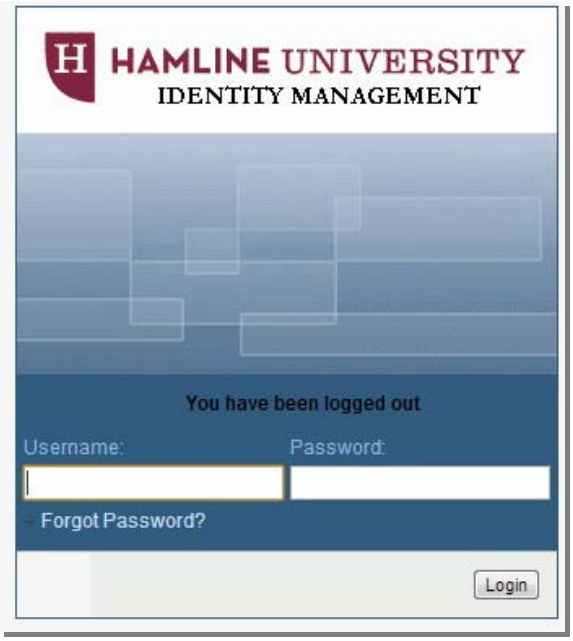
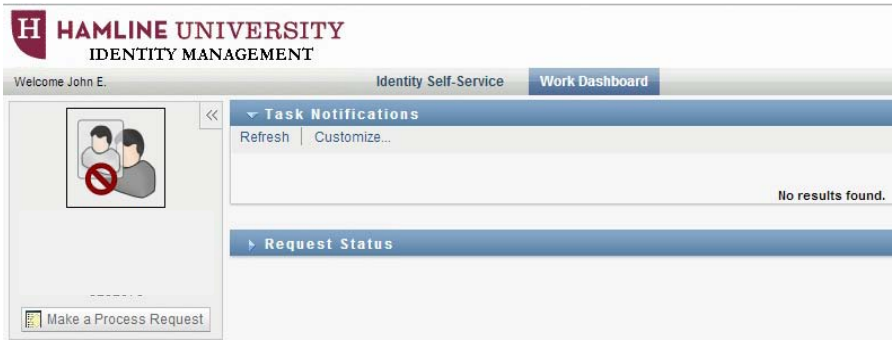
Hamline Guest Account Management

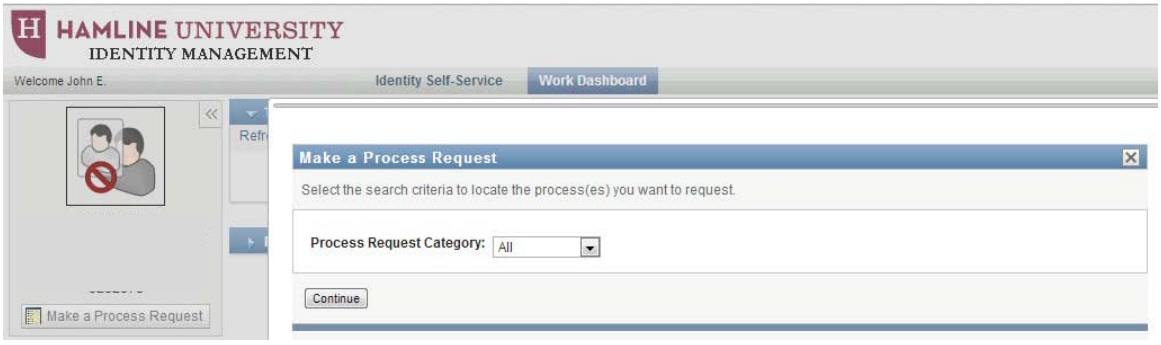
1. Go to the Identity Management login page
   (*https://idmapp.hamline.edu/IDMProv/jsps/login/Login.jsp*)



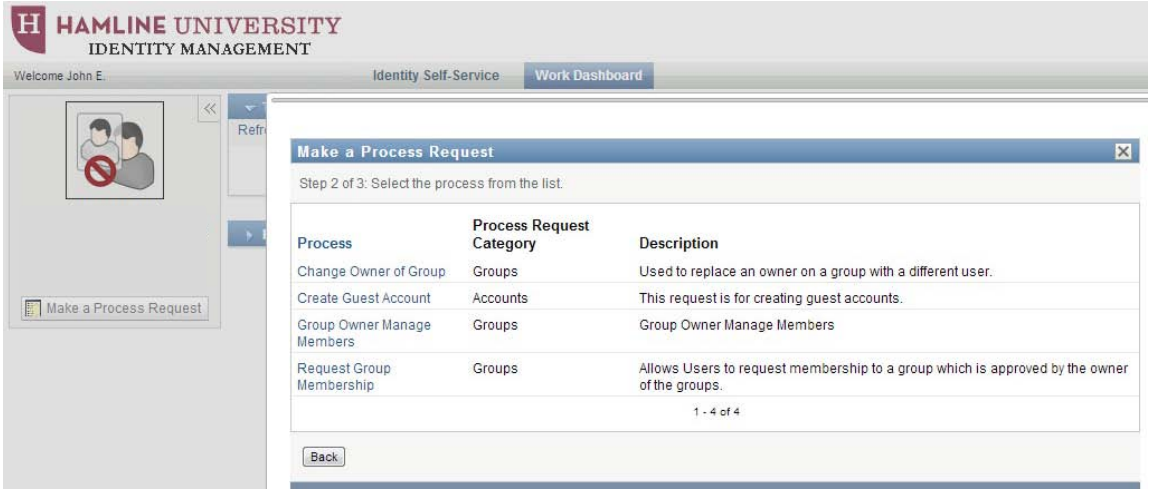
2. Click on the "**Work Dashboard**" tab on the top menu



3. Click on the "**Make a Process Request**" button
   Make sure that "All" is selected for "Process Request Category" and then click "Continue"



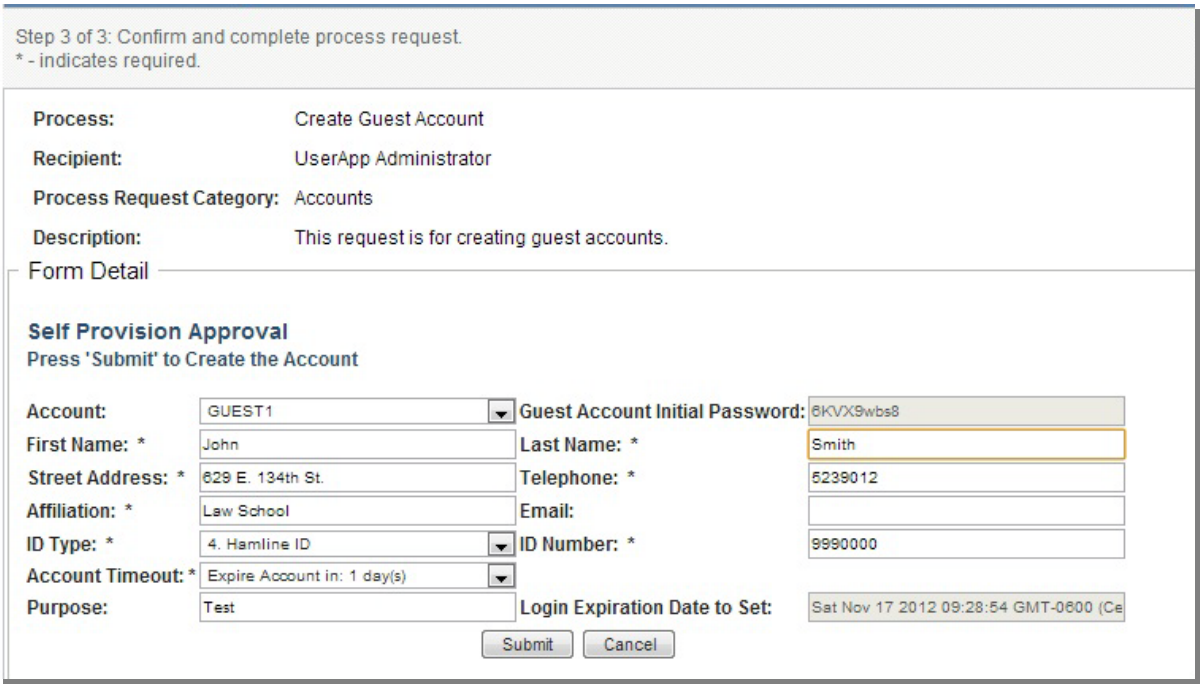
4. Select the "**Create Guest Account**" option



5. Fill the data of the user requesting the guest account. Marked fields (*) are mandatory.

Please note:

- **Note that the guest's initial password is already provided; make sure to give this to the guest once the process is complete—the email field on this screen is not a reliable method of communication**
- Choose the appropriate ID Type from the drop-down list box (options are Driver's License, Passport Number, CLIC Barcode, Hamline ID, Non-Hamline ID, State ID)
- The **Account Timeout** options available depend on your role; choose the option appropriate to the guest
- The **Login Expiration Date to Set** field will automatically be filled for you when you set the **Account Timeout**
- Add an address to the **Email** field so the guest can be notified of their temporary password



6. Make sure that you noted the "**Guest Account Initial Password**" to give it to the user

7. Click "**Submit**"; you should be notified that the process was successful.