

# 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).

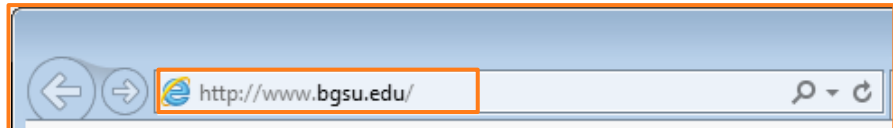
Where do I go?

**MyBGSU > Employees > Misc Services > Guest ID Request**

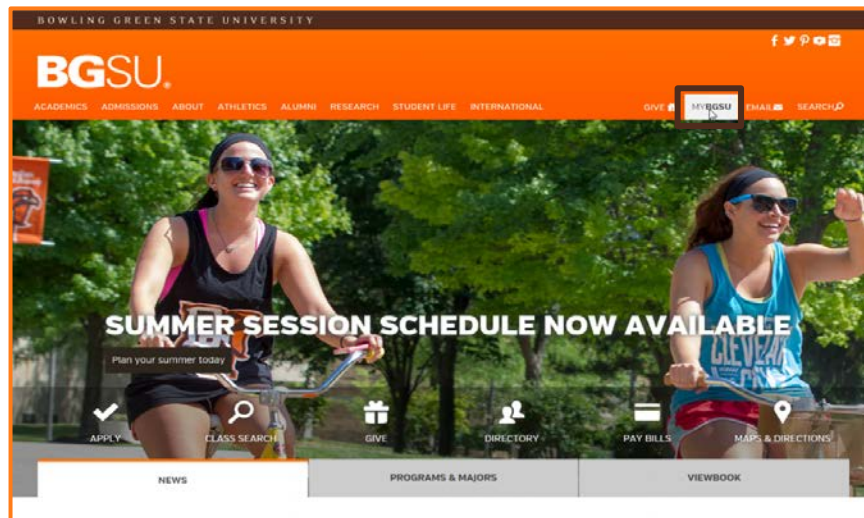
## SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.

*Note: Please use Internet Explorer*



### Step 1: Click MyBGSU



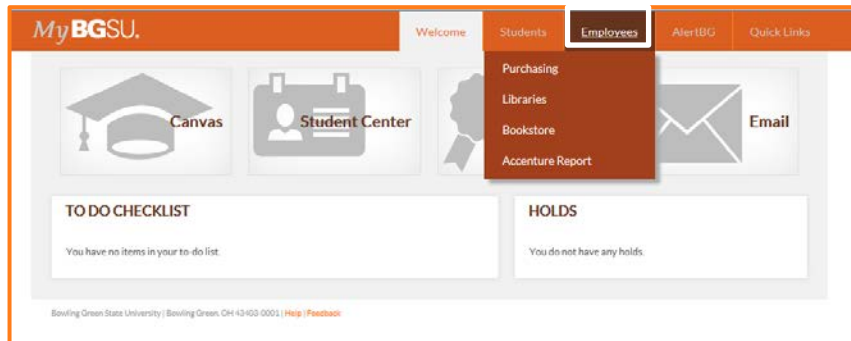
### Step 2: Enter USERNAME and PASSWORD

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

#### Step 2a: Click Login

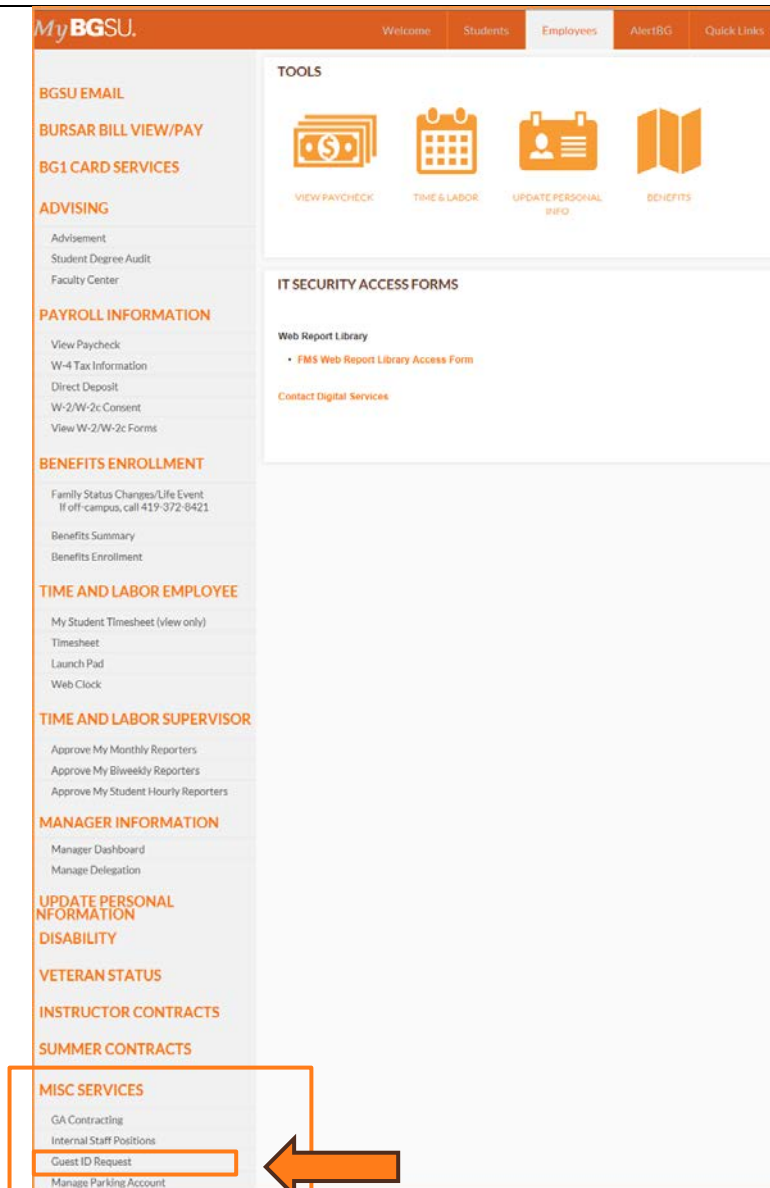
# Guest Affiliation

## Step 3: Click Employees



## Step 4: Under Misc Services

- Click Guest ID Request



# Guest Affiliation

## 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 [ADD](#)

Click the Add button above to create a new Guest ID Request.

Guest ID Request [ADD](#)

ID	Details	Status	Last Name	First Name	Start Date	End Date	Affiliation
10351	<a href="#">Details</a>	Complete	Goldeye	Jeri	09/01/2015	12/31/2015	Non-Affiliated Person
10350	<a href="#">Details</a>	Initial	Grackle	Greta	08/01/2015	08/01/2017	Non-Affiliated Person
10349	<a href="#">Details</a>	Pending	Hummingbird	Harriet	09/01/2015	06/01/2016	External Faculty

## SECTION III CREATE A GUEST ID REQUEST

Step 1: Click



Guest ID Request [ADD](#)

Click the Add button above to create a new 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?

Start Date  End Date  Requested Affiliation  Facemp  Other

**Guest Information**

Name Prefix  Country

First Name  Address Line 1

Middle Name  Address Line 2

Last Name  City

Name Suffix

Gender  Male  Female State  Postal Code

Date of Birth  Telephone

Email Address

[RETURN](#) [CANCEL](#) [SUBMIT](#) [DELETE](#)

# Guest Affiliation

Step 3: Click

**SUBMIT**

You have successfully completed a Guest ID Request.

## 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  End Date  Requested Affiliation  Facemp  Other

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**Guest Information**

Name Prefix  Country

First Name  Address Line 1

Middle Name  Address Line 2

Last Name  City

Name Suffix  State  Ohio

Gender  Male  Female Postal Code

Date of Birth  Telephone

Email Address

## 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.

**Guest ID Request**

ID	<a href="#">Details</a>	<a href="#">Status</a>	Last Name	First Name	Start Date	End Date	Affiliation
10351	<a href="#">Details</a>	Complete	Gold	Jeri	09/01/2015	12/31/2015	Non-Affiliated Person
10350	<a href="#">Details</a>	Initial	G	Greta	08/01/2015	08/01/2017	Non-Affiliated Person
10349	<a href="#">Details</a>	Pending	Hummingbird	Harriet	09/01/2015	06/01/2016	External Faculty

**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

Start Date  End Date  Requested Affiliation  Facemp  Other

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**Guest Information**

Name Prefix  Country

First Name  Address Line 1

Middle Name  Address Line 2

Last Name  City

Name Suffix  State  Ohio

Gender  Male  Female Postal Code

Date of Birth  Telephone

Email Address

# Guest Affiliation

**Pending:** Pending status in the upper right corner of the page indicates you have successfully submitted the request form.

**SUBMIT**

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.

**Guest ID 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?

Start Date 09/01/2015    End Date 06/01/2016    Requested Affiliation  **Facemp**     Other

**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
DELETE

**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?

Start Date 09/01/2015    End Date 06/01/2016    Requested Affiliation  **Facemp**     Other

**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
DELETE

# Guest Affiliation

**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.

Request Status Completed

### Guest ID Request

**Reason for the Request**  
 BGSU ID  (one has previously been assigned.)  
 Why do you need this individual to have a BGSUID?  
 request for access reason

Start Date 09/01/2015    End Date 06/01/2016    Requested Affiliation  Facemp     Other

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#### 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

**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.

Request Status Denied Request

### 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 09/01/2015    End Date 06/01/2016    Requested Affiliation  Facemp     Other

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#### 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

## 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.*

### Guest ID Request

ID	Details	Status	Last Name	First Name	Start Date	End Date	Affiliation
10351	<a href="#">Details</a>	Complete	Goldene	Jeri	09/01/2015	12/31/2015	Non-Affiliated Person
10350	<a href="#">Details</a>	Initial	Greta	Greta	08/01/2015	08/01/2017	Non-Affiliated Person
10349	<a href="#">Details</a>	Pending	Harriet	Harriet	09/01/2015	06/01/2016	External Faculty

Find | View All | First 1-3 of 3 Last

# Guest Affiliation

Step 2: Click

**DELETE**

## 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  End Date  Requested Affiliation  Facemp  Other

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**Guest Information**

Name Prefix  Country

First Name  Address Line 1

Middle Name  Address Line 2

Last Name  City

Name Suffix  State  Ohio

Gender  Male  Female Postal Code

Date of Birth  Telephone

Email Address



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.

**Yes**



Step 4: The request will be removed from your list.

You have successfully deleted a Guest ID Request.

## Guest ID Request

ID	Details	Status	Last Name	First Name	Start Date	End Date	Affiliation
10351	<a href="#">Details</a>	Complete	Goldeye	Jeri	09/01/2015	12/31/2015	Non-Affiliated Person
10349	<a href="#">Details</a>	Pending	Hummingbird	Harriet	09/01/2015	06/01/2016	External Faculty