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.
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.
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.**

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Review Details
Please review the account details before submitting the request.

Individual Being Authorized
First Name  Last Name
Princess    Aurora

Date Of Birth
01/01/1989

Company

Department
Opt of Innovation & Technology

Role
Consultant

Start Date
01/01/2019

New End Date
02/02/2020

Cancel  Back  Submit
```

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.

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