

Brown Accounts, ID Cards and Faculty Benefits

1. I have a faculty appointment at Brown. How do I obtain my Brown ID Card?

Prior to visiting the [Brown Card Office](#) *in person* to obtain your Brown ID Card, please call 401-863-2273 to ensure that your information is correct and that you have been activated in the ID Management System. Also, please note that if you currently have a Sponsored ID, you will still need to obtain a new ID card with your faculty information listed.

The [Brown Card Office](#) is located in the Page-Robinson Hall Building, 69 Brown Street, Providence, RI, Room 511. Proof of identification is required.

2. To activate your Brown Account:

You will need your Brown ID Number to activate your electronic account and establish a User Name and Password. The 9-digit number is located above your photo on your Brown ID Card. You may also obtain your Brown ID number by either calling the [Brown Card Office](#) (863-2273) or by emailing BMFA@brown.edu. Visit <https://myaccount.brown.edu/activate> to activate your account. Select the first option and then follow the subsequent directions. Your User Name allows you access to Brown's electronic services.

3. Contact the CIS Help Desk at 401-863-4357 for assistance with the following:

- I cannot remember my password.
- I cannot remember my user name.
- I do not know if I have activated my Brown electronic account.
- [To change your legal name.](#)
- For further information, please visit the [Brown CIS Website](#)

4. To forward Brown Email to another Email:

You can forward your Brown Email to another Email. Please visit the [IT Knowledgebase](#) for directions.

Brown Email is not designed to be HIPAA compliant and must not be used for transmission of protected health information or personal information.

5. To use the Brown online databases:

Please visit [the Brown University Library](#) and [Medical Connections](#). Log in using your User Name and Password. If you are having problems logging in, please contact the CIS Help Desk at 401-863-4357.

6. Faculty Information Sheet:

We are collecting information to meet federal reporting requirements for accreditation and to update Brown University records. Therefore, as a condition of your appointment, please complete the [Faculty Information Sheet](#) so that your appointment can be processed.

Please visit the [BioMed Faculty Administration Website](#) for faculty information and benefits.