

[Creating Bulk GatorLink Guest Accounts]

A *GatorLink Guest Account* is a time-limited account created for a single individual who requires temporary affiliation with the University of Florida (UF). The account allows **temporary access** to **wireless networking** and the **myUFL portal**. Both the affiliation and the account are automatically expired after 14 calendar days.

You must have the **UF_PA_GA_GUEST_BULK** role in order to create bulk *GatorLink Guest Accounts*. Contact your Department Security Administrator (DSA) to request the role on your behalf. After the role is assigned, create bulk accounts using the myUFL portal. Authorized users can upload a file of user information to create up to 200 individual *GatorLink Guest Accounts* at one time.

To create bulk *GatorLink Guest Accounts*:

- ▶ Log on to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to GatorLink Account Management > Bulk GatorLink Guest Acct Load (see below)

The screenshot shows the myUFL portal interface. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Create Multiple Guest Accounts' and includes instructions, an 'Upload CSV File' button, a table for entering account information, and a 'Create Accounts' button at the bottom.

Menu

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Create Multiple Guest Accounts

This page is used to create multiple guest accounts. Data can be entered directly into the grid below or loaded from a 'csv' file in the appropriate format.

Upload CSV File | [Click 'Upload CSV File' to load data from a csv file.](#) | [Download Sample CSV File](#)

	'Gatorlink ID	'Gatorlink Password	'Last Name	'First Name	'Phone Number	'Email Address
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This process may require extended processing time. Please do not navigate away from this page or attempt to stop the processing.

When the process is complete you will see a message on the screen verifying that the accounts have been created.

Create Accounts

There are two options for creating bulk *GatorLink Guest Accounts*:

- 1) Create the account by entering user names one at a time, or
- 2) Upload as many as 200 at once with a CSV file

GatorLink Guest Accounts – Enter Usernames Option:

- ▶ Enter the *Gatorlink ID*, *Gatorlink Password*, *Last Name*, *First Name*, *Phone Number*, and *Email Address* information for each guest user directly into the grid
- ▶ Click the sign to add additional rows

- ▶ Click the **Create Accounts** button
 - ▶ If you have followed the GatorLink account guidelines, a dialog box will confirm the number of accounts successfully created
 - ▶ If there are errors in your data, you will be prompted to make corrections

	'Gatorlink ID	'Gatorlink Password	'Last Name	'First Name	'Phone Number	'Email Address	Long Description
1	smithJack	12Nik90	Smith	Jack	352/555-1212	smitheroo@gmail.com	GatorlinkID is not valid.
2	abulaskh	mk0lIk8sud	Abulase	Khadiija	352/555-1212	ericaa@aol.com	Account will be created.
3	anhdungpo	w3stc0asT	Po	Anh Dung	352/555-1212	po@marchofdimes.oj	Account will be created.

- ▶ Correct the errors and click the **Create Accounts** button to resubmit

GatorLink Guest Accounts – File Upload Option:

- ▶ Create a CSV file with the field names *LastName*, *FirstName*, *PhoneNumber*, *email Address*, *Gatorlink ID*, and *Gatorlink Password* completed for each guest user
 - ▶ If you need help with the format, click the **Download Sample CSV File** link to view a sample CSV file or use it as your template when creating your CSV file
- ▶ Click the **Upload CSV File** button
- ▶ Browse to locate your CSV file, then click **Upload**
 - ▶ If you have followed the GatorLink account guidelines, a dialog box will confirm the number of accounts successfully created
 - ▶ If there are errors in your data, you will be prompted to make corrections

	'Gatorlink ID	'Gatorlink Password	Long Description	
1	scottc99	Za2ly0pl	Account will be created.	+ -
2	tpetty06	p0Psic13	Account will be created.	+ -
3	willi200	spottY766	There are dictionary words found in your password.	+ -
4	andrewmi	KisHr0Cks	Account will be created.	+ -

- ▶ Correct the errors and click the **Create Accounts** button to resubmit

Tips

- ▶ Use the **Review History page** to display the guest accounts that you have created using the Multiple Guest Account Creation application
- ▶ Review the **Help & Guidelines** page for GatorLink account guidelines and additional information about the file upload option