

Subject:

Request Date:



Texas A&M NetID Account Request

Instructions: This form is used by Texas A&M departments and affiliate organizations to request a NetID account for personnel 1) who must have a NetID account to access authorized university information resources; and 2) who are not affiliated with any Texas A&M NetID Identity Management System Registration Authority. All information should be typed except for signatures and initials.

<p>Submit form to: Identity Management Office identity@tamu.edu Fax: 979.845.6090 MS 3374</p>	<p>Need Help? Identity Management Office Phone: 979.862.4300 identity@tamu.edu</p>
---	---

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Subject Information:

Universal Identification Number (UIN):

A UIN is required to create an entry for the Subject in the NetID Identity Management System.

- 1 Subject already has UIN. Enter UIN here ► _____
- 2 Subject's UIN needs to be created.

Name as shown on Subject's identity document:

First Name: _____

Middle Name: _____

Last Name: _____

Suffix: _____

Maiden Name: _____

Date of Birth (month dd, yyyy): _____

Gender: Male Female

Country of Citizenship: _____

U.S. Permanent Resident

Contact Information: Email Address: _____ Phone Number: _____

Organizational Unit Contact for this Request:

The contact must be a full-time Texas A&M University System faculty or staff employee. The contact also serves as the account sponsor.

Full Name: _____

UIN: _____ Title: _____

Dept: _____

Texas A&M System Member Institution: _____

Phone Number: _____ Email Address: _____

Request Date: _____

Subject:

Request Date:

Subject's Relationship with Sponsoring Organizational Unit:

If **not** an onboarding new employee, provide the following information:

Enter affiliation start date here (month dd, yyyy) ▶ _____

Enter affiliation expiration date here (month dd, yyyy) ▶ _____

Enter external employer organization name here ▶ _____

Enter external employer city, state, province, country here ▶ _____

Check one of the following eight options that best describes the type of relationship the Subject has with the Sponsoring Organizational Unit.

1 Onboarding **new employee**.

Enter hire date here (month dd, yyyy) ▶ _____

Position Type: Faculty Staff Graduate Assistant Student Worker

2 **Adjunct Faculty**

3 **Graduate Faculty**

4 **Visiting scholar/Unpaid Intern (Please provide a copy of the signed 5VS, AG-713 or VP/S with the account request.)**

5 **Medical Resident/Intern**

6 **Member of an affiliated organization or group:**

Description of affiliation ▶ _____

Organization/Group:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> ROTC | <input type="checkbox"/> The Association of Former Students | <input type="checkbox"/> 12 th Man Foundation | |
| <input type="checkbox"/> Board of Regents | <input type="checkbox"/> Texas A&M Mexico Office | <input type="checkbox"/> Texas A&M Soltis Center | <input type="checkbox"/> Institute of Nautical Archeology |
| <input type="checkbox"/> Veterans program | <input type="checkbox"/> Veterinary Medicine, clinical trainee program | <input type="checkbox"/> Texas A&M Medical Library | |
| <input type="checkbox"/> Division of Research | <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Texas A&M Bookstore | <input type="checkbox"/> Columbia Advisory Group |
| <input type="checkbox"/> USDA-ARS Southern Plains Agricultural Research Center | <input type="checkbox"/> Easterwood Airport | | |

7 **Contractor, vendor, auditor or temp agency employee**

8 **Remote research collaborator (Please provide a copy of the signed 5VS, AG-713 or VP/S with the account request.)**

9 **Other:** Description of affiliation ▶ _____

Business Reason for NetID Account ▶ _____

Subject IT Services: @tamu.edu email

Affiliated personnel are not eligible for @tamu.edu email by default. If @tamu.edu email is required, enter justification below.

Subject:

Request Date:

Texas A&M NetID Identity Management System Statement of Responsibility

- You certify the Subject cannot perform necessary business for the university without a Texas A&M NetID account.
- You certify you have entered accurate identity and affiliation information for the Subject.
- If the Subject's relationship with the organizational unit ends prior to the stated expiration date, you will inform the Identity Management Office via email at identity@tamu.edu.
- You certify you have obtained all needed approvals for this access.
 - If an adjunct faculty member, Dean of Faculties has been informed.
 - If a graduate faculty member, Office of Graduate Studies has been informed.
 - If a visiting scholar or remote research collaborator, all requirements of SAP 15.99.99.M0.01 Visiting Scholars Not Involved in an Employee/Employer Relationship with Texas A&M University and SAP 15.02.99.M1 Export Controls have been met and all necessary approvals from the Office of Vice President for Research and Graduate Studies have been obtained.
 - For a vendor or contractor, all requirements of SAP 29.01.03.M1.22 Information Resources – Vendor Access have been met and all necessary approvals from the Department of Contract Administration have been obtained.
- You certify you have informed the Subject of all Information Resource Acceptable Use policies and procedures as outlined in SAP 29.01.03.M1.02.
- Violation of this agreement may result in disciplinary action or legal action or both.

The agreement is bound by the University FERPA Policy and University Acceptable Use Guidelines

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS.

Organizational Unit Contact.

Printed (Typed) Name

X _____
Signature

Date Signed

Unit Head or Designee or Unit's HR Liaison.

Printed (Typed) Name

X _____
Signature

Date Signed