

Connect to Campus: Sponsoring Guest Account

MSU Faculty and Staff can create (sponsor) single, individualized and temporary guest accounts for visitors to campus at:

<https://sponsor.netaccess.montclair.edu>

1. Log-in with your MSU NetID.

MONTCLAIR STATE UNIVERSITY Sponsor Guest Account Portal

Sign On
Welcome to the MSU Sponsored Guest Account Creation and Management Portal

This portal is where faculty and staff, with a valid NetID, can create and manage temporary "sponsored" guest accounts for known visitors to the campus. Sign on with your NetID and password and then verify that you agree to the terms and conditions, if prompted.

The key difference between the "Self Sign-Up" and "Sponsored" Guest, is that the "Sponsored" Guest user will have network access beyond the standard HTTP & HTTPS protocols needed for web browsing.

This type of account is best used if the visitor will require anything beyond HTTP and HTTPS access. Generally it is recommended to sponsor someone coming to give a presentation

For normal, web-browsing, network access, your guests should use the Self Sign-Up portal by connecting directly to the MSU-Guest network, attempting to load a webpage, then click the red link to request an account. Generally this account type is recommended for the majority of guest users coming to campus.

NetID:

Password:

Sign On

2. Fill in the form (fields with asterisk (*) are required) and click on the "Create" button.

MONTCLAIR STATE UNIVERSITY Sponsor Guest Account Portal

Welcome networkingt

Create Accounts | Manage Accounts (6) | Pending Accounts (0) | Notices (0)

Create and manage individual guest accounts.
Please note that the default guest account is valid for maximum 14 days which you can extend for another period of up to 14 days as many times as needed. However, if you require an account for more than 14 days, please create the account with default settings and [contact the Helpdesk](#) to request the account extension to a desired length.
Each account is allowed maximum of 3 devices connected to the MSU-Guest network simultaneously.

Please fill out the form. Fields with * are required.

Guest type:
Sponsored__Guest
Maximum devices that can be connected: 999 |
Maximum access duration: 14 days

Guest Information
First name:*

Last Name:*

Guest Email:*

Guest Mobile Phone Number (if you want your guest to receive the guest account login credentials):(#####)

Guest Mobile Service Provider:
ATT
Sponsor's (Your) Email:

Account Description:

Access Information
☐ End of business day

Duration:*
 Days (Maximum:14)
From Date (yyyy-mm-dd) *

To Date (yyyy-mm-dd) *

Create

[Help](#)

3. A summary page containing all the details along with the account credentials will be displayed.

MONTCLAIR STATE UNIVERSITY Sponsor Guest Account Portal Welcome networkingt ▾

Create Accounts Manage Accounts (7) Pending Accounts (0) Notices (0)

Account Information

Username:	jsmith3
Password:	33qbyg
First name:	Joe
Last Name:	Smith
Guest Email:	joe.smith@example.com
Description:	
Guest Mobile Phone Number (if you want your guest to receive the+19735558008 guest account login credentials):	
Sponsor's (Your) Email:	networkingt@montclair.edu
Account Description:	
Guest type:	Sponsored _ Guest
Guest Mobile Service Provider:	ATT
From date (yyyy-mm-dd):	2026-02-25 14:44
To date (yyyy-mm-dd):	2026-03-05 14:44
Location:	Montclair
SSID:	MSU-Guest
Language:	English
Group tag:	
Time left:	8D 00H 00M
State:	Created

Notify Done

[Help](#)

4. Click "Notify" if you'd like to print, send a text message or email the guest the account details. If you'd like a copy emailed to yourself, select "Copy me" and the system will automatically fill in your (the sponsor's) email address.

MONTCLAIR STATE UNIVERSITY Sponsor Guest Account Portal Welcome networkingt ▾

Create Accounts Manage Accounts (7) Pending Accounts (0) Notices (0)

Account Information

Username:	jsmith3
Password:	33qbyg
First name:	
Last Name:	
Guest Email:	
Description:	
Guest Mobile Phone Number (if you want your guest to receive the+19735558008 guest account login credentials):	
Sponsor's (Your) Email:	
Account Description:	
Guest type:	
Guest Mobile Service Provider:	
From date (yyyy-mm-dd):	
To date (yyyy-mm-dd):	
Location:	
SSID:	
Language:	
Group tag:	
Time left:	
State:	

Notify

Deliver notification using:

☐ Print

☐ SMS

☒ Email

☒ Copy me

Sponsor's Email address

networkingt@mail.montclair.edu

Cancel Ok

[Help](#)

5. You have completed the process.

NOTE: If your guest requires an extended stay, please reach out to the IT Service Desk.