

## Adding a non-CSU participant to your Interact2 site

Note that this system is to be used to create accounts for

- Conference attendees
- PhD and RHD students who need staff access and an optional CSU staff email address and are NOT being paid through HR
- Visiting research students
- External vendors/contractors

Information on ways to obtain access for other categories is available from the [DIT Temporary Access Administration System page](#).

### Obtaining a CSU login

To gain access to an Interact2 site a participant first needs to have a CSU username and password. If you need to add a non-CSU person from the categories listed above you will have to request a **Temporary Login** for the person in question. To do this:

1. Log on to staff.csu using your username and password and go to the **Temporary Access Administration System** page from **Quick Links > IT Services > Temporary Access Request**, or by following this link:

[https://online.csu.edu.au/Inter/Action?type=B&cmd=temp\\_access\\_menu](https://online.csu.edu.au/Inter/Action?type=B&cmd=temp_access_menu)

2. Follow the link under the heading [Create Temporary Access Account](#), which takes you to the following screen:

**Temporary Access Account Creation**

Do you need a conference account?  Yes  No

**Temporary staff/student's Details**

Has the person worked/studied with CSU before?  Yes  No

Staff/Student No.\*

Current Email Address \*  2

Phone Number \*

Classification \*

Division \*

Location

Enter the required information on this and subsequent screens and follow the prompts.

The Temporary Staff role will give access to Interact2.

To add the temporary user to the Interact2 site and manage their role within the site, see the document [Managing Users in Interact2 Organisations](#).