

## Sponsorship Request for Computer Accounts

**Instructions to sponsor an unpaid exchange visitor or non-registered student for a University computer account.**

**For the entire policy on sponsored electronic accounts please go to <http://security.louisville.edu/PolStds/ISO/PS020.htm>.**

**To gain access to the electronic sponsorship form please go to [https://louisville.edu/it/departments/enterprise-security/forms/copy\\_of\\_computer-account-userid-change-request](https://louisville.edu/it/departments/enterprise-security/forms/copy_of_computer-account-userid-change-request) and sign in; click on *Online Forms*, scroll down and click on *Sponsored Accounts Request*.**

Sponsored accounts are available for individuals that are not employed by the University of Louisville but have a valid business or academic relationship that requires the account(s) and/or access. Some valid reasons for sponsoring an account would be:

- Visiting academic groups
- Temporary or visiting instructors if no other process for provisioning is currently in place
- Third party doing administrative or academic business for or with a university entity needing technical access

Accounts can only be requested by a Unit Business Manager / or the designated Tier I for the unit and approved by a VP or Dean, Dept. Chair (academic), supervisor (administrative) or designee. The account request must include the specific purpose (business or academic) of the sponsorship and the access restricted to only information and resources required for the specified purpose.