

## CANVAS: How to sponsor a netID for non-ISU participants

In order to participate in an ISU Canvas course or Organization, a person must have an ISU network identification (netID, Net-ID) and associated password.

An ISU instructor, researcher, or other staff member can sponsor a netID for non-ISU people who need access to their class or organization site.

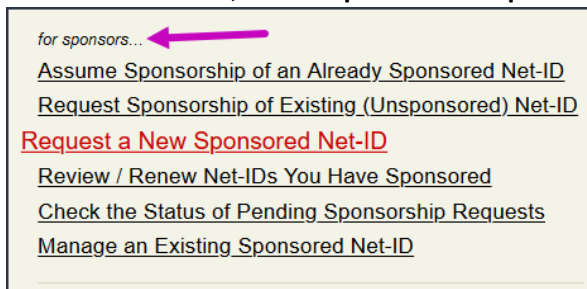
### STEP 1: Sponsor requests an 'Affiliate netID' for non-ISU participant

1. ISU Sponsor goes to [Account Services on the Web](https://asw.iastate.edu) (<https://asw.iastate.edu>) and logs in with their own netID and password.

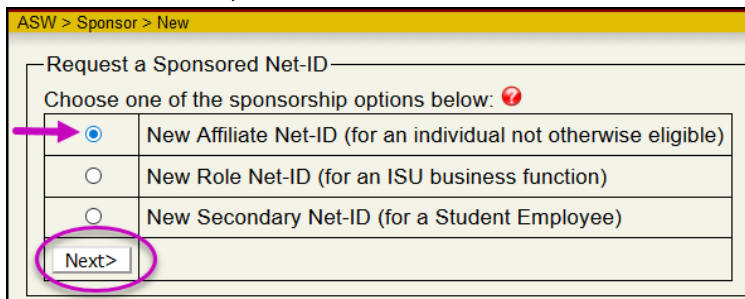
2. On the next screen, click **Manage Sponsored Net-IDs**



3. On the next screen, click **Request a New Sponsored Net-ID**



4. On the next screen, click radio button in front of **New Affiliate Net-ID**, then click **Next**



ASW > Sponsor > New

Request a Sponsored Net-ID

Choose one of the sponsorship options below: ?

<input checked="" type="radio"/>	New Affiliate Net-ID (for an individual not otherwise eligible)
<input type="radio"/>	New Role Net-ID (for an ISU business function)
<input type="radio"/>	New Secondary Net-ID (for a Student Employee)

Next>

5. The next screen is a form that the Sponsor must fill out.
  - Sponsor's netID appears at the top automatically.
  - Enter the **name** and **non-ISU email** for the person being sponsored (affiliate user).
  - Mark birthday as "unknown".
  - Mark that they are **not eligible** for an ISU-ID
  - Select an "Approver" from the list of available names. If you are setting up the account for Canvas use, select "Embleton, Karla [H SCI ADMIN]" from the list. \*\*\* Consider contacting your intended sponsor ahead of time to ensure they'll be available to approve your request.
  - Click "Route Request"

Request Sponsorship: New Net-ID for Affiliate

Where a valid business reason exists, an Affiliate Net-ID may be requested for an individual who is not otherwise eligible for a Net-ID.

An affiliate Net-ID is not appropriate for an incoming employee, request a Provisional Net-ID instead.

Affiliate Net-IDs are authorized by an Administrative Officer or their Delegate.

Sponsor's Net-ID:  ← **your netID appears here**

Information about the Individual you wish to Sponsor ?

First Name:  Please enter names in mixed case,

Last Name:  for example: Jane Doe (not JANE DOE or jane doe)

Birthday: Month  Day  or ☐ Unknown

Affiliate ISU-ID:  or ☐ Not Eligible for ISU-ID

Email Address:  (Recommended: Net-ID Registration Instructions sent here)

Directory Information for their Affiliate Net-ID

Title:  (e.g. Visiting Professor)

Department: HUMAN SCIENCES ADMINISTRATION [HS AD] ←

Sponsorship / Approval Information

Reason:

Sponsors and Approvers review/renew their sponsorship(s) twice a year.  
The reason will be displayed at review time to aid in the renewal decision.  
The reason is limited to 255 characters in length.

Approver: Embleton, Karla [H SCI ADMIN] ← (our best guess, but you need to choose)

Route Request ←

(PS, Don't submit duplicate requests, you will only annoy your approver.)

Select support person in College Online & Distance Learning Unit

## STEP 2: Approving the affiliate netID request

1. The "Approver" receives an email from sponsor's email address with link to ASW.
2. Approver clicks link in email, logs into ASW, reviews the request, then approves it.
3. A message gets sent to the participant's email address entered on the sponsorship form
4. The sponsor receives an email from ASW stating the requested has been approved.

**NOTE:** All sponsored netIDs must be renewed every October and March. A renewal reminder will be sent to the sponsor of the netID.

## STEP 3: New participant sets up their affiliate netID

1. Participant receives email from "Solution Center" (see example) that contains a link to the form they must complete along with the information they must enter into the form to verify the request.
  - Form link <http://netid.iastate.edu>
  - First name, last name, ISU-ID, birthday

From: **Solution Center** <[solution@iastate.edu](mailto:solution@iastate.edu)>

Subject: Your sponsored ISU Affiliate Net-ID

Dear **Jane Doe**

An ISU Affiliate Net-ID sponsored by John Smith <[jsmith@iastate.edu](mailto:jsmith@iastate.edu)> has been approved. To register for your ISU Net-ID proceed to <http://netid.iastate.edu> and follow the steps there.

You will need the following information:

First Name: **Jane**

Last Name: **Doe**

ISU-ID: **(random number is supplied here)**

Birthday: **(random birthday is supplied here)**

You will choose your Net-ID and password and you may optionally supply a cellphone number to aid in password resets.

You will need to complete this process within 14 days.

If you have questions, please don't hesitate to ask.

IT Services

192 Parks Library

+1 515.294.4000

[solution@iastate.edu](mailto:solution@iastate.edu)

<http://www.it.iastate.edu/solution/>

Participant follows link, fills in the "Register for an "ISU Network-ID" form, then clicks the "Next" button.


**Register for an "ISU Network-ID"**

Your Net-ID can be used to:

- Send and receive email.
- Register a computer system for network access.
- Purchase electronic services such as printing, disk space, etc.
- Access campus computer systems and services (e.g., Canvas, e-Library).
- ...and more!

To register for a Net-ID, complete the steps below:

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**① Enter the following information as shown on your .**

Given (first) Name:

Family (last) Name:

Your ISU CARD#

If you do not yet have an ISU Card, you may have received your ISU-ID via the mail.

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**② Enter the following as additional verification.**

Month and Day of Birth:

On the next screen they will see their assigned netID, set up a password, verify the password, and can enter a cell phone number which is useful if the password has to be reset at some point in time. They then submit the form.

#### STEP 4: Using new affiliate netID

After the participant submits their netID registration form, an email is automatically sent to the Sponsor informing them of the participant's new affiliate netID.

- It may take up to one hour for the new netID to become active within the ISU system.

The sponsor can then enroll the participant into any Canvas Organization or Course account.

##### To enroll affiliate netID into an Organization:

- Go into the Canvas organization account > People > +People
- Click the radio button in front of "Login ID"
- Enter non-ISU participant's netID into the box.
- Set Role and Section.
- Click "Next"
- Click "Add users"

Add user(s) by **1**

☐ Email Address ☒ Login ID

Example: lsmith, mfoster

**2**

Role **3** Section **4**

Student Section 1

☐ Can interact with users in their section only

Cancel Next **5**

##### To enroll affiliate netID into a Class:

- Go into the Canvas Class account > ISU Admin Tools > Authorize > Manage Additional People
- Enter non-ISU participant's netID, select a Role, select a Section, click green Add button
- Verify the participants name is listed on the screen.

Manage Additional People

Add or remove people to or from your sections.

Net-ID: netid **1** Role: **2** Section: All Listed Sections **3** Add **4**

See overview of Canvas course role at

**5: verify name appears below**

Name	Sections
Ann Bugler (bugler)	Section 1 (Student)
Heather Donoho (hidonoho)	Section 1 (Student)

For more information, see <https://www.it.iastate.edu/services/sponsored>