

STEP 1: Requesting a Guest ID

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

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

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. Example: contract employees from TekSystems

☐ Visiting Healthcare Student

A healthcare student from another institution who is performing a rotation at URM 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 URM. 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, URMV VPN, URMV wireless, Citrix and other URMV 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

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If not URMV, please check this box to ensure that scholar/employee receives a **UR EMAIL ADDRESS** as well, this will be their primary form of login for URCompass

New Guest

New Guest

Sponsor, enter the info below as accurately as possible

FIRST NAME

MIDDLE NAME

LAST 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

This is for sponsors to track guest information and is not monitored. For any extra account setup requests, please contact the help desk.

Please remember to follow up with the scholar/employee to ensure prompt submission of this

Please note: The SSN is only to verify that the new user does not already have an account

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Expect to have a result within 24 hours

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





Adding your New User to URCompass










Launch Application
Departmental Services
F-1 & J-1 Student Services

Departmental 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 Information
-  H-1B Upload Additional Information
-  IOC J-1 Student Intern
-  J-1 Scholar Extension Request
-  J-1 Scholar New Request
-  New Student Intake

Last Name*

First Name*

Middle Name

Date of Birth*

 MM/DD/YYYY

Gender*

Email Address*

Campus*

Do you have an institutional university ID for this new profile?*

☐ Yes☐ No

Do you have a network ID for this new profile?*

☐ Yes☐ No[Add New Person](#)

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.

Do you have an institutional university ID for this new profile?*

☒ Yes

☐ No

University ID Number*

Do you have a network ID for this new profile?*

☒ Yes

☐ No

Network ID*

Add New Person

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