Procedures to Allow University Guests
to Use the WKU Internet System

Guest Accounts are available for individuals who are directly associated with the University. For example: visiting professors, contractors, and others who are working on University business or affiliated with the University. Current services available for guest accounts are wireless internet and access to student labs.

Guest accounts can be created by any faculty or staff member. That person will be considered the sponsor of the account and will be responsible for the actions of that accounts. All guests and their sponsors are responsible for abiding by policies described in the Guest Account Policy.

Go to the WKU website. Click on Information Technology and then on Guest Accounts. Login using your WKU email username (without the @wku.edu) and password. If you require assistance or have a special request, contact the IT HelpDesk at (270) 745-7000. It only takes a few minutes to set up these accounts for your guests.

In order to create a guest account you will need to know the following information:
- First and last name of your guest (whatever names they go by)
- Two phone numbers. Ideally both numbers are theirs, but the second number can be your departmental number.
- Their current e-mail address (whatever you use to contact them).
- The dates of their stay at WKU.

All Visiting Scholars Residences have wireless internet which is part of the WKU internet system. If guests at the VSRs at 1594 Normal Drive (Colonial Court) prefer wired internet connections, there are wired ports in each bedroom.

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