Request a Brown Account (Sponsored ID) for an Affiliate

Stephanie Obodda - 2025-11-12 - 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.
- Students on extended leaves or other situations requiring Brown electronic services without active enrollment should contact their school as follows:
    - Undergraduate students should contact Dean_of_College@brown.edu
    - Masters students in the School of Professional Studies should contact joel_revill@brown.edu
    - PhD and MFA students in the Graduate School should contact Barbara_Bennett@brown.edu
    - Medical students should contact 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. These requestors are known as Departmental Identity Admins (DIAs) and are most commonly Academic Department Managers and Academic Program Coordinators.

If you are not an authorized DIA, you need to work with your department's existing DIA to request a Sponsored ID, you will not have access to the form. Check with your department's admin team to find out more.

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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