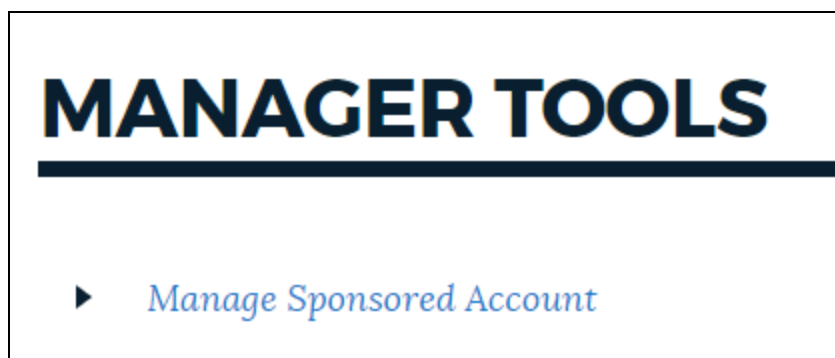


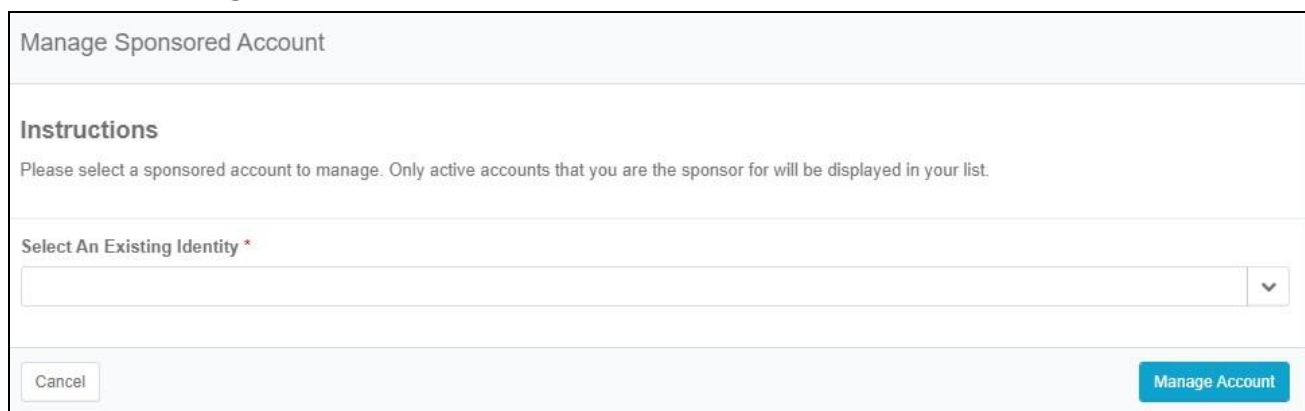
# Manage Sponsored Account Quick Guide

[This guide is applicable only to people who are the Sponsor of a sponsored account.] 2 weeks before a sponsored account role is due to terminate, the Sponsor receives a notice. Additional notices are sent 7 days and 1 day before the end date (as further reminders if no action has been taken). Follow the link in the notice or click the *Manage Sponsored Account* link on the Access Boston Portal to take action. If someone leaves before their original account end date, you should use Manage Sponsored Account to put in their actual end date (and disable their access).

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



2. A **new tab** will open in your web browser and gives the option to **Select an Existing Identity**. Type in the name (or ID) of the person you want to update and **click the Manage Account button**.

A screenshot of a web form titled "Manage Sponsored Account". The form has a light gray header with the title. Below the header is a section titled "Instructions" in bold, followed by the text "Please select a sponsored account to manage. Only active accounts that you are the sponsor for will be displayed in your list." Below the instructions is a dropdown menu labeled "Select An Existing Identity \*". The dropdown menu is currently empty, showing only a downward arrow icon. At the bottom of the form, there are two buttons: a "Cancel" button on the left and a "Manage Account" button on the right, which is highlighted in blue.

**3.** Information for the individual will be displayed and you can enter the new End Date in the **Change End Date** field, **then click the Next button.**

Update Sponsored Account

Please update the End Date for this account. If the person left early, please enter the date they left to terminate access. If you are extending the account, please note the new End Date can only be one year beyond the current one.

Individual Being Updated

First Name

Mounica

Last Name

Reddy

Date Of Birth

Role

Consultant

Manager

Gregory McCarthy

Department

Dpt of Innovation & Technology

Location

Has CoB Email

true

Start Date

01/01/2019

Current End Date

06/27/2023

Change End Date

End Date \*

mm/dd/yyyy

Cancel

Back

Next


**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.**

Sponsored Account Update Form

Review Details

Please review the account details before submitting the request.

Individual Being Authorized

First Name	Mounica	Last Name	Reddy
Date Of Birth		Personal Email	
Company		Manager	Gregory McCarthy
Department	Dpt of Innovation & Technology	Location	
Role	Consultant	Has Email	true
Start Date	01/01/2019	Current End Date	06/27/2023

New End Date

06/27/2024

Cancel

Back

Submit

5. Any extension request is sent to your manager to be approved. Once they approve it, the account is updated and you will receive a notice. Terminations will be processed in real time.

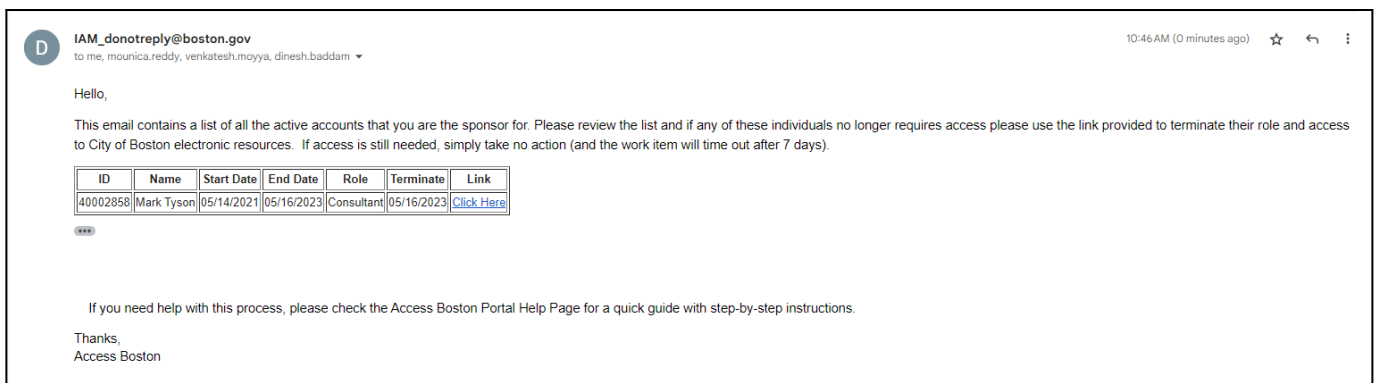
Confirmation

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

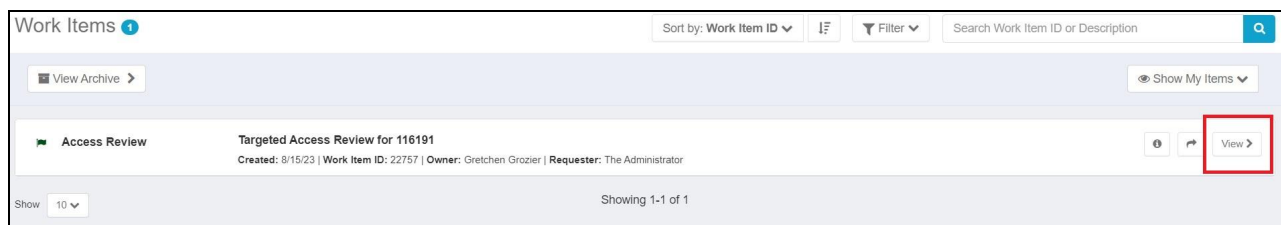
Return to Homepage

# Sponsored Account Quarterly Review

Once a quarter, you will receive an email with a list of the accounts that you sponsor. Our hope is to have more timely terminations (since SPA roles can be created for up to one year). Please review the accounts listed in the email you receive. If anyone on it no longer requires electronic access follow the link (Click Here) to the review screen.



If you click the link for anyone who doesn't need access - you will be taken to your Work Items listing any account that requires review. On the Work Items page click the button that says 'View' next to the account to be reviewed.



On the Targeted Access Review page you have buttons to 👍 Approve or Revoke Account. If access is no longer required, click on Revoke Account. The counter for the work item is in the upper right.

Targeted Access Review for 116191

Due In 7 Days

Open 1 Review 0

Bulk Decisions Columns Group By Filter

Type	Display Name	Description	Application	Account Name	Identity	Decision
Account	Account 40006336 on Sailpoint IIQ		Sailpoint IIQ	40006336	Adarshbir Kaur (SPA40006336_149000)	Approve Revoke Account

Show 10 Showing 1-1 of 1

A review page will be shown with your Decision, click the Sign-Off Decisions button.

Targeted Access Review for 116191

Due In 7 Days

Open 0 Review 1

Bulk Decisions Columns Group By Filter

Type	Display Name	Description	Application	Account Name	Identity	Decision
Account	Account 40006336 on Sailpoint IIQ		Sailpoint IIQ	40006336		Approved

Show 10 Showing 1-1 of 1

Sign-Off Decisions

Then the final screen is to sign off on all certification decisions.

**Almost Done!**

Access Review for 116191

You have taken action on all items in this access review. To complete the access review, sign off on all certification decisions made. By doing this, you certify that all decisions - either selected by yourself or a delegate - are correct to the best of your knowledge.

Sign-Off Decisions

Review Decisions and Sign-Off Later

If the access is still required, simply take no action. The review work items exist for 7 days - after which they time out. If the work item times out, you can always use the *Manage Sponsored Account* link to put a new end date on any sponsored account at any time (see first page of this guide).

We appreciate your help to remove access when it is no longer needed and keeping the City cybersecure!