

Guest Connect: Sponsoring Guest Event

For MSU Faculty and Staff who organize an on-campus event (i.e.: a conference), a “Guest Event Portal” offers an opportunity to create a common guest account that all event attendees will use: <https://events.netaccess.montclair.edu>

1. Log-in with your MSU NetID.



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

Password:

Sign On

2. Fill-in the form (fields with the asterisk (*) are required).

Note: the “Account Username” will be the guest username, so try to contain it to a single word that identifies the event. In the “Sponsor Email” type your (the sponsor) email address.



Welcome **networkingt**

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

Create, manage, and approve guest accounts.

Guest Type: Sponsored_Event

Sponsored_Event

Maximum devices that can be connected: 999 |
Maximum access duration: 30 days

Guest/Event Information
Account Username:*

Sponsor Email:*

Number of Devices:

Account Description:

Access Information
☐ End of business day

Duration:*
 Days (Maximum:30)
From Date (yyyy-mm-dd) *

To Date (yyyy-mm-dd) *

From Time *

To Time *

Create

[Help](#)

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

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Event Sponsor Portal

Welcome networkingt ▾ ⓘ

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

Account Information

Username:	eventname
Password:	54mqCB
Account Username:	eventname
Sponsor Email:	networkingt@montclair.edu
Number of Devices:	
Account Description:	
Guest type:	Sponsored_Event
From date (yyyy-mm-dd):	2026-03-31 08:00
To date (yyyy-mm-dd):	2026-04-03 08:00
Location:	Montclair
SSID:	MSU-Guest
Language:	English
Group tag:	
Time left:	3D 00H 00M
State:	Created

NotifyDone

[Help](#)

4. Click “Notify” to print or email the account details to yourself (the system will automatically send the account information to the sponsor’s email address). Optionally, you could select “Copy someone:” and type in the destination email address.

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Event Sponsor Portal

Welcome networkingt ▾ ⓘ

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

Account Information

Username:	eventname
Password:	
Account Username:	
Sponsor Email:	
Number of Devices:	
Account Description:	
Guest type:	
From date (yyyy-mm-dd):	
To date (yyyy-mm-dd):	
Location:	
SSID:	
Language:	
Group tag:	
Time left:	
State:	

Notify

Deliver notification using:

☐ Print

☐ Not Available

☒ Email

☐ Copy someone:

Email address

CancelOk

5. Click “Done” to complete the process.

Note: It is the sponsor’s responsibility to distribute the guest account credentials to the event attendees; please include the information in a welcome brochure/package or make the printed instructions available at the registration desk.

We strongly suggest creating and testing the account prior to the event.