

HOW TO APPLY FOR GUEST WIFI ACCESS

Notice: Only available in Shanghai office, and only Sodexo employees can submit this application.

How to submit the applications

1. Intranet <https://www.sodexo-cn.com>
2. Click "IT Service", "SERVICE REQUEST", "Guest WIFI" icon, then you can see a apply form. Please read the "remark" before you filling in form for avoid unnecessary trouble.
3. IT department will process the request within 4 hours. Applicant and visitor will receive an email containing account and password.

The screenshot shows the Sodexo intranet homepage. At the top, there is a navigation bar with links for 'ABOUT US', 'NEWS', 'HR CENTER', and 'TOOLS & RESOURCES'. Below this, there is an 'Announcement' section with three items: 'Sodexo Shanghai New Office Notification', 'New Meeting Room System launched at all Sodexo offices', and '2017 New Year and Spring Festival Holidays Notice'. The main content area is divided into 'Top News Stories' and 'Quick Links'. The 'Quick Links' section includes 'People Finder 人员查询', 'IT Service 信息技术服务', 'Office 365 网页邮箱', 'Web Email 网页邮箱', 'Incontournables 营运必做', 'SALUS系统', 'Buy Smart', 'Work Smart', and 'Price Negotiation 议价工具包'. A red arrow points from the 'IT Service' link in the 'Quick Links' section to the 'FORM' icon in the service menu below.

The image shows a grid of service icons. The icons are arranged in a 3x3 grid. The top row contains 'SELF-SERVICE (OFFICE ONLY)', 'SERVICE REQUEST', and 'ASSET & PURCHASE'. The middle row contains 'FORM', the Sodexo logo, and 'KNOWLEDGE BASE'. The bottom row contains 'SERVICE CATALOG', 'SERVICE REPORT', and 'COMPLAINTS OR SUGGESTIONS'. A red arrow points from the 'FORM' icon in the middle row to the 'IT Service' link in the 'Quick Links' section of the screenshot above.

GUEST WIFI APPLY - 访客无线网络申请

流程图 抄送

Applicant Information 申请人信息	
Requester 申请人	<input type="text"/>
Department 部门	<input type="text"/>
Visitor Information 访客信息	
Name 姓名	<input type="text"/>
Email 邮件地址	<input type="text"/>
Company 公司	<input type="text"/>
Reason 申请原因	<input type="text"/>
Start Date and End Date 开始时间和结束时间	<input type="text"/> - <input type="text"/>
Remark 说明	
<p>1. Both applicant and visitor will receive message on username and password for guest WIFI connection within 4 working hours after submitted.</p> <p>2. The Guest WIFI SSID name will be WIGUEST, and only available in Shanghai office.</p> <p>3. The Guest WIFI accessible both internet and Sodexo published service accessible</p> <p>4. We only accept request 30 days in advance.</p> <p>1. 申请成功后，4个工作日内开通，申请人和访客都会收到一封包含连接访客WIFI的用户名和密码的提示邮件。</p> <p>2. 访客网络的 SSID 名称为 WIGUEST，目前仅适用于上海办公室。</p> <p>3. 访客网络既可以访问互联网，以及公司通过互联网发布的服务。</p> <p>4. 我们仅接受30天内的访客申请。</p>	
<input type="button" value="Submit 提交"/> <input type="button" value="Closed 关闭"/>	

How to connect to “WIGUEST” network

1. Finding the wireless name is “WIGUEST” on your computer and connect it.
2. Open any web page with browser and You will see a login page.
3. Filling in the account and password in the email you received before.

