Harvard Sponsored Role (HSR) Request Process
TENANTS, VENDORS, & other roles as of 9/22/2022

Legend:
- Orange: Point Person/Requester
- Purple: Tenant or Vendor applicant
- Blue: HMS-CP&F Sponsor/Delegate
- Red: ID Office
- Green: Security

Request for HSR
NEW or RENEWAL

Complete Part 1 of HSR REQUEST FORM

Complete Part 2 of HSR REQUEST FORM

Email completed form to CP&F:
HMS-CPF-HSR-REQUESTS@HU.onmicrosoft.com

CP&F SPONSOR or SPONSOR DELEGATE
Enters/Updates HSR record in HSR Portal and routes for approval

Note:
Ensure that all required fields are completed and legible on the form and signatures captured.

Point Person emails HLC ID Office with request for card and provides Photo
IDOFFICE@hsph.harvard.edu

ID Office emails Point Person to correct photo and re-submit

Photo meets specs?

Yes

No

ID Office sends Point Person
HSR Applicant picks up ID Card

Security updates C-Cure system to grant access to ID Card holder

CP&F SPONSOR or SPONSOR DELEGATE
Notifies Point Person when HSR record approved and created

NEW HSR Request?

Yes

No

Point Person emails HLC ID Office with request for card and provides Photo
IDOFFICE@hsph.harvard.edu

ID Office sends Point Person
HSR Applicant picks up ID Card

Security updates C-Cure system to grant access to ID Card holder

ID Office sends Point Person
HSR Applicant picks up ID Card

Security updates C-Cure system to grant access to ID Card holder

Point Person follows process for HMS IT and/or HUIT for provisioning of electronic services

Note:
If the HSR Request is for a RENEWAL and an ID Card has already been issued, no further action is required.

If the HSR role ended and the HSR’s Harvard University ID # (HUID #) began with a leading zero “0” then you must submit this as a NEW request.

Point Person follows process for HMS IT and/or HUIT for provisioning of electronic services

Note:
If the HSR Request is for a RENEWAL and an ID Card has already been issued, no further action is required.

If the HSR role ended and the HSR’s Harvard University ID # (HUID #) began with a leading zero “0” then you must submit this as a NEW request.

Security updates C-Cure system to grant access to ID Card holder

ID Office sends Point Person
HSR Applicant picks up ID Card

Security updates C-Cure system to grant access to ID Card holder

Note:
Refer to the Harvard Campus Service Center website for details on how to obtain an ID card:
https://www.campusservicecenter.harvard.edu/services/id-cards/how-obtain-id-card#tab2