

# Guest Account

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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

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Logging in...



**BAYLOR**  
UNIVERSITY

Please log in with your  
BearID and Password  
to access  
Baylor University IaM Fischer

**BearID**

**Password**

Do Not Remember Login

Log In

# Requesting Guest Access

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

- Request Tab
  - Request Access Tab
    - Select “Request Guest Access”

The screenshot displays the Baylor Password and Account Management Portal interface. The top navigation bar includes the Baylor logo, the title "Password and Account Management Portal", and user information "Welcome, [Name] Logout". Below this, a secondary navigation bar contains tabs for "Approvals", "Requests", "My Accounts", "My Profile", and "Admin". The "Requests" tab is highlighted with a red circle. Below the navigation bar, there are three buttons: "View Requests", "Request Access" (highlighted with a red circle), and "Change Access".

The main content area is titled "1 Select a user" and includes a search form. The search form has a header with columns: "Last Name", "First Name (Legal)", "Bear ID", "Preferred First Name", and "Baylor ID". Below the header is a search input field with a "Search:" label and a magnifying glass icon. To the right of the search field is a "Request Guest Access" button (highlighted with a red circle) and a "Select User" button.

Below the search form, there are four numbered steps:

- 2 Select resources and permissions
- 3 Specify access period
- 4 Submit request

# 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.

### Create a new user

User Type: Guest

* First Name (Legal): <input type="text"/>	* Phone: <input type="text"/>
* Last Name: <input type="text"/>	* Personal Email: <input type="text"/>
* Home Address: <input type="text"/>	* Purpose of Visit: <input type="text" value="Select"/>
* City: <input type="text"/>	* Will you need to print on Campus?: <input type="text" value="Select"/>
* State: <input type="text" value="Select"/>	* Will you need access to AirBear?: <input type="text" value="Select"/>
Postal Code: <input type="text"/>	

\* Required field

#### SPONSOR'S INFORMATION

Name:	Baylor, Bobby
Phone:	2547104357
Baylor Email Address:	Bobby_Baylor@baylor.edu

[Select A Different Manager](#)

# 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.

The screenshot shows the Baylor Password and Account Management Portal. The top navigation bar includes 'Approvals', 'Requests' (highlighted with a red circle), 'My Accounts', 'Users', 'My Profile', and 'Admin'. Below this, there are buttons for 'View Requests' (highlighted with a red circle), 'Request Access', and 'Change Access'. The main content area displays 'Your resource requests are shown below' and a table of requests. The first request is for an Identity Account, submitted by Bobby Leber, with a status of 'Completed'. Below the table, there is a detailed view of the request, including the beneficiary's information (Leber, Bryan), the resource type (Identity Account), and a history of events (Submitted, Approved, Allocated, Allocated) with their respective dates and users. The final event is 'Allocated' by the System on 12/19/2016 at 3:58 PM, with the comment 'Resource successfully allocated.'.

ID	Date Submitted	Resources	Submitted By	Beneficiary	Type	Status
0331876	12/19/2016 3:58 PM	Identity Account	Baylor, Bobby	Leber, Bryan	Add	Completed

**Request Access**

Beneficiary: Leber, Bryan  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Supervisor ID: \_\_\_\_\_  
Baylor Email Address: btl@fischerinternational.com  
Phone: 239-963-5267

**Resource: Identity Account (Provides access to identity management services) RESULT: Allocated**

Start Date: Immediate  
End Date: 05/01/2017

History	Event	User	Comments / Details
12/19/2016 3:58 PM	Submitted	Baylor, Bobby	Requesting access for <GuestName, aka Beneficiary>, <title>, to have access to <what> and for how long. - <a href="#">More</a>
12/19/2016 3:58 PM	Approved	Baylor, Bobby	Auto approved.Reason: Requestor is found to be the approver.
12/19/2016 3:58 PM	Allocated	System	Policy:Identity Account
12/19/2016 3:58 PM	Allocated	System	Resource successfully allocated.

1 Total

Show Only Pending Requests

# Email Notification Example

- ▶ If your Supervisor needs to approve your request, they will receive an email from [its@baylor.edu](mailto: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.

## Supervisor View

**BAYLOR. Password and Account Management Portal**

Approvals **Requests** My Accounts Users My Profile Admin

### Approval Requests

You may respond to multiple requests using the checkboxes at the left, or individually by clicking the triangle next to each request.

ID	Resources	Submitted By	Beneficiary	Type	Time Remain	Created Date	Status
0412954	Web Timecard Approver	Huang, Glenda	Huang, Glenda	Add	9d 5h 25m	01/30/2017 5:18 PM	Pending
0412958	Banner Human Resources System	Huang, Glenda	Huang, Glenda	Add	9d 5h 27m	01/30/2017 5:19 PM	Pending

2 Total

**Approve** **Deny** **Reassign**

## Requestor View

**BAYLOR. Password and Account Management Portal**

Welcome, Logout

Approvals **Requests** My Accounts Users My Profile Admin

**View Requests** Request Access Change Access

Your resource requests are shown below

ID	Date Submitted	Resources	Submitted By	Beneficiary	Type	Status
0331876	12/19/2016 3:58 PM	Identity Account	Baylor, Bobby	Leber, Bryan	Add	Completed

#### Request Access

Beneficiary: Leber, Bryan  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Supervisor ID: \_\_\_\_\_  
Baylor Email Address: btl@fischerinternational.com  
Phone: 239-963-5267

**Resource: Identity Account (Provides access to identity management services) RESULT: Allocated**

Start Date: Immediate  
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History	Event	User	Comments / Details
12/19/2016 3:58 PM	Submitted	Baylor, Bobby	Requesting access for <GuestName, aka Beneficiary>, <title>, to have access to <what> and for how long. - <a href="#">More</a>
12/19/2016 3:58 PM	Approved	Baylor, Bobby	Auto approved Reason: Requestor is found to be the approver.
12/19/2016 3:58 PM	Allocated	System	Policy: Identity Account
12/19/2016 3:58 PM	Allocated	System	Resource successfully allocated.

1 Total

Show Only Pending Requests



# 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.

