STEP 1: Requesting a Guest ID

Guest Account System (rochester.edu)

https://myidentity.rochester.edu/guest/LoginServlet

Be sure to click “+Add Guest”

Sponsor Agreement

Sponsored accounts may only be requested for individuals who have a formal relationship with the University such as University affiliates, contract labor staff, volunteers, vendors, community physicians, and visitors from other institutions.

As the sponsor, you are responsible for:

- Ensuring your guest follows all of the IT policies including:
  - Individual user passwords shall not be shared
  - User identity shall be verified before performing password resets
  - Any device used to connect to the network shall use full-disk encryption and anti-virus software to protect the confidentiality of information on laptops and other mobile devices, for more information see article here.
- Authorizing access to University resources for the individual identified
- Acknowledging that a copy of this request will be emailed to your manager
- Terminating your guest's access when that access is no longer needed

I agree

Click the box above

Is your Guest currently with you?

- Yes, they are currently with me in person
- No, they are not here and I have their email address

Please select the correct option
Which type of Guest are you requesting accounts for?

- Contractor
  Individuals such as contract staff, traveling clinicians and locums who enter into a relationship with the University. Examples: contract employees from TelSystems

- Visiting Healthcare Student
  A healthcare student from another institution who is performing a rotation at URMC or an affiliate hospital. Their accounts are created with a _STU suffix in the account name.

- Visiting Medical Instructor
  A teaching faculty from another institution who instructs clinicians at URMC. Their accounts are created with a _PAC suffix in the account name.

- University Affiliate
  Individuals from partner companies or institutions who enter into a relationship with the University (Examples: Visiting Faculty, Visiting Residents, etc.)

- Student Guest
  Interns, student researchers, and members of student programs which are not managed through UR Student

- Vendor
  Individuals from external companies that provide services for the University. Examples: employees from Xerox who need accounts to maintain UoR printers

- Researcher
  Individuals outside the university who need UoR accounts as part of collaborating with UoR researchers

- Retired Faculty
  Individuals who have not been formally conferred as Emeriti

- Other
  Persons who need access to university resources but who do not fit any of the above categories
Select Accounts
Choose your desired accounts and accesses

- URMC Active Directory
- UR Active Directory

NetID
- Blackboard, MyPath, University VPN, UR Financials, and other NetID authenticated services

Expiration Date
After the expiration date, access to the requested accounts may be removed

[ ] URMC Active Directory
[ ] UR Active Directory

NetID

Expiration Date

select
Expect to have a result within 24 hours.

Please remember to follow up with the scholar/employee to ensure prompt submission of this information.

Please note: The SSN is only to verify that the new user does not already have an account.