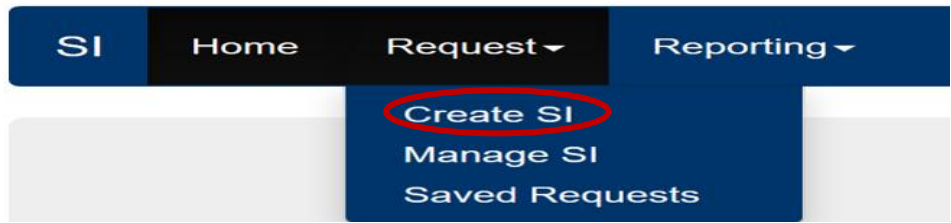


# 1. How to request a Sponsored Identity

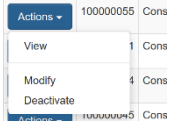
**Login**  
 Enter <https://sgi.its.yale.edu/sponsoredidentity/> in web browser.  
 Enter **NetID/Password**  
 Click **Login**



<b>Sponsored Identity Type</b>	1. Select <b>Sponsored Identity</b> type from drop-down.
<b>Start and End Dates</b>	2. Enter duration using calendar. Select year first, followed by month and day. Durations are preset. (See page 2 for details on how to use calendar).
<b>First* and Last* Name</b>	3. Enter <b>First</b> and <b>Last Name</b> with the individual's preferred name.
<b>Address Phone and Email</b>	4. A US Address is required, if unavailable use Sponsoring Department address. Phone/email not required.
<b>Gender*</b>	5. Used as confirmation data for ID Card Center.
<b>Date of Birth *</b>	6. Field is validated. Use calendar to select year, month and day. (See page 2 for details on how to use calendar).
<b>Social Security Number*</b>	7. Required field. If unavailable or unknown request a "dummy" SSN via <a href="mailto:employee.services@yale.edu">employee.services@yale.edu</a> . (see page 2 for how to save a request if you entered information but are waiting for dummy SSN).
<b>Business Reason*</b>	8. Provide brief details on reason for request to inform approver.
<b>Home Organization</b>	9. Enter Oracle <b>Home Organization</b> number, 831100. Used by Oracle for downstream applications.
<b>Sponsor Department</b>	10a. Select <b>Sponsoring Department</b> by entering Supervisory Org (SO) number if known or search by number, name of individual or department. 10b. Select enter on keyboard, scroll down page to select from red highlighted options. 10c. Place <b>checkmark</b> in selection, page down & click <b>Apply Changes</b> .
<b>Sponsor Name Search</b>	11. Sponsor is not required. A Sponsor is a Yale employee that should be linked to SIs. <b>Sponsor Name and Title</b> default if Sponsor Name is entered. (see additional details in document referenced at page end).
<b>Additional Information</b>	12. Not required, use if needed.
<b>Do you want to display in Directory?</b>	13. Only displays for eligible SI. Defaults to No. Change to Yes, if needed. If yes, add Position Title for directory display.
<b>Do you want to issue an ID Card?</b>	14. Only displays for eligible SIs. Defaults to No. Change to Yes, if needed. IDCard must be processed directly with ID Card Center.
<b>Complete Request</b>	15. Ensure all required fields indicated by * are entered. Click <b>submit</b> . For detailed information, access Sponsored Identity page on ITS website and view " <b>What you need to know about Sponsored Identities</b> ."

## 2. How to Guide for Sponsored Identity

### How to Modify, Activate or Deactivate an SI



#### Select Manage SI

- Select **Actions** to:
- **Modify:** Change **Start or End Dates** and other information. **Gender, Date of Birth** and **Social Security Number** can only be viewed and changed by the SI administrator. Contact helpdesk.yale.edu for assistance.
- **Activate:** Reactivate a deactivated SI.
- **Deactivate:** Inactivate a current SI record.
- Select **Submit**.

### What to do after SI is approved

- Request PIN by forwarding SI confirmation email to helpdesk@yale.edu.
- If ID Card is required, forward SI confirmation email, with applicable charging instructions to IDCenter.
- If email is needed, email helpdesk@yale.edu.
- IF VPN access is needed, follow VPN process accessed here, <http://its.yale.edu/forms-policies/forms/vpn-access-request-form>

### How to Search within Sponsored Identity

To search for an individual by Name, enter **First** and **Last Name**. To get a list of all SIs in your dept. select **Sponsoring Department** by entering Supervisory Org dept. number, or name of Strategic Business Partner/Business Partner. Use **Enter** on keyboard, scroll down page to select from red highlighted options.



Cancel

Clear

Save

Submit

- **Cancel**s the request.
- **Clear**s all entered fields.
- **Saves** entered fields for 30 days. Update via links to **Saved Requests**. Use **Save** if you need to fvalidate information such as the dummy SSN.
- **Submit** validates entry of required fields and submits request for approval

### How to Use Calendar

Must select year first, then month and day. To access years, select **Calendar** icon. Click on **Month/Year**. Double click on **Year**. Use arrows to work through decades. Select **year, month and day**. If date change is needed, use the calendar icon to make the change.

### How to logout

Click on X arrow in upper right hand corner of your browser.