



FACULTY AFFILIATE REQUEST FORM

Complete this form to request a new faculty exception affiliation be created. This form will be processed during peak periods of employee onboarding. All fields are required for the form to be processed. When completed, review the security/liability statement, then print, sign and email the signed form to helpdesk@okstate.edu.

Date Submitted: _____

AFFILIATE INFORMATION

Affiliate First Name: _____

Affiliate Last Name: _____

Affiliate Personal Email Address: _____

Banner ID: _____

Please use only the Banner ID. The Banner ID should be provided to you by New Hire when the new faculty were created in Banner.

REASON FOR AFFILIATION

The faculty affiliation will be valid for a short period of time to give the employee onboarding time to be approved and applied.

SPONSOR INFORMATION

The contact person(s) will be notified when the affiliation has been processed or if questions arise. All fields are required, including the banner org. code.

Sponsor First Name: _____

Phone Number: _____

Sponsor Last Name: _____

Email: _____

Department Name: _____

Banner Org. Code: _____

ALTERNATE CONTACT

Alternate Contact First Name: _____

Phone Number: _____

Alternate Contact Last Name: _____

Email: _____

Department Name: _____

Banner Org. Code: _____

PRIVACY NOTICE

Upon receipt, this form and any attached documents will be stored in the Document Imaging Solution, encrypted and both HIPAA and FERPA compliant. Please email this form to the email listed below.

LIABILITY STATEMENT

As sponsor of this OSU Affiliate, I understand they must abide by all current policies and procedures relating to technology use at OSU. I will ensure they are aware of these policies and procedures. Upon completion of this request, the Affiliate will have the ability to activate an O-Key account, receive Exchange Email and Active Directory file and print services, login to any IT computer lab, and obtain an OSU ID card.

Department Head Signature _____

Department Head (Print Name) _____

PRINT FORM