STEP 1: Requesting a Guest ID

Guest Account System (rochester.edu)
https://myidentity.rochester.edu/guest/LoginServlet

Be sure to click “+Add Guest”

New 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 _FAC suffix in the account name.

- **University Affiliate**: Individuals from partner companies or institutions who enter into a relationship with the University (Example: 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. Example: employees from Xerox who need accounts to maintain UofR printers.

- **Researcher**: Individuals outside the university who need UofR accounts as part of collaborating with UofR 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.

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Select Accounts

Choose your desired accounts and accesses

- URMC Active Directory
  URMC Email, eRecord, URMC VPN, URMC wireless, Crin and other URMC AD authenticated services

- UR Active Directory
  UR Connected wireless, UR Office 365 email, and other UR AD authenticated services
  - Add UR Office 365 Mailbox
    @ur.rochester.edu

NetID REQUIRED

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

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.

******NEXT STEP******

Adding your New User to URCompass
Please fill out all of the necessary fields (marked with an asterisk). Please ensure that the information is correct before continuing.

Select Yes for both University ID and Network ID.
**PLEASE NOTE**: The University ID Number will go into both the University ID Number field as well as the Network ID Field.