



RICHLAND ONE

Visitor Access to the Internet

November 28, 2023

Attention Richland One Visitors

The District will have three (3) production wireless networks available once the update is complete. At this time, the district is only updating the RichlandOne Wi-Fi network that is used to connect district issued laptops.

- ✓ RichlandOne
- ✓ R1_StaffLink
- ✓ **R1_Visitors (School/Site Name)**

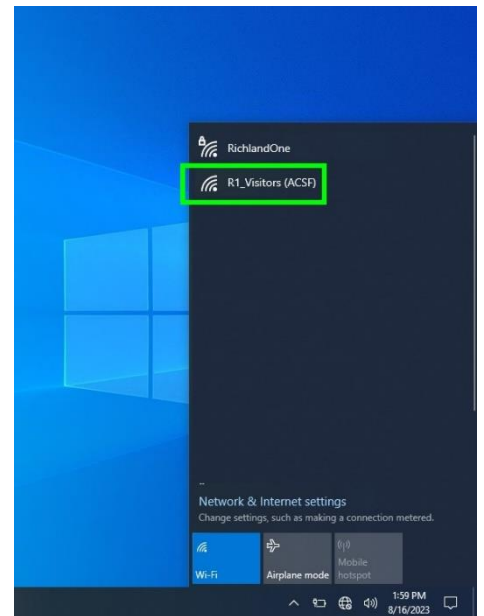
Before accessing the network, the Richland One Department/School sponsoring you must have completed the [Visitor Network Access Request Microsoft Form](#). Visitors are not approved to complete this form. This form must be submitted for review **two business days prior** to Visitor access being granted. Access is **not** granted the day of arrival without the completion of this Microsoft Form by the Richland One Department/School sponsor.

Step-by-step instructions for non-district issued MS Windows laptops:

Step 1: Once you arrive on campus. Make sure your WiFi is enabled and use the manufacturer's process to locate available wireless networks.

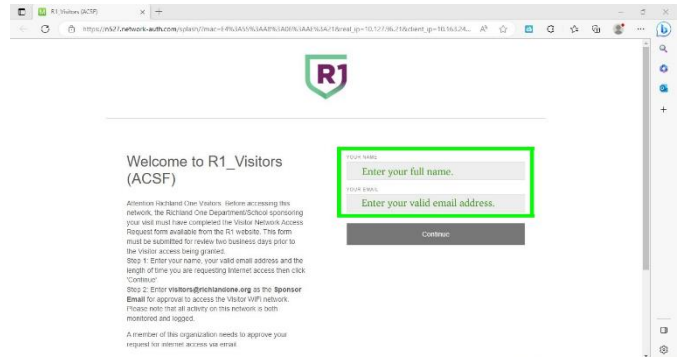
Select the R1_Visitor network that will pop-up in your list of available networks to continue. The school/location that you are visiting will appear in parentheses.

This will begin the process that takes you through a two-stage captive portal



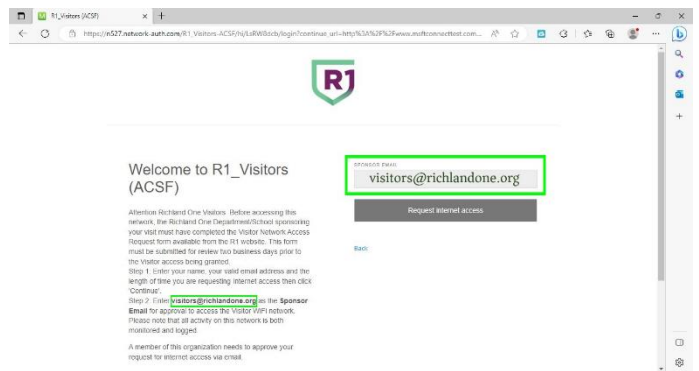
Step 2: The captive portal will prompt you for your full name and your valid email address to continue.

Enter your name and email address. The information provided here must match information first submitted in the ‘Visitor Network Access Request form’ from Step 1. Once entered, click ‘Continue’ to go to the next phase of the onboarding process.



Step 3: The captive portal will ask for your sponsor. Enter the email address: visitors@richlandone.org as the sponsor for your visit and touch ‘Request Internet Access’ to complete your part of the onboarding process.

Your request will be sent immediately to our helpdesk. If the information you entered matches the information from a pre-approved Visitor Network Access Request form (see Step 1) a helpdesk staff member will review and manually grant the pre-approved time of access to the R1_Visitor network.



Please note that this network is subject to State & Federal usage guidelines and all activity is both monitored and logged.

Please Note:

This document is a general guideline for connecting mobile devices to Richland One Visitor networks. Device manufacturers vary their network settings so the precise steps will also vary between hand-held devices.

Activity on this network is always monitored. **Never share your password with coworkers or students.** If malicious traffic is detected the user will be disconnected from the network and will not be allowed future access. Richland One IT staff **cannot assist staff in connecting and/or troubleshooting their personal devices** to this network.