How do I request a NinerNET sponsored guest account?

Tell Me

Note
Faculty and staff can sponsor guest accounts, however only designated Business Officers and Information Security Liaisons can submit these requests. Sponsored guest accounts are NOT to be used as a way to on board new employees; once the hiring paperwork is completed, new employees will receive a NinerNET account.

Non-US Citizen Requests: Depending on the Visa type, documentation from the International Student and Scholar Office (ISSO) may be required to submit the request. Requests for guests with B1, B2 and Visa Waiver status are exempt from this requirement.

Vendor Requests: Review the contract with the appropriate business officer prior to submitting the request.

Do not request a sponsored account for:

1. on-boarding new faculty or staff if the employee is getting paid. Complete the proper paperwork with Human Resources or Academic Affairs.
2. someone who was already employed by the University

1. Sponsor
   a. Identify the appropriate Business Officer or Information Security Liaison
   b. Provide the Business Office or Information Security Liaison the information for the request along with photo ID for guest

2. Business Officer or Information Security Liaison
   a. Have the information from the sponsor including a copy of photo ID and, for non-US citizens or permanent residents, the final email from International Student Services Office
   b. Review the request with the department’s Information Security Liaison prior to submitting the request
   c. Go to the Sponsored Guest Account Form
   d. Follow this FAQ the detailed instructions for filling out the form.

Related FAQs

- What information is needed to request a sponsored guest account?
- What computing services does a sponsored guest get access to?
- How will a sponsor know when a sponsored guest account is expiring?
- How long does it take to get a sponsored NinerNET account approved?
- How long does a sponsored guest account last?