STEP 1: Requesting a Guest ID

Guest Account System (rochester.edu)

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

	rochester.edu/guest/LoginServlet			
	KOCHESTER Guest Account System		💄 Sponsor 👻 🤨 I	lelp
	Last Name Status All URID	v	+ Add Guest + Add Multiple Guests	Be sure to click "+A Guest"
	Email			
	Search			
	Show 25 ventries		r NetID 🕼 Request Issued Date	17
w Guest				×
_				
Spons	sor Agreeme	nt		
Sponsored acc University affil	ounts may only be requested fo ates, contract labor staff, volun	or individuals who have a forr iteers, vendors, community p	nal relationship with the Ur hysicians, and visitors from	niversity such as other institutions.
As the sponso	, you are responsible for:			
 Ensuring In U: Ar Co Authoriz 	your guest follows all of the IT dividual user passwords shall no er identity shall be verified befor y device used to connect to the nfidentiality of information on ling access to University resource	policies including: ot be shared ore performing password resi e network shall use full-disk er aptops and other mobile dev ces for the individual identifie	ets ncryption and anti-virus sofi ices, for more information s d	tware to protect the see article here.
 Acknow Termina 	edging that a copy of this reque ting your guest's access when th	est will be emailed to your ma	inager	
		hat access is no longer neede	20	
		hat access is no longer neede		l agree
w Guest		hat access is no longer neede	Clic	l agree k the box above
w Guest		hat access is no longer neede	Clic	l agree k the box above
w Guest S VOU I	Guest current	ily with vou?	Clic	l agree k the box above
w Guest Is your	Guest current	ily with you?	Clic	l agree k the box above
w Guest Is your	Guest current	they are currently with me in	Clic	l agree
w Guest Is your	Guest current	they are currently with me ir	Clic	l agree
w Guest	Guest current Yes, No, they a	they are currently with me ir are not here and I have their	n-person email address	l agree

Please select the correct option

New Guest

Which type of Gues	t are you requesting accounts for?
 Contractor 	Individuals such as contract staff, traveling clinicians and locums who enter into a relationship with the University. Example: contract employees from TekSystems
○ 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
\bigcirc 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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New Guest

Select Accounts Choose your desired accounts and accesses	
URMC Active Directory URMC Email, eRecord, URMC VPN, URMC wireless, Citrix 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	
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Sponsor, enter the info below as accurately as possible FIRST NAME MIDDLE NAME legal first name LAST NAME PERSONAL OR EXTERNAL EMAIL ADDRESS We'll send an email to the guest to collect their birth date and last four dist of their SSN. This information will help us identify any accounts they may already have. Please remember to follow up with the scholar/employee to ensure prompt submission of this	r Guest				
FIRST NAME LAST NAME legal first name	New Guest Sponsor, enter the info below as	accurately as possible			
Iegal first name PERSONAL OR EXTERNAL EMAIL ADDRESS We'll send an email to the guest to collect their birth date and last four digits of their SSN. This information will help us identify any accounts they may already have. REQUEST DETAILS	FIRST NAME	MIDDLE NAME	LAST NA	ME	
PERSONAL OR EXTERNAL EMAIL ADDRESS We'll send an email to the guest to collect their birth date and last four digits of their SSN. This information will help us identify any accounts they may already have. REQUEST DETAILS	legal first name				
REQUEST DETAILS prompt submission of this	PERSONAL OR EXTERNAL EMAIL ADDRE We'll send an email to the guest to collect digits of their SSN. This information will be they may already have.	SS their birth date and last four elp us identify any accounts	Please remember to up with the scholar/employee to	o follow o ensure	
	REQUEST DETAILS		prompt submission	of this	
This is for sponsors to track guest information and is not monitored. For any extra account setup requests, please contact the help desk. Please note: The SSN is only to verify that the n user does not already have an account	This is for sponsors to track guest informa any extra account setup requests, please	ition and is not monitored. For contact the help desk.	Please note: The SSN user does not already	is only to veri / have an acco	fy that the no
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Expect to have a result within 24 hours

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

Adding your New User to URCompass

UNIVERSITY OF ROCHE	STER
Launch Application	Departmental Services
F-1 & J-1 Student Services	Lists
	Image: My Current Cases Image: My Closed Cases My Department's Current Cases
	Image: My Department's Employees & Scholars
	Tasks
	+ Add New Person Update Your Contact Information H-1B Upload Additional Information
	IOC J-1 Student Intern J-1 Scholar Extension Request J-1 Scholar New Request
	New Student Intake
Secure Online Session	
First Na Middle Date of Gender	Please fill out all of the necessary fields (marked with an asterisk). Please ensure that the information is correct before continuing.
Email A	ddress*
Campu	s*
Do you this ne O Ye	A have an institutional university ID for w profile?* No No No No No No No No No No
	u have a network ID for this new profile?*
Ado	d New Person

this new profile?*	- 11-	
Yes	O NO	ID Number will go into both the
University ID Number*		University ID Number field as well as
		the Network ID Field.
Do you have a network	ID for this new prof	ile?*
Yes	⊖ No	
Network ID*		