Guest Account User Manual

Use of guest accounts at the URJC

This short manual includes the basic guidelines for the use of guest accounts at URJC, these accounts will allow you to validate at the different applications with your personal email account or with your cell phone.

Please keep in mind that the use of one or other mechanism will depend both on the data collected by the URJC for the registration of your guest account, and on the limitations of each platform. One of the two methods will be always available.

First step, the SSO

When accessing an application that is under SSO the first thing that will appear will be a screen as below:

In this step, to use the guest accounts you will need to log in by clicking on the Credentials ("Credenciales") option.

Access using a cell phone

When using this access you will have to enter your cell phone number. In case your cell phone is not from Spain, it will be necessary to enter the country code.

Although the screen prompts you to enter your email address, alternatively you can enter by using your cell phone number.

When you enter your cell phone number, if the application supports this type of access, and you gave this information to the URJC when requesting or managing your access as a guest, the system will send you an SMS with a token ("código") that you must enter on the next screen.

After entering this code correctly, the SSO system will direct you to the application from which you initiated the access and, if you have the appropriate permissions to access it, you will be able to use it as any other validated user.

Access using personal email

In this case, there are three situations:

- You have never registered your personal email at any Microsoft service.
- You belong to an institution that manages the accounts by Microsoft.
- You have previously registered your personal email account with Microsoft for a service that is external to the URJC.

Your account has never been registered with Microsoft

When using this type of access you must enter your full personal e-mail address.

When you enter your email address, an intermediate screen will appear informing you that a token ("código") has been sent to your email address.

After entering this code correctly, the SSO system will direct you to the application from which you initiated the access and, if you have the appropriate permissions to access it, you will be able to use it as any other validated user.

Your account belongs to an institution that manages the accounts by Microsoft

In this case, when you go to validate the SSO you see that you belong to an institution that manages your accounts in Microsoft and the system will show you a screen like the below:
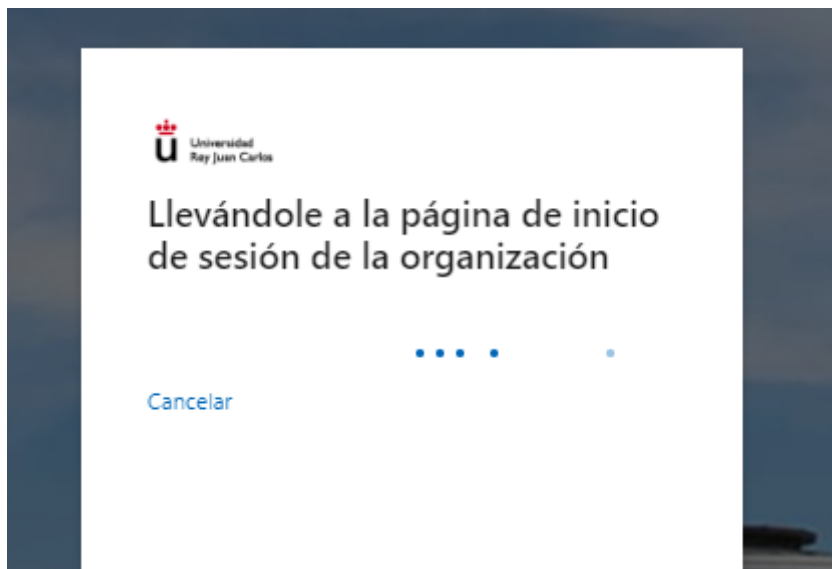
In which it informs you that you must validate yourself within your institution in order to use the URJC service.

Once you get to your usual validation page, you must enter the credentials of your institution and, if they are correct, Microsoft will validate you and redirect you back to the URJC page you are trying to access, but now as you will be validated, you will access it without problems.

It is possible that Microsoft may ask you for authorization for your user to access the URJC services, as it is a different entity from yours. In this case, you must accept the requested permissions in order to continue. A screen similar to the one below will appear:

Universidad Rey Juan Carlos

Microsoft

rsa███████@gmail.com

Información de seguridad actualizada

Resumen de lo que se ha completado:

- **Tu contraseña ha cambiado**

- **La dirección de correo electrónico ra*****@urjc.es se ha agregado a su cuenta**

- **Se ha creado un nuevo código de recuperación para tu cuenta**

Iniciar sesión

Your account has been previously registered with Microsoft

In case you have previously registered your account with a Microsoft service, upon registration you defined a password to access the service to which you linked your account.

When you try to access our service, the system detects that the account is already registered with Microsoft and the system prompts your password.

IMPORTANT: please note that this is not your personal email password, but the password you entered when you registered your email to use the Microsoft service.

Microsoft

← rs⬛⬛⬛⬛⬛@gmail.com

Escribir contraseña

Contraseña

¿Ha olvidado su contraseña?

Otras formas de iniciar sesión

Iniciar sesión

If you don't know whether you have ever registered your account or not, don't worry, in the case that Microsoft asks you for a key number instead of sending you a token, this means that you have already register. If you don't remember the key you have several options.

Other ways to log in

In our opinion, the easiest way is to use the option of other ways to log in, since the system will send you a token to your personal email account to validate yourself in the SSO without having to remember the password that you associated previously with your email at Microsoft.

When you choose in which contact option you want to receive the token, Microsoft will ask you to confirm the contact details to be able to use the Send code option. Once done, the system will send you a single-use token with which you can validate yourself in the URJC SSO system.

By entering the indicated code you will be validated in our SSO system.

Microsoft

← rs████████@gmail.com

Escribir el código

Si ra████████@urjc.es coincide con la dirección de correo electrónico de tu cuenta, te enviaremos un código.

Escribir el código

Otras formas de iniciar sesión

Iniciar sesión

Forgot your password?

You can use the classic password recovery where Microsoft will offer you alternative methods of contact that you have associated with your account. For example, several emails:

Microsoft

Necesitamos comprobar tu identidad

¿Cómo quieres obtener tu código de seguridad?

○ Enviar a ra*****@urjc.es

○ Enviar a rs████████@gmail.com

No tengo ninguna de estas pruebas

Cancelar   Siguiente

In this case, a security token will be sent to one of the options you defined when you registered your account. But, in order to receive the token, you must indicate exactly your account.

■■ Microsoft

Necesitamos comprobar tu identidad

¿Cómo quieres obtener tu código de seguridad?

◉ Enviar a ra*****@urjc.es

Para verificar que esta es tu dirección de correo electrónico, completa la parte oculta y haz clic en "Enviar código" para recibir tu código.

_____ @urjc.es

Once done, you will receive a message with the token and you will have to enter it into the system.

■■ Microsoft

Verifique su identidad

Si ra████████@urjc.es coincide con la dirección de correo electrónico de tu cuenta, te enviaremos un código.

Escribir el código
_____

Usar otra opción de comprobación

| Cancelar | Siguiente |

In this way you can change the password associated with your personal account within Microsoft systems (not that of your personal email, but the one associated with it in Microsoft).

Microsoft

rs███████@gmail.com

Restablecer la contraseña

8 caracteres como mínimo, distingue mayúsculas de
minúsculas

Esta información es obligatoria.

Nueva contraseña

Vuelva a escribir la contraseña

Cancelar   Siguiente

Once you have made the change, a confirmation screen will appear and from there you
can click on Login to return to the initial validation screen where you will enter your
personal account + the password you have just set up to gain access to our SSO system.

Microsoft

rs███████@gmail.com

Información de seguridad
actualizada

Resumen de lo que se ha completado:

- **Tu contraseña ha cambiado**

- **La dirección de correo electrónico
  ra*****@urjc.es se ha agregado a su cuenta**

- **Se ha creado un nuevo código de recuperación
  para tu cuenta**

Iniciar sesión