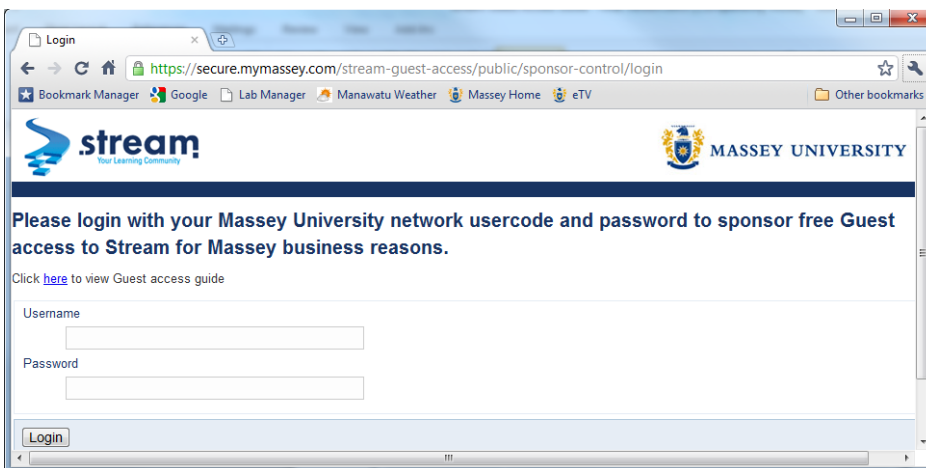
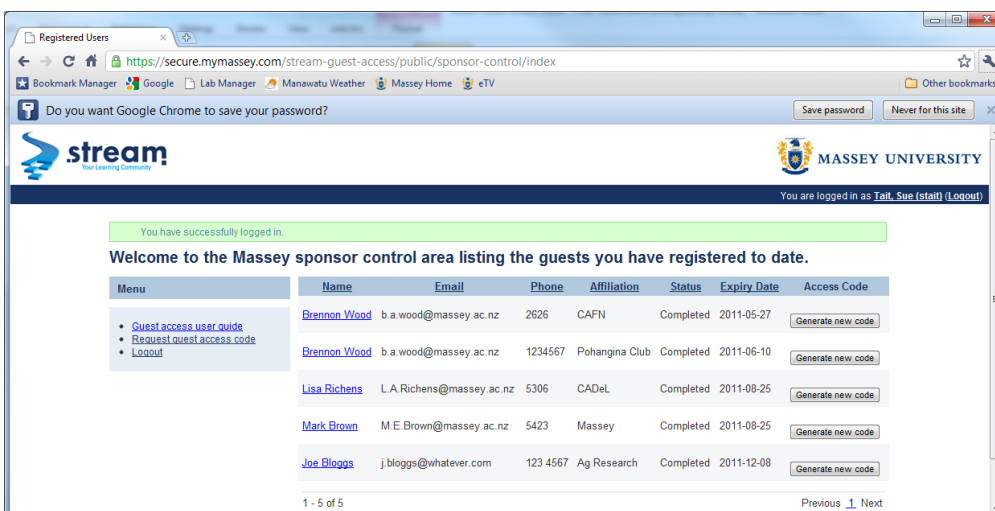


- A Massey staff member must sponsor all applications for **Stream Guest Access** including:
 - Approving the application by any non Massey staff member for Stream Guest Access
 - Approving extension of access beyond the original expiry date of the application
- The Massey Sponsor must request Guest Access by either:
 - Completing the Stream Guest Access form online using the link from the **Massey ITS Forms** web page:
 - Load the Massey home page at <http://www.massey.ac.nz>
 - From on campus, type **its** in the address field, select Forms from the RHS menu bar and then scroll down Stream Guest Access and select the link to the Stream Guest Access Form
 - From off campus, select the link to the A-Z Index at the bottom of the page, then select Information Technology Services, then Forms and continue as above
 - Logging a request with the ITS Help Desk for assistance with the above
- When a Sponsor selects the Stream Guest Access Form from the ITS Forms page they will be directed to login to the **Sponsor Control Area** as shown in the screen shot below.



- After logging into the Control Area the Sponsor can:
 - Select this Stream Guest Access Guide
 - Select Request Guest Access Code to initiate a NEW Guest Access application
 - Sort their current applications
 - Select and open any application to edit or APPROVE it to be sent to the Guest to COMPLETE
 - View existing current Guest Users.



- To initiate a **New Application** the Massey Sponsor needs to select the **Request Guest Access Code** option and will then be presented with the online form below to complete:

The screenshot shows a web browser window with the URL <https://secure.mymassey.com/stream-guest-access/public/sponsor-control/index/generate-access-code>. The page header includes the Stream logo and Massey University logo. The user is logged in as Tait, Sue (stait) and can click Logout. The main heading is "Generate Access Code".

Menu:

- [Guest access user guide](#)
- [Request quest access code](#)
- [View your quests](#)
- [Logout](#)

Tips to complete this form:

- Please complete or update your details
- Greyed out fields cannot be changed by you
- (*) asterisk indicates compulsory fields.
- Upon submission you will receive an email with further instructions

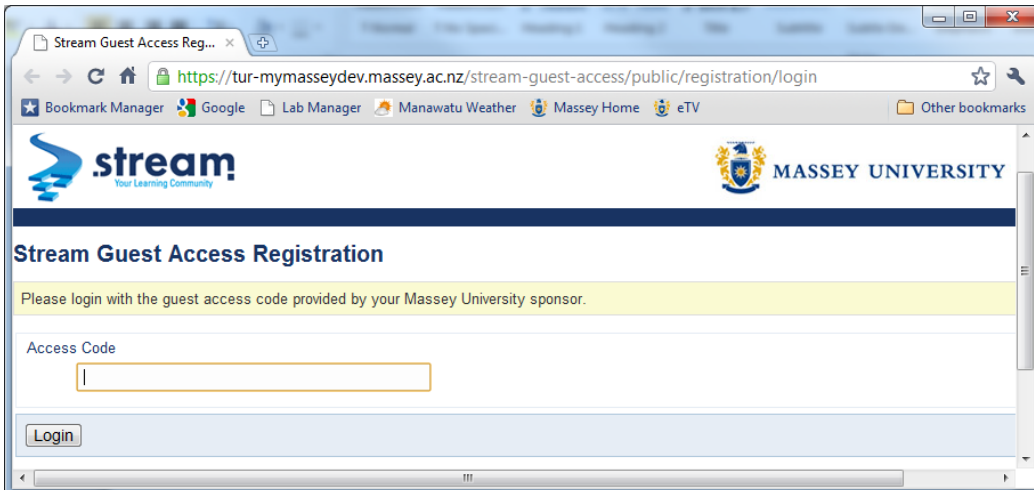
Form Fields:

- Guest user's first name *
- Guest user's last name *
- Guest user's email address
- Guest user's phone number
- Guest user's affiliation (e.g. Massey department or another institution)
- Name of Stream course(s) *
- Guest Access Required *
 - Student
 - Non-editing teacher
 - Teacher
- Guest Access Expiry *
 - 8 (dropdown), December (dropdown), 2011 (dropdown)
- Sponsor Email *
 - S.J.Tait (input), @massey.co.nz (input)
- I Tait, Sue approve this application for legitimate Massey business reasons.

Buttons: Save and Submit, Save draft, Cancel

- The Massey Sponsor then completes as much as possible of the form as possible including the required fields. The sponsor can then select one of the following options:
 - Cancel – all work discarded
 - Save draft – application form saved as draft to allow sponsor to collect additional information and return to this page select the NEW application and complete it
 - Save and Submit – application form completed and saved following which the status of the form will be set to APPROVED and an email (prefixed with **Stream Guest** and including the access code and web page link for the Guest) will be sent to the sponsor to edit if desired and forward to the Guest
- As part of the process of completing the application, the SPONSOR must check the box declaring that they approve this application for legitimate Massey business reasons**

- Once the Sponsor has completed the required fields and declaration, they will be able to select the option to **Save and Submit** the application.
- After submitting the application, the Sponsor will receive an email (prefixed with **Stream Guest**) with the guest details completed to date as well as a link to the **Stream Guest Access Registration** web site and the Access Code that the guest requires to login. **The Sponsor MUST forward this email (editing it first if preferred) to the Guest.**
- The Guest then uses the Access Code to login into the Stream Guest Access Registration page after loading the web address from the email.



- The Guest may then login to complete the application form, agree to the conditions of use and select the option to **Submit** the form to ITS for processing. The status of the form will then change to **Completed** in the Sponsor's Control Area
- As part of the process of completing the application, the Guest must check the box declaring that they have read, understood and agreed to both:
 - The Massey University Policy and Procedure for the Use of Guest access Accounts within the Stream Service
 - The Massey university Code of Practice for the Use of Information Communication and Processing Systems
- **Please note that the remaining part of the process is manual and may be expected to be completed within FIVE WORKING DAYS of the status changing to completed in the Sponsor's Control Area.**
- Once the Guest has submitted the completed form for processing an email will be automatically sent to request the ITS Help Desk (prefixed with **Stream Guest**) to register the application and create a Stream Guest Access Code
- Once ITS has completed the registration the Sponsor will be advised through the Marval Help Desk system and ITS will also send an email to the Guest with their usercode, password and the link to login to Stream from their web browser.
- It is expected that the Guest will contact the Sponsor with any support issues in the first instance and that the Sponsor will log any queries with the Help Desk if required.