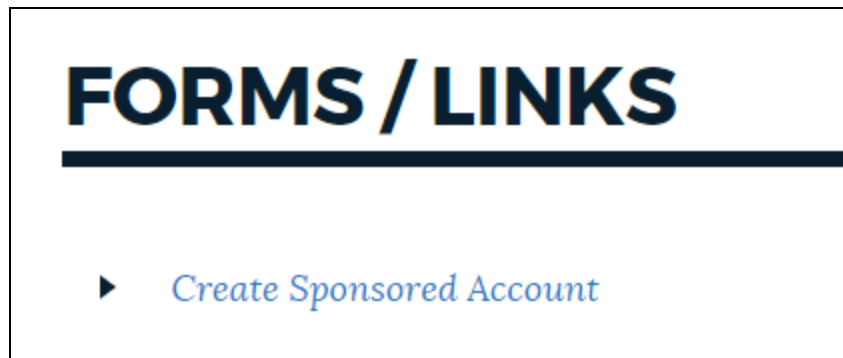


# Create Sponsored Account Quick Guide

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. Specific 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/criminal records 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 have 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 **and acknowledge that the person has completed all necessary background/criminal record checks**. Please manage the account and enter a new end date if the person leaves earlier than expected.

You will receive a quarterly report for all your sponsored accounts; please review the list and terminate access for anyone who no longer requires the account.

**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.**

**Search for the Person \***

👤 **Michelle Wu**  
michelle.wu@boston.gov

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

**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

First Name	Last Name	Email
Michelle	Wu	michelle.wu@boston.gov
Type	Department	Employee/User ID
EMPLOYEE	Mayor's Office	115254

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

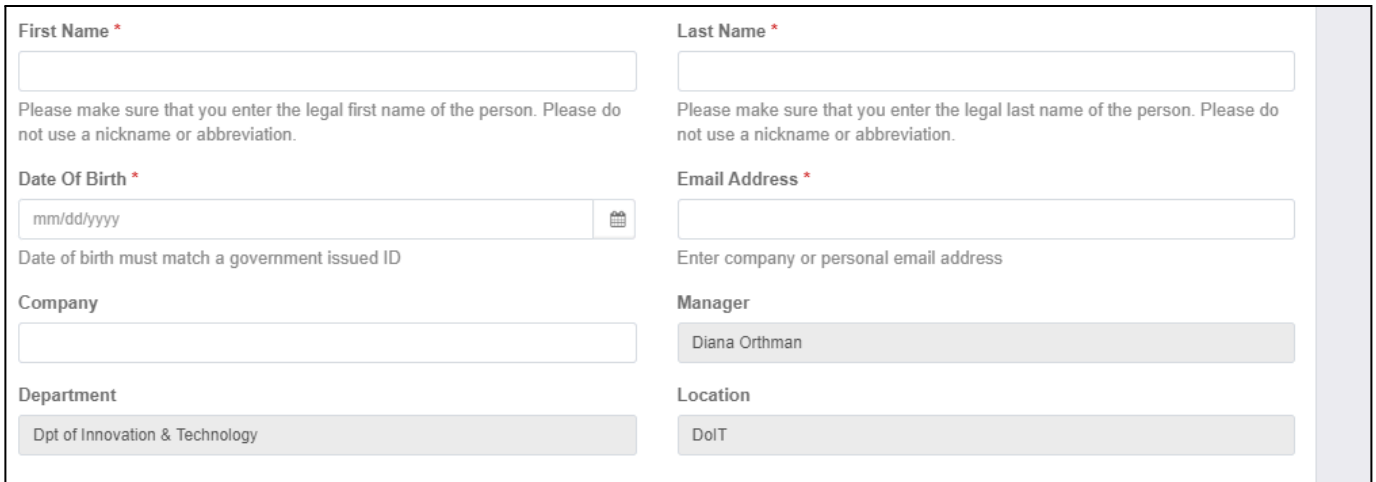
4. If you search for the person and they are not in the system you will see “no results found” . Please check the box to confirm that you did a search and then **click the Create New Account button**. Please do not create a duplicate account for anyone in the system ever - if you have questions please get in touch with IT support to determine how to move forward.



A dialog box with a checked checkbox and the text "I did a search for the person I want to request an account for and I did not find them." Below the checkbox are two buttons: "Cancel" on the left and "Create New Account" on the right. The "Create New Account" button is circled in red.

Please note that every sponsored account holder should have a legitimate business reason for getting the access and you are **acknowledging that any required background/criminal records checks required have been completed.**

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.



A form with two columns of fields. The left column contains: "First Name \*" (text input), "Date Of Birth \*" (calendar icon and "mm/dd/yyyy" text), "Company" (text input), and "Department" (dropdown menu with "Dpt of Innovation & Technology" selected). The right column contains: "Last Name \*" (text input), "Email Address \*" (text input), "Manager" (dropdown menu with "Diana Orthman" selected), and "Location" (dropdown menu with "DoIT" selected). Instructions for name fields are provided below each input.

6. Choose their Role, decide if they need a Boston email address and enter 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.**



Upd 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

<b>First Name</b> Bob	<b>Last Name</b> Beanstock
<b>Date Of Birth</b> 07/18/1987 	<b>Personal Email</b> b.beanstock@consultants.com
<small>Date of birth must match a government issued ID</small>	
<b>Company</b> Giant Killer Consulting	<b>Manager</b> Gregory McCarthy
<b>Department</b> Dpt of Innovation & Technology	<b>Location</b> DoIT


---


**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.

[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. 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](mailto: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](mailto: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](mailto: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](mailto: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.