# Request a Brown Account for an Affiliate

Stephanie Obodda - 2024-05-06 - Comments (0) - Guest Accounts

Many departments request ID cards and electronic services for individuals who are not regular students, faculty or staff (a.k.a. affiliates). Here's an overview of the process.

Types of Requests

- Formal University appointments for visiting faculty can be requested through the appropriate faculty administration office, such as the [Dean of the Faculty](#) or [BioMed Faculty Affairs](#). These appointments will automatically receive services granted to regular faculty.

- Services for Inactive Undergraduate Students should be requested by contacting [Dean_of_College@brown.edu](mailto:Dean_of_College@brown.edu). For Inactive Graduate Students, send email to [Barbara_Bennett@brown.edu](mailto:Barbara_Bennett@brown.edu) in the Graduate School. For Inactive Medical Students, send email to [christina_curley@brown.edu](mailto:christina_curley@brown.edu).

- All other affiliate types will be known as "Sponsored IDs" and services can be requested by department managers or their delegates using the Brown Card Office's online request form which is part of myaccount.brown.edu. Sponsored IDs must be renewed annually prior to expiration.

Who Can Request Sponsored IDs?

To request or change a sponsored ID, you must be on the approved list of requestors, which consists of department managers and their delegates.  If you are not authorized to request a Sponsored ID, you will not have access to the form. If a department would like to add a new staff member to the approved list of requestors, they can do so by filling out an [access request](#) ticket and choosing Departmental Identity Admin (DIA) from the list of applications.

For academic departments, Academic Department Managers and Academic Program Coordinators are most commonly the DIAs, or otherwise good points of contact to locate the DIA.

The article [Request a Sponsored ID](#) demonstrates how DIAs fill out the form.

Services Available for Sponsored IDs

When filling out the Sponsored ID request form, you can request individual services. Please request only what is needed by your affiliate based on their relationship with Brown, and also note that services requiring approval involve additional processing time.

- Network access (Brown username, network access, VPN, etc.)
- Brown ID card
- Brown
- Library Building Access
- On Campus Presence (This indicates that the person will be physically on campus to receive security alerts)

The following services require additional approvals and an explanation of why they are necessary to complete Brown work.

- Brown Google accounts (This is an @brown.edu email address)
- Software access (Access to some, but not all software. Software should be installed on Brown-owned equipment whenever available. Note that Sponsored IDs cannot be granted automatic access to cloud titles such as Microsoft Office, Adobe Creative Cloud and Zoom. Requests for any of these software licenses must be approved by OIT after the account is created.)
- Library Eresources (Access to online journals and databases)

Related Content

- [Request a Sponsored ID](#)

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