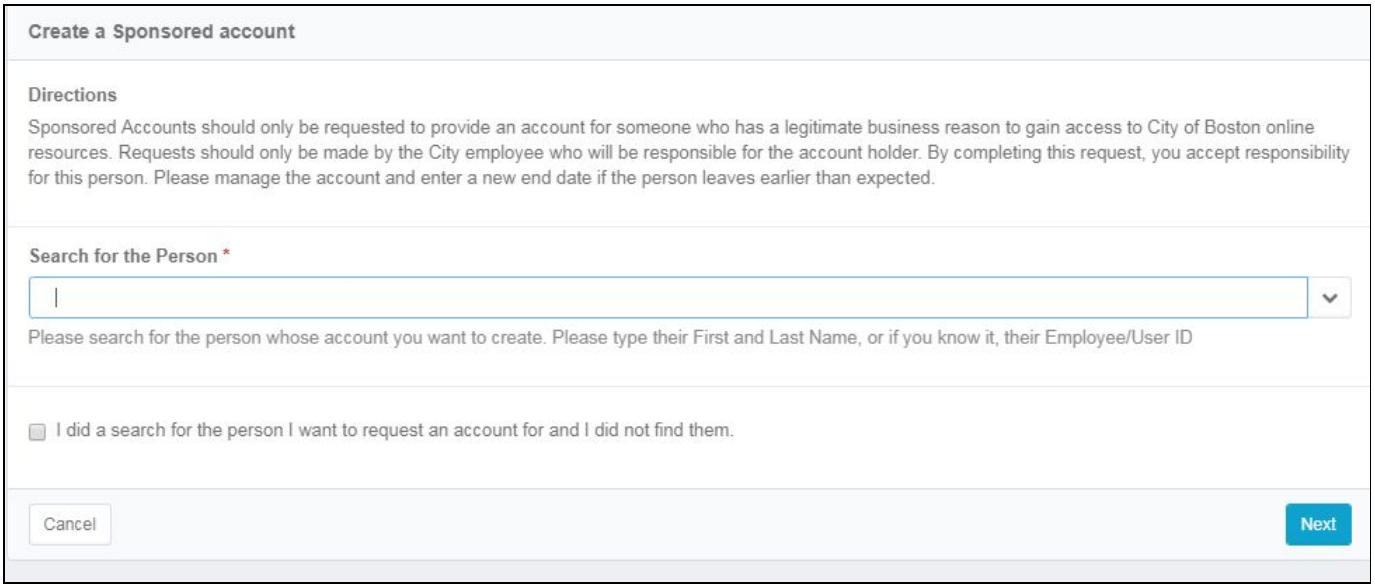
# Create Sponsored Account Quick Guide

Sponsored Accounts are used to provide access to City of Boston electronic resources for individuals who are not on the City's payroll (like a Consultant, Volunteer or Intern) who don't get an account generated automatically. Sometimes additional access for another departments resources can be added to an existing account (Collaborator). Regular employees of the City can sponsor access for someone but should do so only when there is a legitimate business reason for the account.

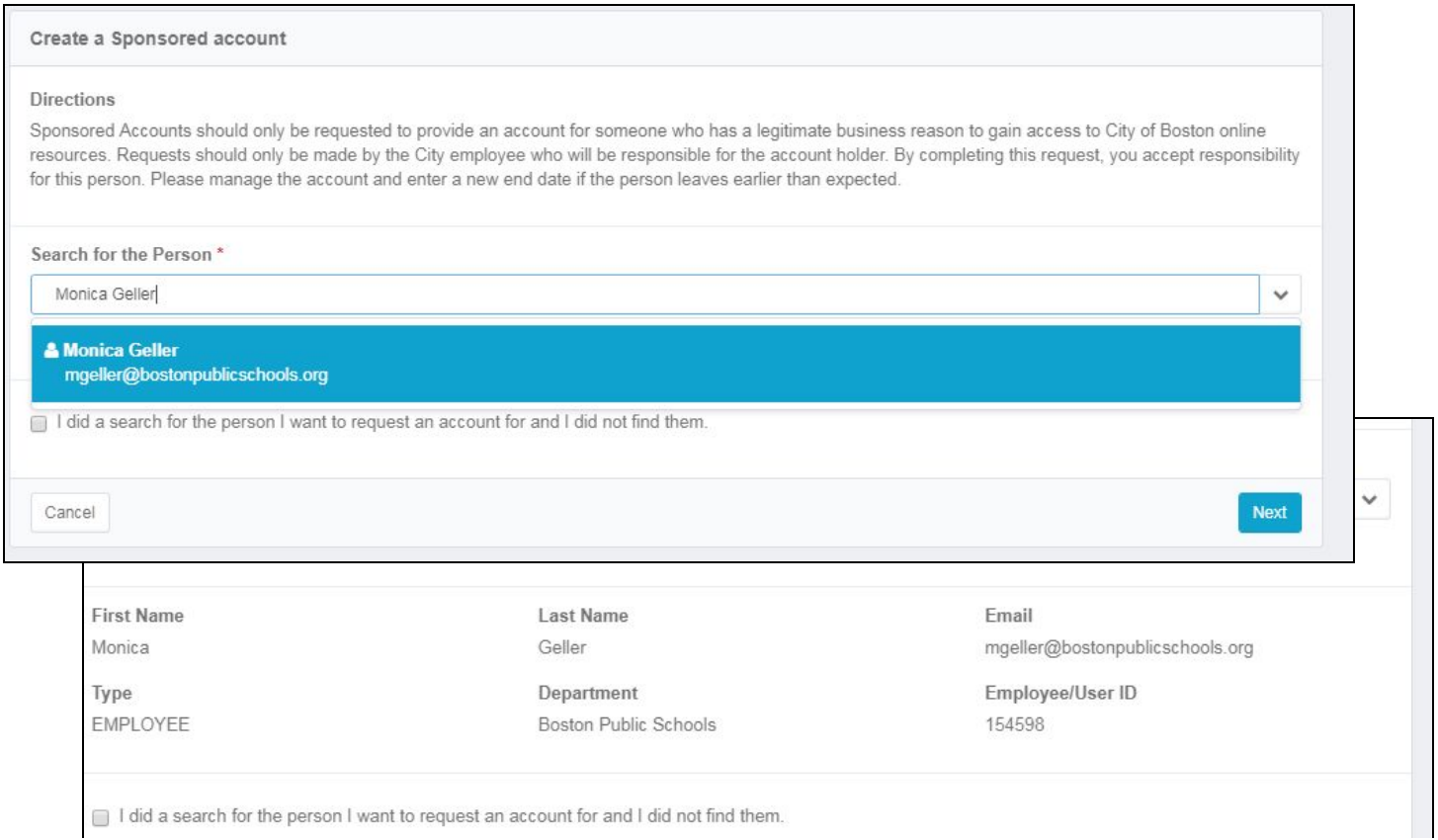
**1.** Click on the **'Create Sponsored Account ' link** in the Forms/Links section

**Note:** for Boston Public Schools employees, this link only appears if you have access to the BAIS HCM or FN applications.

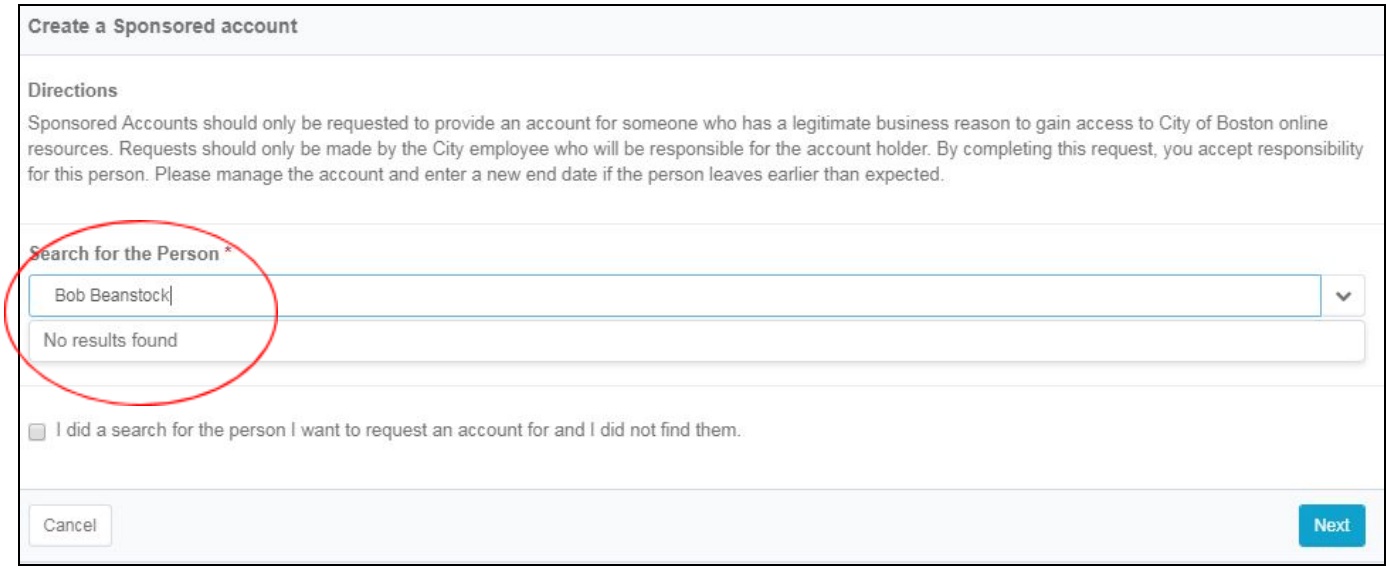
**2.** A **new tab** will open in your web browser to take you to the Access Boston identity system and gives the option to **Search for the Person.** Type the name of the person (or if you know they had an account previously their ID).




**3.** If the person already exists in the system, they will show up. Once you choose their name you will see more about the account they have on file. **Click the Next button.**



**4.** If you search for the person and they are not in the system you will see “no results found” . Please check the box to confirm that you did a search and then **click the Create New Account button**.



Note: we did not convert any inactive legacy accounts (those starting with CON/INT/X) so if you get a message for an old disabled account - please use the checkbox to create a new account for them.

Search for the Person *

Dilip Gowda

This is an old sponsored account that has been disabled. Please create new sponsored account by checking the box below.

Please search for the person whose account you want to create. Please type their First and Last Name, or if you know it, their Employee/User ID

| First Name | Last Name | Email |
|---|---|---|
| Dilip | Gowda | |
| **Date Of Birth** | **Type** | **Employee/User ID** |
| 5/26/1984 | CONTRACTOR | CON01677 |

☐ I did a search for the person I want to request an account for and I did not find them.

**5. Enter the details for this person's account**. We use Date of Birth for identity verification on non-employee records so it is a required field. Your location, department and manager are automatically filled in.

**Sponsored Account Details**

This form is used to request a new role within the AccessBoston system for a person who is either not on the payroll or an employee who needs additional access not provided by their primary role. The form must be submitted by the Sponsor. The full name and date of birth must match government issued ID. Fields marked with a * are required.

**Individual Being Authorized**

First Name *

Please make sure that you enter the legal first name of the person. Please do not use a nickname or abbreviation.

Last Name *

Please make sure that you enter the legal last name of the person. Please do not use a nickname or abbreviation.

Date Of Birth *

mm/dd/yyyy

Date of birth must match a government issued ID

Personal Email

Company

Manager

Gregory McCarthy

Department

Dpt of Innovation & Technology

Location

DoIT

**6.** Choose their Role, decide if they need a Boston email address and put in the dates for their account. The Start Date needs to be within one week of today and all sponsored accounts are time-limited. The End Date can only be up to one year from the Start Date. **Click the Next button.**

Please Select a Role *

- Consultant
- Collaborator
- Intern
- Other Gov. Employee

**7.** Please review the details of the account you are creating. You can use the Back button if you need to go back and correct anything. But if it looks good, **click the Submit button.**

## Review Details

Please review the account details before submitting the request.

### Individual Being Authorized

**First Name**
Bob

**Last Name**
Beanstock

**Date Of Birth**
07/18/1987
Date of birth must match a government issued ID

**Personal Email**
b.beanstock@consultants.com

**Company**
Giant Killer Consulting

**Manager**
Gregory McCarthy

**Department**
Dpt of Innovation & Technology

**Location**
DoIT

**Role Selected**
Consultant

**Does this role require a Boston email address?**
Yes

**Start Date** *
03/25/2019

**End Date**
06/28/2019

Cancel Back Submit

**Confirmation**

Your request for a sponsored account has been received and will be routed to your manager for approval.

Return to Homepage

**8.** The request is sent to your manager to be approved, once they approve it the account is created and you will receive a notice via email.

Account details

From: <IAM_donotreply@boston.gov>
Date: Thu, Mar 21, 2019 at 11:55 AM
Subject: NOTIFICATION: AccessBoston Account Has Been Created (1 of 2)
To: <

Hello Penelope,

This email is a confirmation that an AccessBoston account has been created with the following information:

**Name of Account Holder:** Penelope Peacock

**Login Name:** 40002456

The password for this account will be sent via a separate email.

Sincerely,

AccessBoston

Please Note: this is an auto-generated email, please do not reply to this email. Questions should be directed to the DoIT Service Desk via 617-635-7378 or BPS Technology Help Desk at 617-635-9200.

Password (sent separately)

---------- Forwarded message ---------
From: <IAM_donotreply@boston.gov>
Date: Thu, Mar 21, 2019 at 11:55 AM
Subject: NOTIFICATION: AccessBoston Account Has Been Created (2 of 2)
To. @boston.gov>

Welcome to City of Boston!

This email includes the password for the AccessBoston account has been created for: Penelope Peacock

Password:Fenway262#

You need this password to log into your AccessBoston account for the first time. The password is temporary. The system will walk you through creating a permanent password for the account after login. Please go to AccessBoston portal here to register for your account within the next 72 hours.

We sent the other required account information in a separate email.

Thanks,

AccessBoston

Note: this is an auto-generated email, please do not reply to this email. Questions should be directed to the DoIT Service Desk via 617-635-7378 or BPS Technology Help Desk Support at 617-635-9200.

**Important Note:** Please make sure the sponsored account holder logs into the Access Boston Portal to register for their account as soon as possible. The password is temporary (and expires after 72 hours).

Also, if you put in a future Start Date, the account will only be generated 48 hours prior to that date.

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