

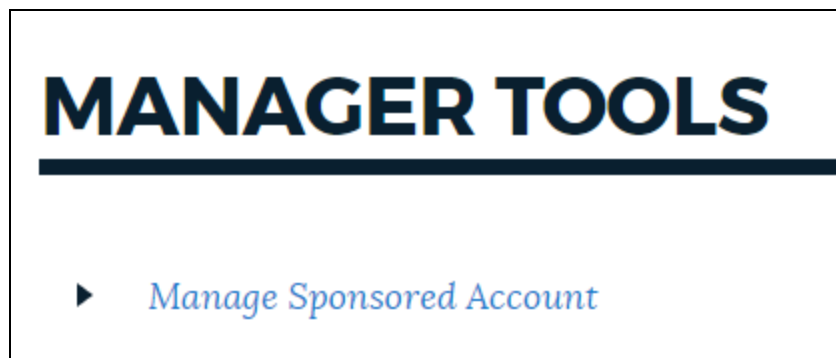
Manage Sponsored Account Quick Guide

[This guide is applicable only to people who are the Sponsor of an active sponsored account.]

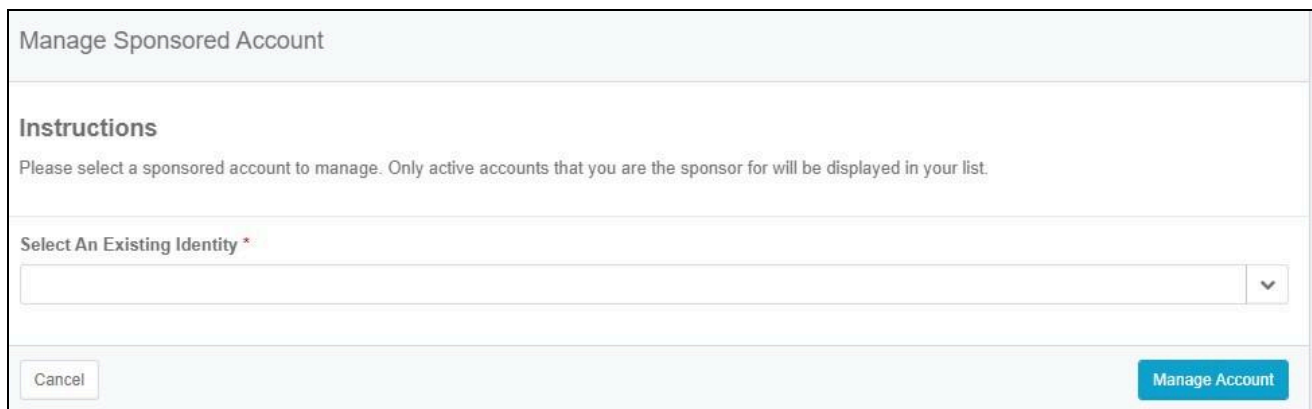
2 weeks before a sponsored account role is due to terminate, the Sponsor receives a notice. Additional notices are sent 7 days and 1 day before the end date (as further reminders if no action has been taken).

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

A screenshot of a web form titled "Manage Sponsored Account". The form has a light blue header with the title. Below the header is a section titled "Instructions" with 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 section titled "Select An Existing Identity *" with a text input field and a dropdown arrow on the right. At the bottom of the form, there are two buttons: "Cancel" on the left and "Manage Account" on the right.

3. Information for the individual will be displayed then **click the Manage Account button.**

Manage Sponsored Account

Instructions
Please select a sponsored account to manage. Only active accounts that you are the sponsor for will be displayed in your list.

Select An Existing Identity *

Mounica Reddy (SPA40000968_149000) ▼

First Name Mounica	Last Name Reddy	Email	User Name CON01568
Date Of Birth 12/07/1989	Type Consultant		

Cancel Manage Account

4. On the Update Sponsored Account screen you can put in the new End Date for the role then **click the Next button.** If you are extending the account, please be aware you are **acknowledging that the person has completed all necessary background/criminal record checks.**

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.

Please acknowledge that the person has completed all necessary annual background/criminal record checks before extending.

Individual Being Updated

First Name Mounica	Last Name Reddy	Date Of Birth 12/07/1989	Role Consultant
Manager Gregory McCarthy	Department Dpt of Innovation & Technology	Location	Has CoB Email true
Start Date 01/01/2019	Current End Date 06/23/2024		

Change End Date

End Date *

mm/dd/yyyy 📅

Cancel Back Next

5. 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.**

Confirmation

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

[Return to Homepage](#)

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.

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.

IAM_donotreply@boston.gov
to me, mounica.reddy, venkatesh.moyya, dinesh.baddam

10:46 AM (0 minutes ago) ☆ ↶ ⋮

Hello,

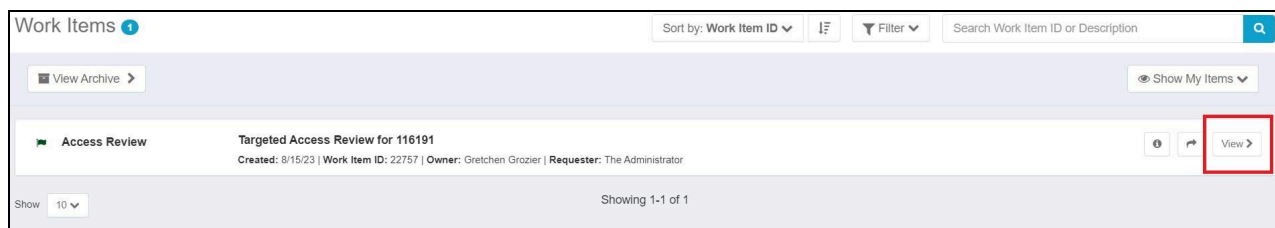
This email contains a list of all the active accounts that you are the sponsor for. Please review the list and if any of these individuals no longer requires access please use the link provided to terminate their role and access to City of Boston electronic resources. If access is still needed, simply take no action (and the work item will time out after 7 days).

ID	Name	Start Date	End Date	Role	Terminate	Link
40002858	Mark Tyson	05/14/2021	05/16/2023	Consultant	05/16/2023	Click Here

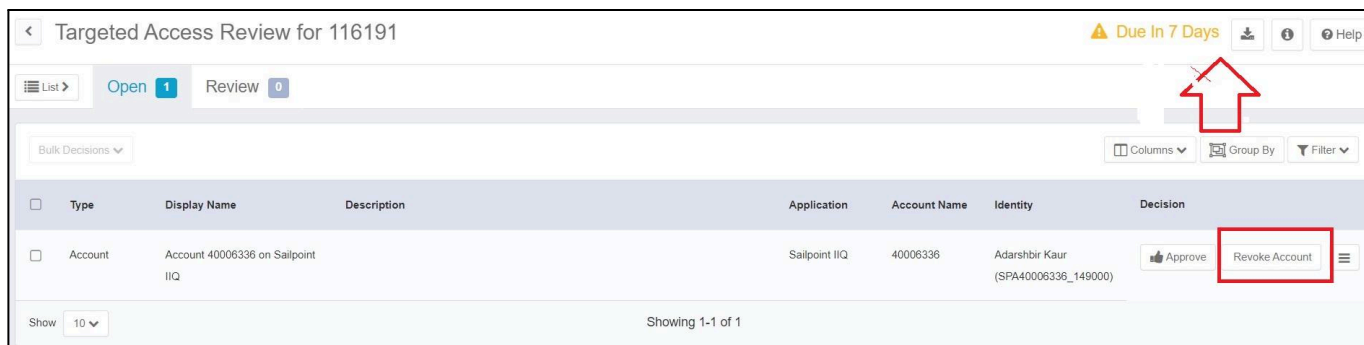
If you need help with this process, please check the Access Boston Portal Help Page for a quick guide with step-by-step instructions.

Thanks,
Access Boston

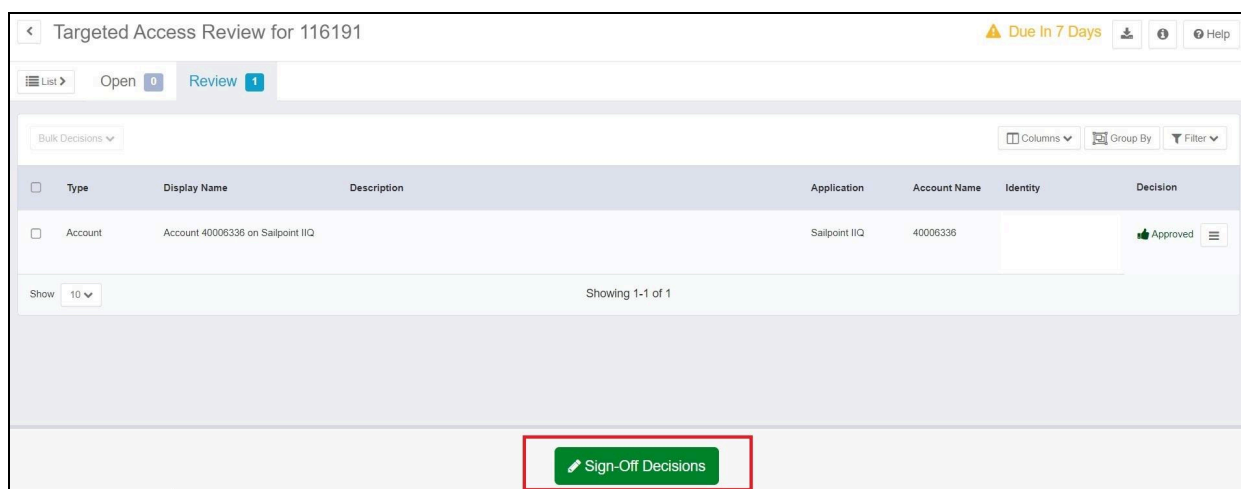
If you click the link for anyone who doesn't need access - you will be taken to your Work Items listing any account that requires review. On the Work Items page click the button that says 'View' next to the account to be reviewed.



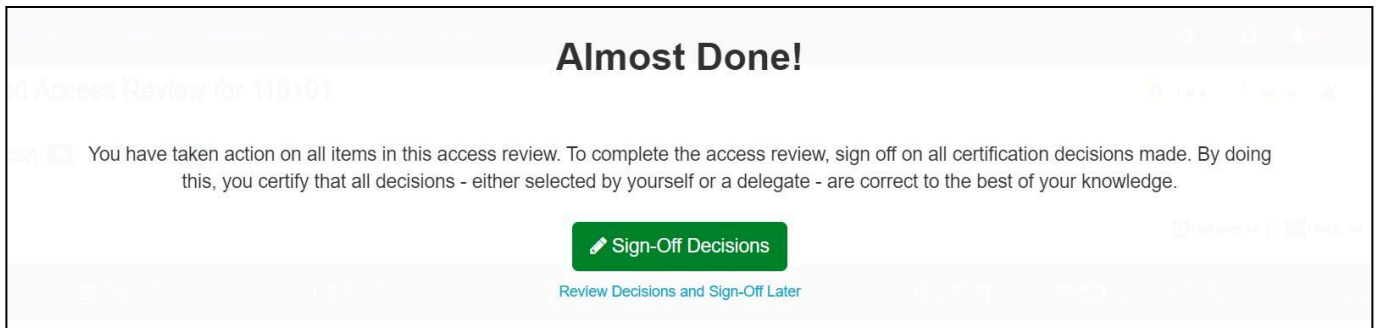
On the Targeted Access Review page you have buttons to 👍 Approve or Revoke Account. If access is no longer required, click on Revoke Account. The counter for the work item is in the upper right.



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



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



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!