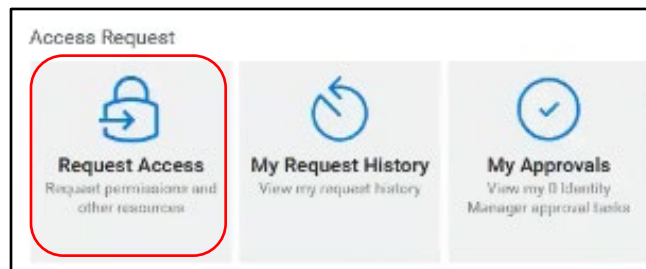


Creighton Access Management Interface (AMI) Requesting Access for a Sponsoring Individual

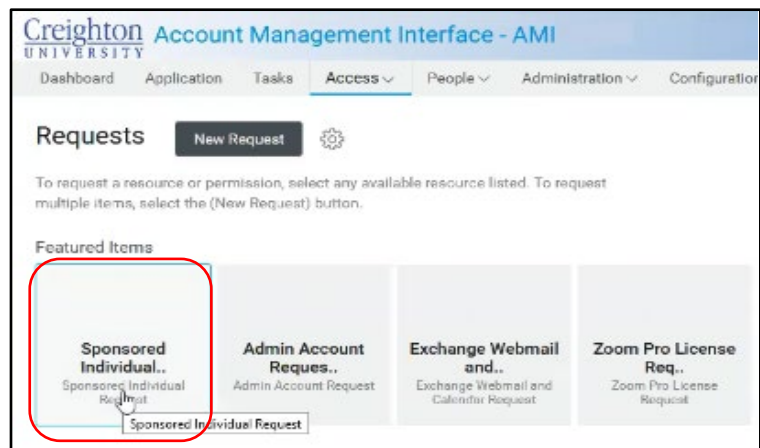
Creighton full-time faculty and staff can “sponsor” an individual who needs access to some online services or buildings for a variety of reasons. A sponsored individual is affiliated with Creighton but is not paid by Creighton. (i.e., a consultant working with you for a short period of time; an on-campus vendor, medical residences) Requests for sponsored individuals require you to identify both and start and end dates for access.

To request access for sponsored individuals:

- Select **Request Access** on the **Application** Tab.



- Click **Sponsored Individual**.
Note: Notice you are now on the **Access** tab.



- First search to see if the individual has an existing account.
- If they have an account, click their name to auto fill their existing **info** information.
- If they don't have an account, fill in the needed **Guest Info**.
- Carefully fill in the information for the individual's affiliation to Creighton, Email and Calendar, and access dates.

Note: Requests for sponsored individuals require you to identify both and start and end dates for access.




- Your information will automatically be filled into the **Sponsor Info** section.
- Click **Submit**.
- You will receive an email when the request is completed.

Sponsored Individual Request

Sponsored Individual Request

Check for existing account

Guest Info

Search for Account:   

First Name: *

Middle Name:

Last Name: *

Cell Phone Number: *

Personal Email Address: *

Organization/Company: *

Does this user already exist?:


NetID:


Affiliation and Access

Affiliation:

Affiliation Description:

Is Web based Email and Calendar Included:

Start Date: * 

End Date: * 

Sponsor Info

Sponsor:

Sponsor NetID:

Sponsor Department: *