

# Manage Sponsored Account Quick Guide

This section will only be applicable to people who are the Sponsor of someone's account. 2 weeks before an account is due to terminate, the Sponsor receives a notice to let them know. You can extend the account for up to one year. If someone leaves before their account end date, you should use Manage Sponsored Account to put in their actual end date (and disable their access). Additional notices are sent 7 days and 1 day before the end date (as reminders).

1. Click on the '**Manage Sponsored Account**' link in the Manager Tools section



2. A **new tab** will open in your web browser to take you to the Access Boston identity system and gives the option to **Select an Existing Identity**. The list will include everyone's account that you are sponsoring. Choose the person and **click the Manage Account button**.

**Manage Sponsored Account**

**Instructions**

This wizard is used to manage sponsored accounts that you have been assigned as the sponsor. You can for these accounts using their Firstname, Lastname or Username. Fields marked with a \* are required. If you have questions call the DoIT Service Desk at 617-635-7378 or DoITServiceDesk@boston.gov.

**Select An Existing Identity \***

Select or Search for the account you have sponsored from the list

3. Information on the user will be displayed and you can enter the new End Date in the **Change End Date** section, then click the **Next** button.

**Update Sponsored Account**

**Instructions**


This wizard is used to manage sponsored accounts that you have been assigned as the sponsor. You can for these accounts using their Firstname, Lastname or Username. Fields marked with a \* are required. If you have questions call the DoIT Service Desk at 617-635-7378 or DoITServiceDesk@boston.gov.

**Individual Being Updated**

<b>First Name</b> <input type="text" value="Princess"/>	<b>Last Name</b> <input type="text" value="Aurora"/>	<b>Date Of Birth</b> <input type="text" value="01/01/1989"/>	<b>Role</b> <input type="text" value="Consultant"/>
<b>Manager</b> <input type="text" value="Gregory McCarthy"/>	<b>Department</b> <input type="text" value="Dpt of Innovation &amp; Technology"/>	<b>Location</b> <input type="text"/>	<b>Has CoB Email</b> <input type="text" value="false"/>
<b>Start Date</b> <input type="text" value="01/01/2019"/>	<b>Current End Date</b> <input type="text" value="12/31/2019"/>		

**Change End Date**

**End Date \***



Add the actual end date if account needs to be ended earlier. Please note for an extension the New End Date can only be one year beyond the current End Date.

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

### Review Details

Please review the account details before submitting the request.

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#### Individual Being Authorized

First Name	Last Name
<input type="text" value="Princess"/>	<input type="text" value="Aurora"/>
Date Of Birth	Personal Email
<input type="text" value="01/01/1989"/>	<input type="text"/>
Company	Manager
<input type="text"/>	<input type="text" value="Gregory McCarthy"/>
Department	Location
<input type="text" value="Dpt of Innovation &amp; Technology"/>	<input type="text"/>
Role	Has Email
<input type="text" value="Consultant"/>	<input type="text" value="false"/>
Start Date	Current End Date
<input type="text" value="01/01/2019"/>	<input type="text" value="12/31/2019"/>

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#### New End Date

5. The request is sent to your manager to be approved, once they approve it the account is updated and you will receive a notice.

### Confirmation

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

