STEP 1: Requesting a Guest ID

Guest Account System (rochester.edu)

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

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		L Sponsor → 🛛 Ə Help	
	Last Name Status All VRID Email	+ Add Guest + Add Multiple Guests	Be sure to click "+A Guest"
	Search		
	Show 25 ventries		
	Name Expiration Date Reason Status	I↑ Sponsor NetID I↑ Request Issued Date I₹	I
ew Guest			×
University affilia As the sponsor, Ensuring Ind Use Any cor Authorizin Acknowle	ounts may only be requested for individuals who have ates, contract labor staff, volunteers, vendors, commu- you are responsible for: your guest follows all of the IT policies including: lividual user passwords shall not be shared er identity shall be verified before performing passwordy device used to connect to the network shall use full- infidentiality of information on laptops and other mob ng access to University resources for the individual id edging that a copy of this request will be emailed to you ing your guest's access when that access is no longer	unity physicians, and visitors from oth ord resets -disk encryption and anti-virus softwa vile devices, for more information see lentified our manager	er institutions. re to protect the
			l agree
ew Guest		Click t	he box above \times
ls your	Guest currently with you	u?	
	Yes, they are currently wit	h me in-person	
	No, they are not here and I have	e their email address	

Please select the correct option

New Guest

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. 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
○ 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
Back	Next

lew Guest	×
Select Accounts Choose your desired accounts and accesses URMC Active Directory URMC Email, eRecord, URMC VPN, URMC wireless, Citrix and other URMC AD authenticate UR Active Directory UR_Connected wireless, UR Office 365 email, and other UR AD authenticated services Add UR Office 365 Mailbox Qurrochester.edu NetID REQUIRED Blackboard, MyPath, University VPN, UR Financials, and other NetID authenticated services	this box to ensure that scholar/employee receives a UR EMAIL ADDRESS as well, this will be their primary form of login for URCompass
Expiration Date After the expiration date, access to the requested accounts may be removed Back	Next

	uest			×
-	Jew Guest	s accurately as possible		
	FIRST NAME	MIDDLE NAME	LAST NAME	
	legal first name			
PE	RSONAL OR EXTERNAL EMAIL ADDI	2555		
We	'll send an email to the guest to colle its of their SSN. This information will ey may already have.	ct their birth date and last four	Please remember to follow up with the scholar/employee to ensure	
	QUEST DETAILS		prompt submission of this	
RE	QUEST DETAILS		prompt submission of this	
Thi	is is for sponsors to track guest inform y extra account setup requests, pleas		Please note: The SSN is only to ve user does not already have an ac	

Expect to have a result within 24 hours

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

Adding your New User to URCompass

UNIVERSITY OF ROCHE	ISTER
Launch Application Departmental Services	Departmental Services
F-1 & J-1 Student Services	Lists
	My Current Cases My Closed Cases My Department's Current Cases
	My Department's Employees & Scholars
	Tasks
	Add New Person Update Your Contact
	IOC_J-1 Student Intern J-1 Scholar Extension Request J-1 Scholar New Request
	New Student Intake
Secure Online Session	
	<pre>Please fill out all of the necessary fields (marked with an asterisk). Please ensure that the information is correct before continuing. fBirth* MM/DD/YYY r* Address*</pre>
Campu	v
Do you this ne O Ye	u have an institutional university ID for ew profile?* es O No Select Yes for both University ID and Network ID.
Do you	u have a network ID for this new profile?*
Ado	d New Person

this new profile?*		PLEASE NOTE : The University
Yes	⊖ 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 networ	^r k ID for this new prof	ile?*
Do you have a networ	rk ID for this new prof ○ No	ile?*
		ile?*
Yes		ile?*
Yes		ile?*