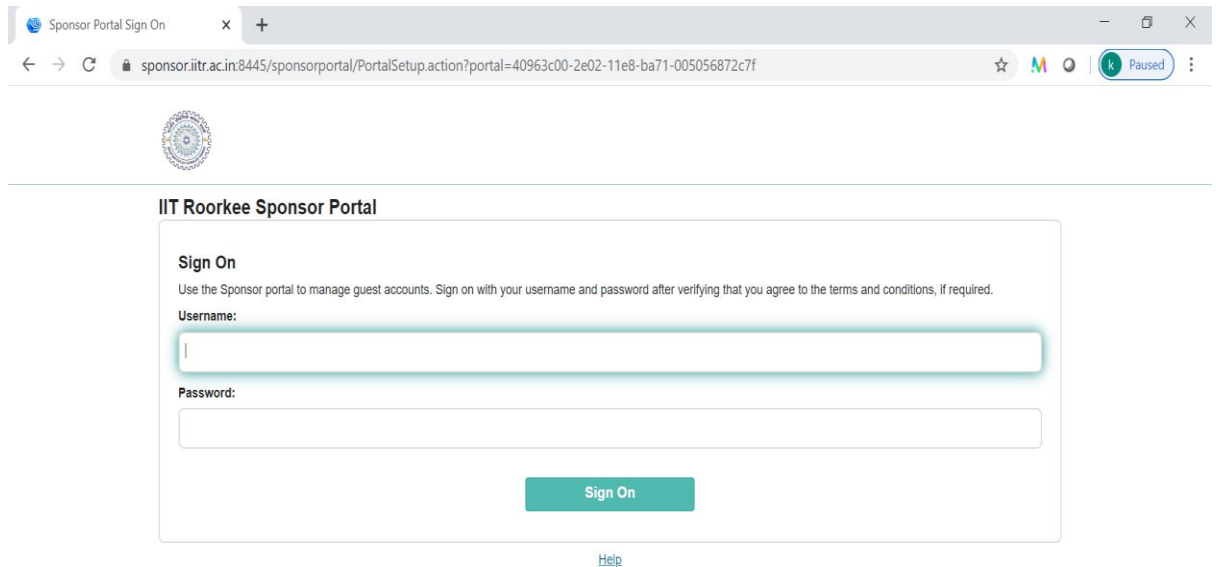


Create username and Password on sponsor Portal for Guest

1. Go to Browser and type **sponsor.iitr.ac.in** for creating Credentials and then enter your username and password and click on sign on



The screenshot shows a web browser window with the title "Sponsor Portal Sign On". The address bar displays the URL: `sponsor.iitr.ac.in:8445/sponsorportal/PortalSetup.action?portal=40963c00-2e02-11e8-ba71-005056872c7f`. The page features the IIT Roorkee logo at the top left. Below the logo, the heading "IIT Roorkee Sponsor Portal" is displayed. The main content area is titled "Sign On" and includes the instruction: "Use the Sponsor portal to manage guest accounts. Sign on with your username and password after verifying that you agree to the terms and conditions, if required." There are two input fields: "Username:" and "Password:". Below these fields is a teal "Sign On" button. A "Help" link is located at the bottom right of the form area.

IIT Roorkee Sponsor Portal

Sign On

Use the Sponsor portal to manage guest accounts. Sign on with your username and password after verifying that you agree to the terms and conditions, if required.

Username:

Password:

[Sign On](#)

[Help](#)

2. And fill the complete form and click on create button

Create Accounts

Manage Accounts (2650)

Pending Accounts (17)

Notices (0)

Create, manage, and approve guest accounts.

Guest type:

Daily (default) ▼

Maximum devices that can be connected: 5 | Maximum access duration: 1 days

Guest Information

Known

Random

Import

First name:
test

Last name:

Email address:
khushal@intecinfonet.com

Phone number:
8888888888

Company:
xyz

Person being visited (email):
test@iitr.ac.in

Reason for visit:

Group tag:
INTEC1

Language:
English - English ▼

Access Information

☐ End of business day
23:59

Duration:*
1 Days (Maximum:1)

From Date (yyyy-mm-dd) *
2020-01-04

From Time *
18:27

To Date (yyyy-mm-dd) *
2020-01-05

To Time *
18:27

Create

3. After that you will get a username and password

Create Accounts

Manage Accounts (2651)

Pending Accounts (17)

Notices (0)

Account Information

Username:	t01
Password:	6291
First name:	test
Last name:	
Email address:	khushal@intecinfonet.com
Company:	xyz
Phone number:	8888888888
Person being visited (email):	test@iitr.ac.in
Reason for visit:	
Guest type:	Daily (default)
SMS provider:	Global Default
State:	Active
From date (yyyy-mm-dd):	2020-01-04 18:27
To date (yyyy-mm-dd):	2020-01-04 23:59
Location:	IIT Roorkee
SSID:	IITR_Guest
Language:	English
Group tag:	INTEC1
Time left:	0D 05H 31M

Notify

Done

4. Then click on notify button to share the credential with guest and then he will connect with IITR_GUEST

×

Deliver notification using:

☐ Print

☒ SMS

☐ Email

☐ Copy me

Sponsor's Email address*

Cancel

Ok

Notify

Done