

## Create Gateway Guest Account

SGA may create guest account for part-time staff, school stakeholders based on need. It is possible to access right to individual guest accounts subject to approval.

1. Mangement -> New User Management, go to "Others" tab, click "New", key in guest info, and save it.

The screenshot shows the 'New User Management' page with the 'Others' tab selected. A 'New Guest' modal form is open, containing the following fields and options:

- Surname \***: Text input field
- Preferred Name \***: Text input field
- Contact Email \***: Text input field
- Phone Number**: Text input field
- Position \***: Text input field
- Guest Type \***: Radio button options:
  - Non-ESF Employee
  - Temporary School Staff
  - School Stakeholder
- Photo**: File upload area with a 'Choose File' button, 'No file chosen' text, and 'Max. file size is 2MB. Supported Formats: jpg, png, bmp, jpeg'.

At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, a table shows a user entry with 'Creation Date' 10/12/2015 and 'Deactivation Date' -.

2. Click "Activate" link, key in password, expiration date (Max one year) & select additional roles. Finally, click "Activate" button. You may see "Guest Activated Successfully" message shown in the right-top corner under the menu.

The screenshot shows the 'New User Management' page with the 'Others' tab selected. A search bar is visible at the top right. Below the search bar is a note: "Note: Email accounts, once deactivated will only be kept for a month." Below the note is a 'Show Password Policy' link. The main content is a table with the following data:

Login ID	Name	Contact Email Address	Creation Date	Deactivation Date	
liub1-kgv	LIU, Brian	brian.liu@esfcentre.edu.hk	10/12/2015	-	[ Activate   Edit   Delete ]

At the bottom right, there is a pagination control showing 'Page 1' and 'Display 50 /Page'.

Creation Date ▾ Deactivation Date

1 [ Edit | Delete ]

50 ▾ /Page

Password:

Account Expiration Date: 2016-01-10

Note: when the expiration date is reached, this Gateway user account will be deactivated automatically.

**Roles**

Role ▾

Guest

+ Add Role

Attendance ▾ Add

Attendance

Demographics (Need Approval)

Document View

Guest Email

All Guest account will be auto expired on the Expiration Date, there will be email reminder to SGA a week before that, you make extend the valid period before expiry.

**Management**

Guest Activated Successfully. [X]

Go

- Then provide login id & password to the guest. You may find login id in the screen of before activation account or go to Management->User Management, click "Others" tab search account by name.

Home ARR Activities HE/FE CPD IN Admin Communication Documents Management

**New User Management**

Staff Students **Others** Parent Settings

+ New  Go

Note: Email accounts, once deactivated will only be kept for a month.

Show Password Policy

Login ID	Name	Contact Email Address	Creation Date ▾	Deactivation Date	
liub1-kgv	LIU, Brian	brian.liu@esfcentre.edu.hk	10/12/2015	-	[ Activate   Edit   Delete ]

(1 - 1) / Total 1

Page 1 ▾ Display 50 ▾ /Page

Home ARR Activities HE/FE CPD IN Admin Communication Documents Management

## User Management

Staff Students **Others** Parent Log forget password

Note: Email accounts, once deactivated will only be kept for a month.

<input type="checkbox"/>	Login ID	Name	Email Address	Account Expiration Date	Last Login Date	Account Status	
<input type="checkbox"/>	liub1-kgv	LIU, Brian	brian.liu@esfcentre.edu.hk	10/01/2016	-	Normal	[ Edit   Deactivate ]
<input type="checkbox"/>	tsangt6-kgv	TSANG, Terry	terry.tsang@esfcentre.edu.hk	10/01/2016	10/12/2015 10:09:02	Normal	[ Edit   Deactivate ]

(1 - 2) / Total 2

Page 1 Display 50 /Page