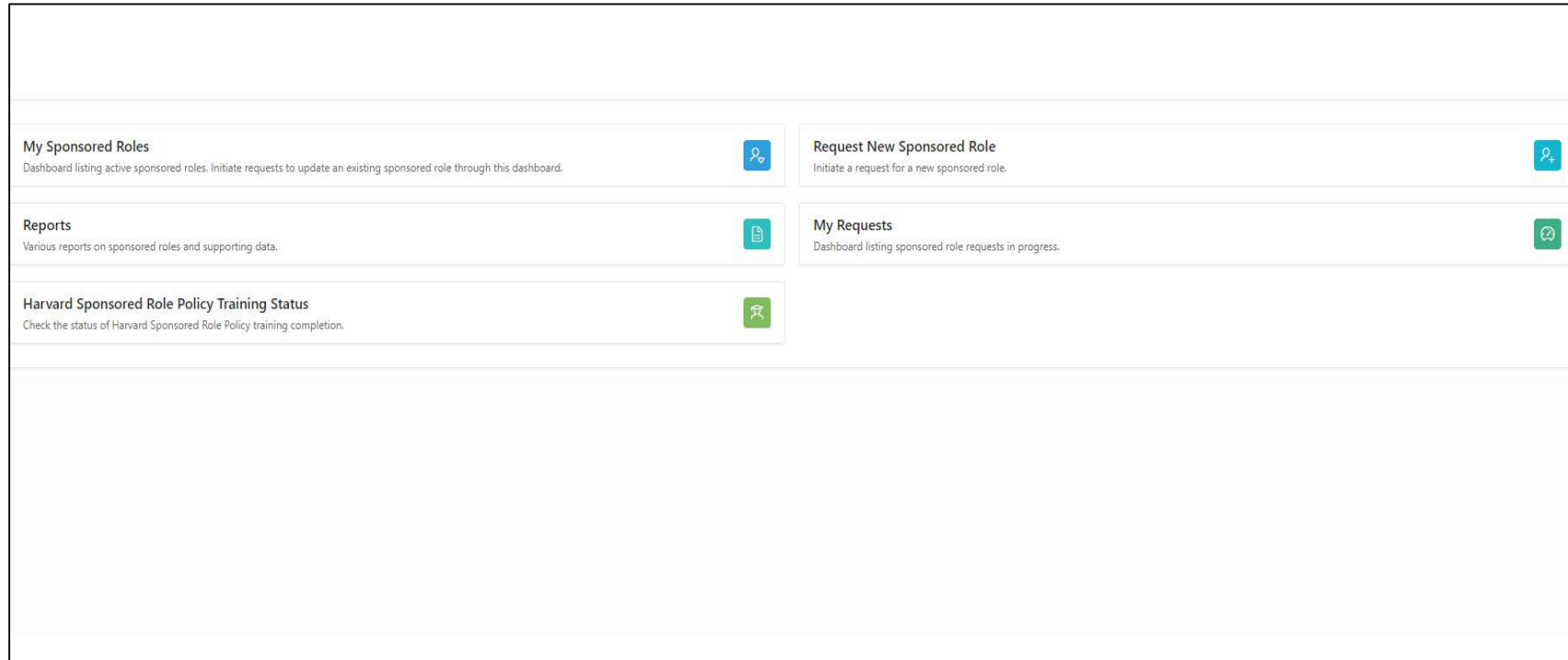


Quick Step by Step Guide  
Getting Started with the HSR Portal & Selecting  
a delegate for processing the forms



Click the Sign-in Button on the home page of the portal



Next, you should see this screen, continue on by selecting the “Request New Sponsored Role” option

POI Portal Hernandez, Luis

Home \

## Search for an Existing Harvard Identity

Search for an Existing Harvard Identity

Search Mode <sup>+</sup>

By Personal Information  By HUID

HUID

Last Name: Hernandez | First Name: Luis | Date Of Birth: 01/02/3456 | Email:

Clear

---

Confirm Existing Harvard Identity

Strong Matches

**The strength of the match is indicated by the Match Score. The lower the Match Score, the stronger the match.**  
 The Harvard Affiliations and School/Unit section displays the four most recent affiliations across various role types (e.g., employee, student, POI). It does not display all prior affiliations.  
 To see all prior affiliations for this individual visit MIDAS (if you have access) or work with a MIDAS user in your department.

	HUID	Image	Name	Emails	Harvard Affiliations and School/Unit	Gender	Match Score
<input type="button" value="Select"/>	12345678		Hernandez, Luis (Official)	lhernandez@hsph.harvard.edu (Official) lhernandez@hsph.harvard.edu (Onboard)	Coordinator II - SPH	Male	5

1 - 1

Next, the system will confirm if the individual currently has/or had an appointment within the university - you do this by searching for the individual either by HUID or personal information (Name & DOB)

If the individual has/or had an appointment within the university you will see a profile appear after the search, please click "Select" if this is the individual you wish to sponsor - If the individual is new and has never had an appointment, the system will allow you to continue and enter in the new information.

POI Portal

Home \ Request New POI

POI Sponsor Information

Assign me as the Sponsor

Switch Sponsor & Sponsor Delegate

Sponsor Name (HUID)  
Last Name, First Name or HUID

Harvard Email

School/Business Unit

Department

POI Sponsor Delegate Information (Optional)

Assign me as the Sponsor Delegate

Sponsor Delegate (HUID)  
Last Name, First Name or HUID

Harvard Email

School/Business Unit

Department

Next, you'll either see blank text boxes where you input the new individuals information, or you will see these boxes prefilled if you selected someone who has/or had an appointment within the university.

**Once here**, scroll down until you are able to assign a sponsor and a delegate.

Select yourself as the sponsor and then select your admin support as the delegate – this works much like concur, your admin will be able to go in and complete the form on your behalf, and alert you when it is complete and ready to be submitted for approval.

## Office of Faculty Affairs

[Home](#) > [Office of Faculty Affairs](#) > [Policies and Guidelines Pertaining to All Academic Appointees](#) > [Harvard Sponsored Role \(HSR\) Policy – effective July 15, 2021](#)

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### Harvard Sponsored Role (HSR) Policy – effective July 15, 2021

#### Updates & FYIs:

- VPN is no longer necessary to access the HSR portal – just your Harvard Key
- Departing postdocs are eligible to be research collaborator HSRs for up to six months, without a HSR form and via an administrative sponsor; after the initial six months, the full research collaborator process will be required
- As research collaborator HSRs carried over from the previous system expire, a full set of documents will be required if an extension or renewal is requested
- Existing data use agreements can substitute for a VPA in certain cases

A Harvard Sponsored Role (HSR) designation is the mechanism Harvard uses to grant access to physical and/or digital resources for a person who is not a Harvard employee nor a Harvard student and who does not hold an HMS academic appointment through a Harvard-affiliated hospital. HSR status is granted because Harvard has a legitimate and verified business need to support the activities of the HSR.

Effective July 15, 2021, all HSR requests must comply with the new [Harvard HSR policy](#) and all HSRs must be brought on board, renewed, or terminated using the new [Harvard HSR portal](#).

#### Who can be a HSR:

An individual with a legitimate need for access to Harvard/Harvard Chan School space and/or digital resources for purposes that advance the University or School's business mission(s), and who also meet the definition of one of the HSR role types defined in appendices A, B, or C of

If you have any questions or concerns, please refer to the HSPH OFA page dedicated to Persons of Interest (HSR). Here you will find the full policy and help links to the portal and the training if you would like to retake for a refresher.

OFA HSR Policy/Resource Page:  
<https://www.hsph.harvard.edu/faculty-affairs/policies-pertaining-to-all-academic-appointees/hsr-policy/>