### Sponsored Accounts

A sponsored account is a valid Brandeis account typically used for people who are not permanent members of the Brandeis community. In some cases, sponsored accounts are set up to allow a new Brandeis community member access to services before his/her official start date.

A sponsored account must be renewed annually, and must be sponsored by an active Brandeis faculty/staff member.

### Request a Sponsored Account

1. To begin the process of creating a sponsored account, visit [http://identity.brandeis.edu](http://identity.brandeis.edu).
2. Under "New User Accounts," click "Request a sponsored account."
3. Type in your first and last names in the "Name on Sponsored Account" section.
4. In the **Email Address of Sponsored Account** field, type in a valid email address. Important instructions on how to create a sponsored account will be sent to this address.
5. In the **Sponsor** field, type the name of the Brandeis sponsor in the "Sponsor" field. Note: the sponsor must be an active Brandeis faculty or staff member. Optionally you can write a note to the sponsor that will accompany your sponsorship request.
6. When complete, click **Submit this Sponsored Account Request**. The request will now be sent to your sponsor for approval.
7. Once it is approved, you will receive a personalized link the email sent to the address listed in the request form, so you can create the sponsored account.

### Renew a Sponsored Account

1. To renew your sponsored account click on the personalized link contained in the expiration notice email you received.
2. In the **Name of a Brandeis Sponsor** field:
   a. Type the name of a Brandeis faculty or staff member.
   b. This need not be the same person who sponsored you in the past.
   c. Optionally you can write a note to your sponsor that will accompany your sponsorship renewal request.
3. When complete, click **Submit this Sponsored Account Request**. The request will now be sent to your sponsor for approval.
4. Once your sponsor has approved the renewal request, you will receive email notification that your account has been renewed.

All sponsored accounts must be renewed annually. The sponsored account owner will receive the first of several email notices 45 days prior to the expiration date.

If you have any questions, please feel free to contact the Help Desk.

### Managing Accounts You Have Sponsored

- List of Accounts for which you are sponsor
- To revoke an account, email **idm@brandeis.edu**

### Related articles

- Sponsored Accounts