If a sponsored account for iRIS access has been requested for you after December 13, 2021 or your existing sponsored account has been transitioned to the new process, please follow these steps to activate the account:

1. Check your email for a message from guestid@louisville.edu. The body of the message will appear similar to this:

   Invitation for a UofL guest account

   guestid@louisville.edu
   to me ↓

   You are being invited to University of Louisville guest system by Allison G Ratterman. Please see the message from Allison G, below:

   Sponsor message:

   This invitation is for access to iRIS. Please follow the registration prompts at the link below to complete the account activation process. 1 business days before accessing iRIS with the new login credentials.

   To accept the invitation, click the link below (or copy and paste it into a new browser window) and follow the instructions.

2. Click on the link provided at the end of the message. This will take you to the Invitation Claiming Site. You should see UofL branding here.
3. To proceed, you will review the Terms of Service for UofL Guest Accounts then select the associated checkbox.
4. Click on the University of Louisville Guest (gray) button.
5. On the Account Management Screen, you will enter your First and Last Name. Next click the Create button.

6. Enter a password, then re-enter to confirm and click Activate Account
7. Select UofL Guest Accounts as the Application
8. You should next see the success message below. Since iRIS is a service, you will actually need to login to complete the enrollment process. Click Continue.

![Account Management](image1)

9. At the next login screen, use the email that was used to register your account and the password that you just associated with that account then click Login.

![Login](image2)

10. Congratulations, you have completed the enrollment process! Please allow two (2) business days for the new account information to be transferred before you use the new credentials to access iRIS.
11. Check your email inbox, you should have received a confirmation email from guestid@louisville.edu.

12. If you have any questions or issues, please file a ticket with the iRIS Service Desk at: https://iris.support.louisville.edu/jira/servicedesk/customer/portal/6