What information is needed to request a sponsored guest account?

Tell Me

The following information is needed in order to submit a sponsored guest account.

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Optional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsor's UNC Charlotte username</td>
<td>1. Guest's previous UNC Charlotte username (If appropriate)</td>
</tr>
<tr>
<td>2. Reason for account</td>
<td>2. Guest's previous UNC Charlotte ID number (If appropriate)</td>
</tr>
<tr>
<td>3. Account type (Instructor, Research, General)</td>
<td>3. Guest's preferred first name</td>
</tr>
<tr>
<td>4. Guest's department</td>
<td>4. Guest's legal middle name</td>
</tr>
<tr>
<td>5. Start date</td>
<td>5. Guest's previous last name</td>
</tr>
<tr>
<td>6. End date</td>
<td>6. Guest's cell phone number</td>
</tr>
<tr>
<td>7. Is the guest a US Citizen or Permanent Resident?</td>
<td>7. Guest's home phone number</td>
</tr>
</tbody>
</table>

Additional Info Needed
See this FAQ for more specifics about the requirements

8. Guest's legal first name
9. Guest's legal last name
10. Guest's date of birth
11. Guest's gender
12. Guest's personal (non-UNCC) email address
13. Guest's permanent address
14. Copy of Photo ID (Driver's license, State ID, Green card, or Passport)

Non-US Citizen Requests: Depending on the Visa type, documentation from the International Student and Scholar Office (ISSO) may be required to submit the request. Requests for guests with B1, B2 and Visa Waiver status are exempt from this requirement.

Vendor Requests: Review the contract with the appropriate business officer prior to submitting the request.

Note
After attaching the copy of the guest's photo ID, please manually delete the saved copy from your computer. Please see this FAQ for guidelines for storing level 0-3 data.

Related FAQs

- How do I update my alternate email address and phone number in PW Manager?
- How do I activate my NinerNET account?
- How do I reset my NinerNET password if I forgot it?
- How do I change my NinerNET password in PWManager?
- What information is needed to request a sponsored guest account?