviewed by Human Resources.	Request ID Request Reason for the Request BCSU ID (Enter an ID only if one has previously been assigned.) Why do you need this individual to have a BGSUID? request for access reason request for access reason Start Date 09/01/2015 End Date 06/01/2016 Requested Affiliation ((interpretation (interpretation (interpretati

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	Guest ID Request Request Status Completed Reason for the Request BGSU ID 0020000000 Why do you need this individed I to have a BGSUID? request for access reason
	Start Date 09/01/2015 End Date 06/01/2016 Requested Affiliation Facemp Other
create their BGSU email	
account.	Name Prehx Country USA
	Middle Name Address Line 2
	Last Name Humminghird City, Bowing Green
	Name Suffix State OH Ohio
	Gender 🕐 Male 🛞 Female Postal Code 43402
	Date of Birth 01/01/1990 Telephone 419/555-5555
	Email Address hhumming@bird.com
	RETURN CANCEL
Deny: Denied Request status in	Guest ID Request Status Denied Request
the upper right corner of the	Reason for the Request
page indicates your request	BGSU ID (Enter an ID only if one has previously been assigned.)
Resources The denial could	Why do you need this individual to have a BGSUID?
be the result of a duplicate	
request or incorrect information.	
	Start Date 09/01/2015 End Date 06/01/2016 Requested Armitation @ County
	Guest Information
	Name Prefix Country USA
	First Name Harriet Address Line 1 1313 Mockingbird Lane
	Middle Name Address Line 2
	Last Name Hummingbird City Bowling Green
	Name Suffix State OH Ohio
	Gender Male Female Postal Code 43402
	Date of Birth 01/01/1990 Telephone 419/555-5555
	Email Address hhumming@bird.com
	RETURN CANCEL
SECTION V DELETE A GUEST ID REQUEST	
Step 1: Click the <u>Details</u>	Guest ID Request
wish to delete a request for.	Find View All 🔤 🟥 First 🖬 1-3 of 3 🗅 Last ID Details Status Last Name First Name Start Date End Date Affiliation
· · · · ·	10351 Details Complete Goldege Jeri 09/01/2015 12/31/2015 Non-Affiliated Person 10350 Details Initial Greeta 08/01/2015 08/01/2017 Non-Affiliated Person
Note: Deleting a request that	10349 Details Pending Harriet 09/01/2015 06/01/2016 External Faculty
will not remove the guest access.	

Stop 2: Click DELETE	
Step 2: Click	Guest ID Request
	Reason for the Request
	BGSU ID (Enter an ID only if one has previously been assigned.)
	Why do you need this individual to have a BGSUID? request for access reason
	Start Date 08/01/2015 B End Date 08/01/2017 B Requested Affiliation Facemp Other
	Guest Information
	Name Prefix Q Country USA Q
	First Name Greta Address Line 1 123 Main St
	Middle Name Address Line 2
	Last Name Grackle City Bowling Green
	Name Suffix Q State OH Q Ohio
	Gender 🔿 Male 💿 Female Postal Code 43402
	Date of Birth 01/01/199 1 Telephone 419/555-5555
	Email Address ggrackle@bird.com
	RETURN CANCEL SUBMIT DELETE
Step 3: Click Yes	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.
Step 4: The request will be removed from your list.	
You have successfully	Guest ID Request
deleted a Guest ID Request.	DD
•	Find View All 🖾 🗮 First 🗖 1-2 of 2 🖸 Last
	10 Decails Status Last Name First Name Start Date End Date Athilation 10351 Details Complete Goldeye Jeri 09/01/2015 12/31/2015 Non-Affiliated Person
	10349 Details Pending Hummingbird Harriet 09/01/2015 06/01/2016 External Faculty