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 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.
3. Type in the name of the Brandeis sponsor in the “Sponsor search” field.
   a. **Note:** the sponsor must be an active Brandeis faculty or staff member.
4. Type in your first and last name in the “Name and Contact Information” section.
5. In the Your Email field, type in a valid email address. Important instructions on how to create a sponsored account will be sent to this address.
   a. You can write a note to the sponsor that will accompany your sponsorship request in the Comments section.
6. When complete, click **I’m Done - Send My Request.** The request will now be sent to your sponsor for approval.
7. Once it is approved, you will receive a personalized link to 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. Type in the name of a Brandeis sponsor in the “Sponsor search” field.
   a. The sponsor must be an active Brandeis faculty or staff member.
   b. This need not be the exact 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 **I’m Done - Send My Request.** The request will now be sent to your sponsor for approval.
4. Once your sponsor has approved the renewal request, you will receive an email notification that your account has been renewed.

Managing Accounts You Have Sponsored

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