

# Creating a WebCT Guest Account

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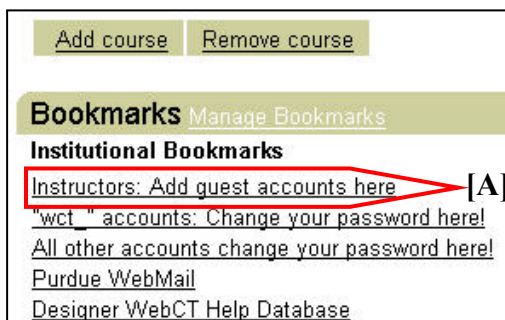
The main WebCT server at Purdue is synchronized with the student/faculty/staff “career accounts”. Everyone with a career account can log on to this WebCT server anytime so most WebCT users will never need an alternate user account for WebCT. One type of users, namely WebCT course designers (instructors) may have access to an alternate account in some cases.

If the designer (instructor) wants to log on to the course as a student for testing purposes (i.e. some WebCT features are only viewable by student users, so designers won’t be able to test those pages unless they have a student account); or if the instructor want to provide access to a guest without a Purdue career account; using a guest account may prove to be very useful.

MIDC staff has developed a tool for designers so that they can create guest accounts on their own. Here are a few things you need to know about guest accounts:

1. All guest account user names start with “wct\_”.
2. All guest name accounts have to be in lowercase letters.
3. Each designer (instructor) is allowed to create up to 15 guest accounts.

## How to create a Guest Account

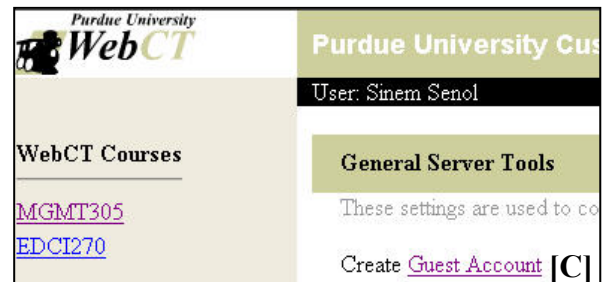


When you log on the WebCT:

1. Click on the **Instructors: Add Guest Accounts here** link [A] from your *myWebCT* portal, under *Bookmarks*; *OR* Click on a course you are a designer at, and then click the **Purdue Tools** [B]

link in the *Navigation Bar*, under *Hidden*. The *Course Tools* screen will appear. Click the **Create the Guest Account [C]** link.

2. The *WebCT Account Creation Form* will appear.
3. Type in the WebCT ID (wct\_ is already fixed), the name of the guest user and a password for the guest account, and click the **Create Account** button [D].



The image shows the 'WebCT Guest Account Creation Form'. It contains the following text and fields:
 

- Header: WebCT Guest Account Creation Form
- Text: Use this form to create a guest account for your class. A guest account is useful for allowing you (as a designer) to log in as a student for testing purposes.
- Text: It is also a good way to allow a guest without a Purdue career account to visit your class.
- Form fields:
  - WebCT ID: wct\_ [input box]
  - Note: All WebCT ID's will be converted to lowercase.
  - First Name: [input box]
  - Last Name: [input box]
  - Password: (Min 4 Characters) [input box]
  - Confirm Password: [input box]
- Buttons: 'Create Account [D]' and 'Return to "MyWebCT"'.

**Note:** Once the account is created, go to the course you want to add the user to, then **Manage Course > Add Students**, and type the “wct\_” account name you created in the textbox under *Import from Global Database*. Then, click **Add**.