

SOM Contingent Workers

Via UVA HR:

- 1) New employee receives “Claim/Activate your Account” email (1 day to 2 weeks prior)
- 2) New employee receives “Reminder” email to complete outstanding items
- 3) New employee and manager receive “Clear for Hire” email

Contingent workers access UVA specific services and tools with a **Sponsored Account***. More information on Sponsored Accounts and their Limitations & Exceptions can be found at:

<https://in.virginia.edu/sponsor>

UVA Sponsored Account

For academic employees not paid by UVA, a general sponsored account can be requested. This will provide UVA credentials to people who work or volunteer at UVA so they can access general computing services. Note that this account is renewed on an annual basis.

To request a UVA Sponsored account, please see full instructions under “Request an Academic Sponsored Account” here: <https://in.virginia.edu/sponsor>.

To renew an existing account, the sponsor must complete a request using UVA ServiceNow. More details on renewing an account can found here: <https://in.virginia.edu/renew>.

UVA Health Information Systems Sponsored Account

A UVA Health Sponsored account may be created for a person who needs a UVA computing ID, University ID, and UVA Health Network/Email account (non-UVA employees). Note that this account is renewed on an annual basis.

To request a UVA Health Sponsored account, the hiring manager/Admin should follow the full instructions on the Sponsored Account for UVA Health Systems page here: <https://hit.healthsystem.virginia.edu/service-catalog/accounts-access/request-a-new-medical-center-network-account/>

To renew an existing account, UVA Health Sponsor will need to email the HIT Security team (mccsecurity@hscmail.mcc.virginia.edu) to notify them of the account extension, specifying the new end date for the account.

**If medical center access is needed for an UVA Sponsored Account, please complete the UVA Health Sponsored account process first. Once you have the account holder’s computing ID, you can then follow the instructions for an UVA Sponsored Account.*