

**Procedure P5-207A: University of Utah Affiliates**

Revision 0. Effective date: February 27, 2024

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**I. Purpose and Scope**

A. Purpose.

In limited situations, a person unaffiliated with the University needs access to University of Utah systems and/or buildings which require a University Identification number (UID). In rare instances, a University of Utah employee or student needs access to systems and/or buildings not granted by their institutional role, requiring an affiliate role to be associated with their existing UID. This guideline outlines situations in which an affiliate ID will be issued and the process to do so. This procedure is subject to Rule 4-004D.

B. Scope.

This procedure applies to all units at the University of Utah, including University of Utah Hospitals and Clinics.

## II. Definitions

The definitions provided in Policy 5-207 apply for this procedure. In addition, the terms below apply for the limited purpose of this procedure.

- A. "Affiliate" means a person granted a UID for the purpose of obtaining a UCard and/or access to a University system or building that they otherwise would not be qualified for.

## III. Procedure

- A. The following individuals may be eligible for an Affiliate UID with appropriate university approval:
  - 1. An independent contractor (including consultants and search firm professionals) with a current contract with the University;
  - 2. A volunteer;
  - 3. An unpaid intern or extern;
  - 4. A recipient of non-academic training where no tuition or fees are paid;
  - 5. An employee/student of another organization/company who is doing research, consulting, or other collaboration in partnership with the University and does not receive any payment from the University;
  - 6. A person who is not a university employee and is on a search committee and needs access to an online applicant tracking system;
  - 7. The spouse or domestic partner of an Emeritus Retiree as described in Policy 5-112.
- B. Affiliate Types:
  - 1. 10061 Patient Sensitive:
    - a. Granted a UID, a uMail account, wireless access, and access to the University Learning Management System (LMS).

- b. Requires a criminal background check, drug screen and compliance with immunization and training requirements.
  - c. Must be used for all affiliates performing patient-sensitive functions as defined by Policy 5-114.
- 2. 10062 University Health Academics:
  - a. Granted a UID, a uMail account, wireless access and access to the University Learning Management System (LMS).
  - b. Requires a criminal background check and compliance with training requirements.
- 3. 10054 University LMS System User:
  - a. Granted a UID, a uMail account, wireless access, and access to the University Learning Management System.
  - b. Does not require a criminal background check or drug screening to receive Affiliate ID; however, background check or drug screening may be required by other University regulations based on the individual's activity with the University.
  - c. This affiliate type is not to be used within University Health Academics.
- 4. 10060 Affiliate:
  - a. Granted a UID
  - b. Does not require a criminal background check or drug screening to receive Affiliate ID; however, background check or drug screening may be required by other University regulations based on the individual's activity with the University.
  - c. This affiliate type is not to be used within University Health Academics.

C. Duration:

1. Except as provided in Section III.C.4, an Affiliate UID is active for up to 12 months.
  2. Extensions must be requested prior to affiliate expiration.
  3. Extensions may be granted for an additional 12-month period.
  4. Affiliate UIDs granted to the spouses or domestic partners of Emeritus Retirees do not expire.
  5. When an Affiliate ID expires all accesses will be removed immediately. The deprovisioning process is managed by University Identity & Access Management, within University Information Technology in accordance with Rule R4-004D.
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*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

#### **IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

##### A. Policies/ Rules.

1. Policy 5-207: Identification Cards

##### B. Procedures, Guidelines, and Forms. [ *reserved* ]

##### C. Other Related Resources. [ *reserved* ]

#### **V. References**

##### A. Rule R4-004D: Access Management

##### B. Policy 5-112: Retirement and Retiree Benefits

#### **VI. Contacts**

The designated contact officials for this Regulation are

- A. Human Resource Information Systems Director, Division of Human Resources

- B. Director, Identity and Access Management, University Information Technology
- C. University of Utah Hospitals and Clinics HR Employee Experience Team (for UUHC affiliates)

## **VII. History**

Revision History.

- A. Current version. Revision 0. Effective Date February 27, 2024.