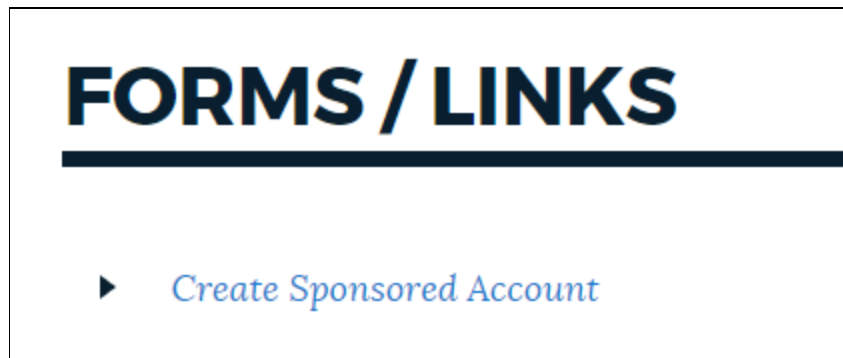


Create Sponsored Account Quick Guide

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) and who don't get an account generated automatically. Sometimes additional access for another department's resources can be added to an existing account (Collaborator) as well. 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:

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

Boston Police Department and Boston Fire Department employees, please initiate requests via your IT department (since they need to facilitate background checks in some cases).

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).

Create a Sponsored account

Directions
Sponsored Accounts should only be requested to provide an account for someone who has a legitimate business reason to gain access to City of Boston online resources. Requests should only be made by the City employee who will be responsible for the account holder. By completing this request, you accept responsibility for this person. Please manage the account and enter a new end date if the person leaves earlier than expected.

Search for the Person *

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

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

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.**

Create a Sponsored account

Directions
Sponsored Accounts should only be requested to provide an account for someone who has a legitimate business reason to gain access to City of Boston online resources. Requests should only be made by the City employee who will be responsible for the account holder. By completing this request, you accept responsibility for this person. Please manage the account and enter a new end date if the person leaves earlier than expected.

Search for the Person *

Monica Geller
mgeller@bostonpublicschools.org

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

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
Monica	Geller	mgeller@bostonpublicschools.org
Type	Department	Employee/User ID
EMPLOYEE	Boston Public Schools	154598

Updated

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.**

Create a Sponsored account

Directions
Sponsored Accounts should only be requested to provide an account for someone who has a legitimate business reason to gain access to City of Boston online resources. Requests should only be made by the City employee who will be responsible for the account holder. By completing this request, you accept responsibility for this person. Please manage the account and enter a new end date if the person leaves earlier than expected.

Search for the Person *

Bob Beanstock|

No results found

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

Cancel Next

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

Cancel **Create New Account** Next

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.

First Name * <input type="text"/> Please make sure that you enter the legal first name of the person. Please do not use a nickname or abbreviation.	Last Name * <input type="text"/> Please make sure that you enter the legal last name of the person. Please do not use a nickname or abbreviation.
Date Of Birth * <input type="text" value="mm/dd/yyyy"/>  Date of birth must match a government issued ID	Email Address * <input type="text"/> Enter company or personal email address
Company <input type="text"/>	Manager Diana Orthman
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


Does this role require a Boston email address? *

Yes
 No

Start Date *



End Date *



Can only be up to one year from the Start Date.

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	Personal Email b.beanstock@consultants.com
Company Giant Killer Consulting	Manager Gregory McCarthy
Department Dpt of Innovation & Technology	Location DoIT

Date of birth must match a government issued ID

Role Selected
Consultant

Does this role require a Boston email address?
Yes

Start Date *
03/25/2019

End Date
06/28/2019

Confirmation

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

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. Note - your manager has 14 days to approve the request. If they do not, it will time out and you will get a message to let you know.

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: <penelope.peacock@boston.gov>

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, and only to the account holder)

----- 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: <penelope.peacock@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.

