Purpose

Sponsored accounts provide UVA credentials (username and password) to those that work or volunteer at UVA, but are not paid by UVA. There are many different types of sponsored accounts that allows access to general computing services like email, Office 365, UVA Box, or physical ID badge access, etc. More information on Sponsored Accounts and their Limitations & Exceptions can be found at: https://in.virginia.edu/sponsor

- A sponsored account **SHOULD NOT** be requested for any new hire that is paid directly by UVA.
- Retired Faculty who are still involved with UVA Health will have a UVA Health System Sponsored Account to manage PII information
- Contingent workers who are not paid by UVA but need access to UVA systems and services can have a UVA Health Sponsored Account, an Academic Sponsored Account, or both depending on needs

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 these accounts are renewed on an annual basis. The account owner will receive notice when the account is set to expire in 30 days, 2 weeks, and 24 hours prior.

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

To request a UVA Health Sponsored account, please see 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/

General instructions are below.

1. Complete and return the "UVA Computing ID Request Spreadsheet" found on the bottom of the Sponsored Account for UVA Health Systems page. Be sure to complete ALL REQUIRED FIELDS.
2. Identify what access is requested given the following options:
   - UVA Computing ID and 9 digit badge number
   - Health System Network account
   - Outlook email
3. Email the requested access (options above) and the spreadsheet as an attachment to mccsecurity@hscmail.mcc.virginia.edu. Note that the request for a sponsor account must come from a UVA employee or a designated UVA team member designated by the sponsor.
4. Once the request has processed, the requestor and sponsor will receive an email confirmation.
5. Additional access (Epic, PACS, Pyxis, VPN, etc.) should be requested through the Access Management Platform (AMP, https://amp.hscs.virginia.edu/) after account creation.
6. The sponsor account holder must complete the Electronic Access Agreement which is available at: https://security.virginia.edu/electronic-access-requirements