Customize the Sponsor Portal

These topics provide details about how you can customize your Sponsor portal settings and change your password:

Choose the Languages for Guest Notifications

You can change the default languages configured by your system administrator to notify guests of their account details. You can select any of the languages provided by your system administrator.

Procedure

Step 1 On the **Manage Accounts** page, select the guest account for which you want to change the notification language.

Step 2 Click **Edit**.

Step 3 Select the language you want from the **Language** drop-down list.

Step 4 Click **Save**.

Setting Up Email Confirmations

When you create a guest account, you can have a copy of the account details automatically emailed to you. Contact your system administrator if this feature is not available to you.

Procedure

Step 1	On the **Manage Guest Accounts** page, click **My Settings**
Step 2	Enter your email address in the **Your email address** field.
Step 3	Check the **Receive email confirmation** check box.
Step 4	Click **Save**.

Change Your Password

Your system administrator might require you to change your password when signing on to the Sponsor portal, or allow you to change it at any time after you log in. Your password must adhere to the password policy set by your system administrator.

If you are required to change your password when signing on to the Sponsor portal, the **Change Password** screen displays automatically. If you are not required to change it, but are allowed to change it after you log in, the change password option is available in the Welcome Sponsor pull down menu.

Procedure

Step 1	If you want to change your password, select **Change Password** on the **Welcome Sponsor** menu. The **Change Password** screen displays.
Step 2	Enter your old password in the **Old password** field.
Step 3	Enter your new password in the **New password** field.
Step 4	Confirm your new password in the **Confirm password** field.
Step 5	Click **Save**.

Note Change Password option is enabled only for internal users. This option is not applicable for users authenticated using external identity stores (such as, Active Directory, LDAP, and so on).

Assigning Default Values to Guest Accounts

If you typically create guest accounts that use the same guest role, account duration, time zone, and notification language, you can set these defaults so you do not have to change them each time you create a guest account.

Procedure

Step 1 On the **Manage Guest Accounts** page, click **My Settings**

Step 2 Choose the appropriate options in the **Guest role**, **Account duration Time zone**, and **Notification language** fields.

Step 3 Click **Save**.

My Settings

You can customize your Sponsor portal settings and set default values for guest accounts that you create.

Field	Usage Guidelines
Language template	Change the language used by the Sponsor portal or check **Use browser locale** to use the same language as your web browser.
Location	Enter your location.
Your email address	Enter your email address and check **Receive email confirmations** to receive copies of account details sent to guests.
Guest role	Choose a default guest role to use to map guest users to their appropriate network access privileges.
Account duration	Specify how long the guest user can access the network.
Time zone	Set a time zone to be used by all guest accounts.
Notification language	Choose a default language used when sending account notifications.
Password settings	Enter your current password in the **Old password field** and enter your new password in the **New password** and **Confirm password** fields.