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Request a Sponsored ID

Stephanie Obodda - 2025-06-12 - Comments (0) - Guest Accounts

More information about the Sponsored ID process is available on the <u>Brown Card Office</u> <u>website</u>.

How to Get a Sponsored ID

Sponsored IDs are created by Departmental Identity Administrators (DIA). Each department controls its processes for requesting and creating Sponsored IDs. Sponsored IDs are assigned to individual people for up to 1 year periods, with renewals allowed.

If you are looking to request a Sponsored ID for someone who needs a Brown account (either for the first time or to renew their access), contact the DIA for your department.

Most Academic Department Managers are DIAs, or can help connect you to the relevant process. If you have questions about identifying your DIA, please call the OIT Service Center at 401-863-4357 or email <u>help@brown.edu</u>.

The following information in this article is only relevant to DIAs at Brown.

How to Become a Departmental Identity Administrator

If you are already a Departmental Identity Administrator (DIA) for your department, you can skip this section. Not sure? Try the steps in the next section. If you don't see the Sponsored IDs link in MyAccount, you will need to complete these steps.

- 1. Visit the link to fill out an <u>IT Service Center ticket</u>.
- 2. In the ticket subject, indicate that you are requesting DIA access
- 3. For Category, choose Account/Access Request
- 4. For the subcategory, choose Application List (All Other Requests)
- 5. Fill out the information for yourself and for the person for whom you are requesting access (if that is not you)
- 6. From the list of applications, choose Department Identity Admin (DIA)
- 7. In the description, include the department head's name and email address and any other relevant information.

Accessing the Sponsored ID Request Portal

- 1. First, visit myaccount.brown.edu.
- 2. Click the Manage Account link in the top menu.
- 3. If you are not already logged into single sign-on, you will be asked to log in using your Brown username and password.

- 4. If you are a Departmental Identity Administrator, or DIA, you will now see a Sponsored IDs link in the top menu. If you don't see this link, follow the instructions in the section above.
- 5. After clicking the Sponsored IDs link, you'll be taken to a page displaying your active requests.

Request a New Sponsored ID

See a video on how to create a new Sponsored ID at this link (this video is only visible to existing members of the Brown community logged in with an @brown.edu address):

SPONSORED ID VIDEO LINK

- 1. To request a new Sponsored ID, click the New Request button on the top right.
- 2. The form has four parts, which are tabbed across the top. In the first tab, fill out the information about the person for whom you are requesting an ID.
- 3. On the second tab, indicate the start and end date, and choose services needed for the individual.
- 4. On the third tab, fill out the information about the person sponsoring the ID. This could be you, or another member of your department who will be working with the individual. Start typing the sponsor's name and choose the correct person from the search results that appear. His or her information will automatically be filled into the name and email fields. Phone fields need to be filled in manually.
- The Sponsoring Department is a drop-down menu which includes all departments for whom you are the Department Identity Administrator. If you do not see a department listed here that should be, please contact the <u>CAP office</u>.
- 6. On the last tab, review, sign, and submit your request.
- 7. After submitting your request, it will appear in the My Requests list, where you can check the status as noted below. After the identity is created, you will receive an email. When no more approvals are needed and the identity is created, it will disappear from this list and instead appear under All Sponsored IDs. If you see In Progress after a day or so, please review your request as it may not be fully completed.

Please note: in this system, an identity might be created before all services are added. This can be a convenient way to, for example, get a swipe card without having to wait for software access to be approved. However, if you requested a Google account, we recommend waiting for the account to be fully created before telling the Sponsored ID to activate her account. Otherwise, she will have to separately activate the Google account later, and this might be confusing.

Viewing In-Progress Requests

1. The My Requests menu item lists all in-progress requests. You can check the

progress of your identity here – for example, if any of the services you've requested needs approval, you will see approver names in the Updated By column. When no more approvals are needed and the identity is created, it will disappear from this list and instead appear under All Sponsored IDs.

2. While your request is still active, you can view, edit, or delete the request.

View and Renew Sponsored IDs

- 1. Access the Sponsored ID section of MyAccount as described above.
- 2. To see all Sponsored IDs in your department (including ones other DIAs in your department may have requested), click the All Sponsored IDs link.
- 3. In the Actions column, you can view the information associated with the request, and also Extend or Terminate the request by modifying the end date. To terminate, you can simply enter a past end date.

Modify Services

Requests that are not expired, have an additional action "**Modify Services**". This gives DIAs the ability to modify existing services without creating a new request.

1. Click on Select under the Actions column and choose Modify Services

My Profile Sponsored IDs									
My Requests	All Sp	onsored I	Ds						
All Sponsored IDs	First Name	tike	Jim			O AND	¢		
Purged Requests	Export to I	ixcel						Se	arch Reset
	Dept	Req Date	First	Last	Start Date	End Date	DIA	Status	Actions
	79470000	06/06/2018	Jim	Carrey	06/06/2018	10/31/2018	Milindkumar H Tandel	Processed	Select -
				I	< < 1 to 1 (1) > >	50	\$		View Extend/Termin
									Modify Services Purge

2. Similar to a new request, you'll get directed to the Services page where you can add/remove services. Choose services, making sure to provide an explanation of exactly what software/services you are requesting and why they are needed to complete work for the University. This explanation goes in the "explanation of service request" text box at the bottom. Then click Modify:

Sponsored ID Request Form

Identity Info Services & Dates		Sponsor Info	Sign and Submit
Services and Expiration			
* Start Date		* End Date(maximum one yea	ır from today)
mm/dd/yyyy		mm/dd/yyyy	
Racio Sonvicos			
Plage select services peeded Th	ese services do not require approv	7]	
D ID Card (Physical car	d issued by the Brown Card Office.	Needed to provide access to Unive	ersity buildings. Note that building
access must be reque	sted separately) closs VPN Electropic Services Pri	nting Shared Drives etc.)	
Library Building Acce	eless, vriv, Electronic Services, ril	dings only)	
 On Campus Presence 	(Indicates that a Sponsored ID wil	l be working on campus, making th	nem eligible for Rave security
alerts)			
Services requiring approval			
Diagon colort complete moded. Th	and requests will be submitted for a		
Brown Google & Slac	k Accounts (Creates an @brown.ed	u Google account for the Sponsore	d ID to use Brown email. Google
calendar and Google	drive, along with a Slack account)		
Software Access (acce	ess to some, but not all software. So	ftware should be installed on Brow	vn-owned equipment whenever
available. Note that S	ponsored IDs cannot be granted au	tomatic access to cloud titles such	as Microsoft Office, Adobe
Creative Cloud and Z	oom. Requests for any of these soft	ware licenses must be approved by	OIT after the account is created.
Library Eresources (A	Access to online journals and datab	ases)	
	,,		
Explanation of Service Requ	est		
Please explain the work this indi	vidual will be performing in relation	on to Brown University, including	specific needs for any of the
services selected doove.			
			10
Save			Save & Continue

3. The status of the request will be changed to **Service Change Requeste**d

My Requests	Spons	ored ID	Rea	uests					
All Sponsored IDs	Last Name	\$ lil	ke l			o 🛽	AND \$		New Request
Purged Requests	Export to I	Excel							Search Reset
Department Identity Admins	Dept	Req Date	First	Last	Start Date	End Date	DIA	Status	Actions
Service Approvers	79470000	03/28/2018	Chris	Cairns	03/29/2018	06/30/2018	Milindkumar	Service Change	Select 🕶
Prese Germine							Tandei	Requested	
Brown Services									

4. The Card Office will then process the request and approvers will have to

approve/deny the request similar to a new request. New services will be available once the request is approved and processed.

Service Approvers Brown Services Request Statuses	<u>Services</u> Affiliate Type: Start Date: Services Requested:	SPONSRD ID 03/29/2018 ID Card, Libra Software Dow Account, Rave	ary Building Access, mloads, Google Apps Alerts	End Date: Explanation:	06/30/2018 ddfgasdf
	<u>Sponsor info</u> Sponsor Name: Sponsor Phone: Sponsoring Dept:	Marjorie Smit (401) 863-741 79470000, Co Services	th Rubin 5 mputing and Information	Sponsor Email: Brown Box: Dept Phone:	marjorie_rubin@gaqa.brown.edu 1885 4019999999
	Approvals				
	Service		Status	Approver	Timestamp
	Service Google Apps Accourt	nt	Status Approved	Approver Steven R McKay	Timestamp 2018-03-27 17:42:51
	Service Google Apps Accoun Software Download	nt s	Status Approved Awaiting Approval	Approver Steven R McKay	Timestamp 2018-03-27 17:42:51
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	Service Google Apps Accoun Software Download	nt	Status Approved Awaiting Approval	Approver Steven R McKay	Timestamp 2018-03-27 17:42:51

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