Guest Account

USING THE PASSWORD AND ACCOUNT MANAGEMENT PORTAL, AKA MYBEARID
Get to the Account Request and Approval page

Type in (on any browser):

https://bearid.baylor.edu
Please log in

Logging in...
Requesting Guest Access

When you are in the system, please go to the following:

- Request Tab
  - Request Access Tab
  - Select “Request Guest Access”
Creating a Guest Account

Type in the information of your guest.
- NOTE: this format will change by Summer 2017, to include international addresses.
- For now, if your guest has an international address, please type in your address information.

After completing this step, you will be provided an opportunity to detail the start/end dates and the reasoning.

IMPORTANT: When selecting the start date in later prompts, please keep in mind, this account will not be allocated until those dates arrive.
Guest Access complete

When your request is complete, head over to the Requests Tab -> View Requests. There, you will find your Guest Request.

- Note: When the start date arrives, the system will update with “Resource successfully allocated”.

- Note2: Depending on who is requesting the resource, it will sometimes auto-approve, or will wait for the listed Supervisor to approve the request. Please let your supervisor know an email from the system will be incoming, for them to log in and approve the request.
Email Notification Example

- If your Supervisor needs to approve your request, they will receive an email from its@baylor.edu, notifying of pending approvals.
  - Subject: Baylor University Systems Access – Approval Request
- They will need to log into the portal as well:
  - https://bearid.baylor.edu

From: <its@baylor.edu>
Date: February 17, 2017 at 4:40:49 PM CST
To: <Judge_Joy@baylor.edu>
Subject: Baylor University Systems Access – Approval Request
When a Supervisor logs on, they will need to go to their approvals tab. The request they are approving, will be the same number as your request.
When the “Approve” button has been clicked, the Supervisor has the option to add comments to their approval.

When comments have been added, click “Approve”

Another pop-up will appear, click “Close” to complete the approval process.