

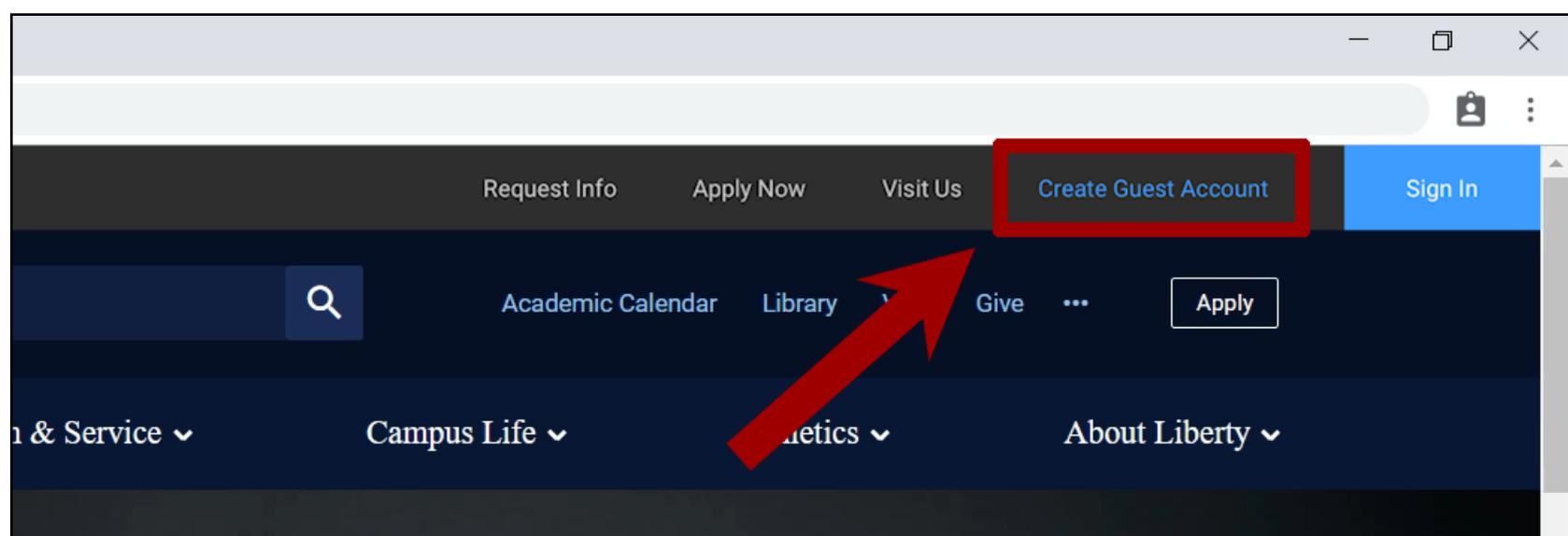
Federated Guest Accounts

Introduction

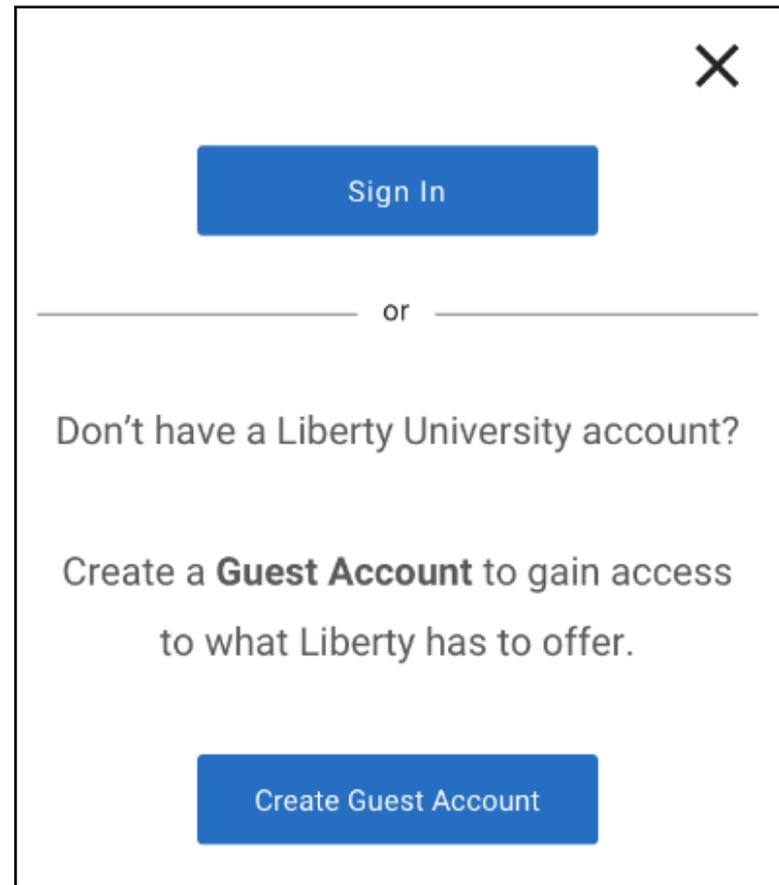
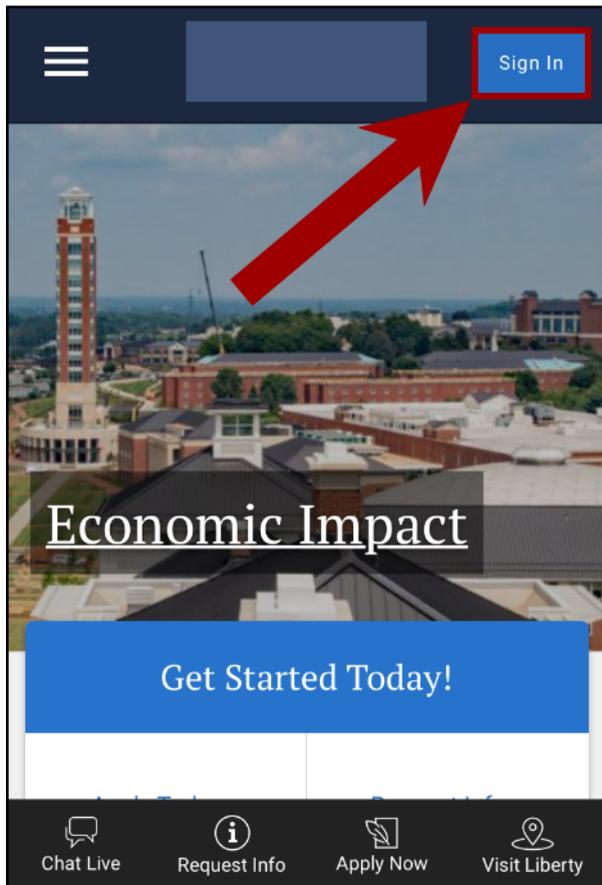
A Federated Guest Account (FGA) allows non-Liberty users to view Liberty-specific information such as news and communication. A guest account does not mean that a Liberty-specific account will be created for the user; it is used for users that would not normally be granted a Liberty account to access Liberty resources.

Creating a Federated Guest Account

1. Navigate to www.liberty.edu and click "Create Guest Account" in the upper-right corner.



If you are using a mobile device, a prompt will appear after clicking "Sign In". Select "Create Guest Account" at the bottom of the prompt to continue.



2. Enter your first and last name, email address and date of birth.

A screenshot of the "Create Guest Account" form on the Liberty University website. The form includes the Liberty University logo at the top, followed by the title "Create Guest Account". The fields are: "E-mail Address" (a single text input), "First Name" and "Last Name" (two side-by-side text inputs), and "Date of Birth" (three dropdown menus for month, day, and year, with "January", "01", and "1800" selected). A blue "Next >" button is positioned below the date of birth fields. At the bottom, there is a link: "Already have an Account? [Claim Liberty Account](#)".

3a. If you are using a Google account, you will be redirected to Google's authentication. Sign in with your Google account.

The screenshot shows a Google sign-in interface. At the top left is the Google logo and the text "Sign in with Google". The main heading is "Sign in" followed by "to continue to microsoftonline.com". Below this is a text input field labeled "Email or phone". A link for "Forgot email?" is positioned below the input field. A paragraph of text states: "To continue, Google will share your name, email address, language preference, and profile picture with microsoftonline.com." At the bottom left is a link for "Create account", and at the bottom right is a blue button labeled "Next".

Click "Accept" to link your Google account with your new Guest Account.

The screenshot displays a Google permissions review screen. At the top, it says "Google" and shows a blurred email address "@gmail.com". The title is "Review permissions". Below this is the Liberty University logo and name. The text reads: "The organization Liberty University would like to:" followed by two checked items: "Sign you in" and "Read your name, email address, and photo". A warning message follows: "You should only accept if you trust Liberty University. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **Liberty University has not provided a link to their privacy statement for you to review.** Liberty University may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/libertyuniv.onmicrosoft.com>". At the bottom are two buttons: a grey "Cancel" button and a blue "Accept" button.

3b. If you are using a non-Google account, you will be asked to create a Microsoft account. Any email can be used to create a Microsoft account. Enter your email and create a new password, then click "Next".

Set up your account with Microsoft

You'll use it to access resources in the Liberty University organization, and applications from Microsoft.

8-character minimum; case sensitive.

Display name:

[Next](#)

You will then be prompted to verify your email. Enter the code that is sent to the email address that was specified, then click "Verify".

Set up your account with Microsoft

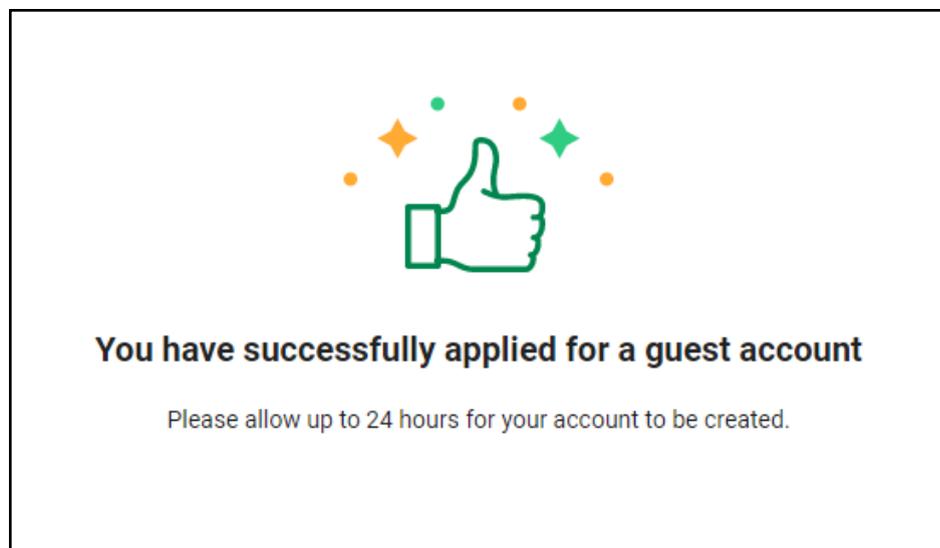
Check your email for your verification code. Didn't get the email? Check your Junk folder or [try again](#).

Note: when you use a work or school email address to set up an account with Microsoft, your IT department may later control your data and restrict what you can do with your account.

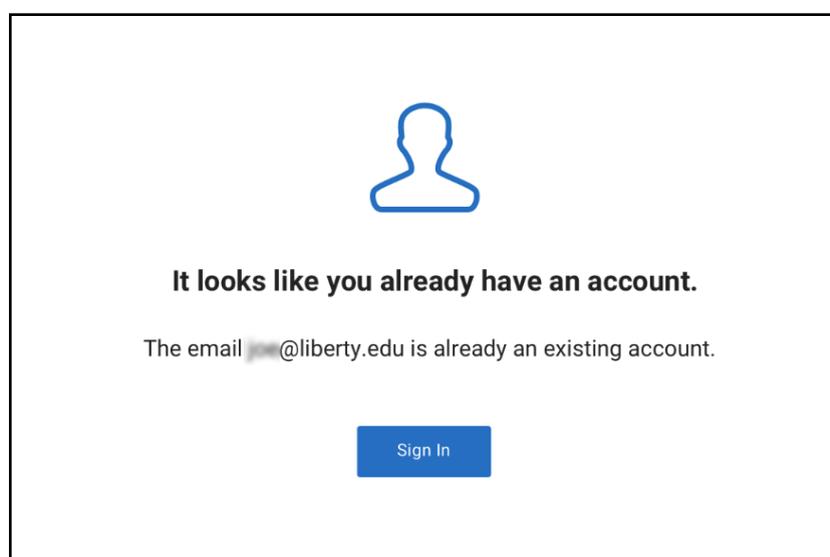
By clicking **Finish** you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

[Finish](#) [Back](#)

4. If you see the success screen, congratulations! You've successfully claimed your Liberty Guest Account. Please note that you will not be able to log into your new Guest Account until you receive a confirmation email that the account has been created, usually within 24 hours.



If you see a screen advising that an account already exists, please sign into the listed Liberty Network Account. You will not be able to create a guest account if you already have a Liberty Network Account.



Should you encounter any technical issues, please contact the IT HelpDesk at 877-447-2869 or visit www.liberty.edu/helpdesk for assistance.