The technology department strives to keep our technology up to date to enhance security while keeping our resources simple to access for our employees. We have recently enabled a new feature granting you the ability to generate and receive guest access, for your visitors, to the TUSD network without contacting the IT Department.

The new process involves completing a guest access form from within the new portal (details to follow.) Upon completing the request your guest will be emailed the logon information. Each visitor account will be allowed two devices (laptop, cell phone, etc.) on our network for a specified time of 1 to 30 days.

The instructions are as follows:

1. Visit https://sponsor.secure.tustin.k12.ca.us and login in with your TUSD credentials (omit the **@tustin.k12.ca.us**). *If you regularly create guest accounts, please bookmark this page.*
2. Please note, the fields marked with an asterisk are required. Also, be sure to identify the duration and the appropriate start date.

3. Click **Create**.

Your guest will receive an email with the username (email address) and password they have been issued to use while on site. You have the option of being cc'd so that you will have a copy of the access credentials as well. If you need to verify, extend or modify access, including checking or changing passwords, click the **Manage Accounts** button at the top of your screen, then click the email address of the guest you'd like to access.

If you need to mass create 20 or more accounts, please contact the IT Department via a helpdesk request http://helpdesk/. In the ticket please provide the date/dates of the event, start and end time of the event. Example we have and event on Thursday February 24th from 2:30PM to 9PM.