

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.

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

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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 SVS signed by VPR with the account request.)**

5 **Medical Resident/Intern**

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

Description of affiliation ▶ _____

Organization/Group:

- ROTC Texas A&M Foundation The Association of Former Students 12th Man Foundation
- Board of Regents Texas A&M Mexico Office Texas A&M Soltis Center Institute of Nautical Archeology
- Veterans program Veterinary Medicine, clinical trainee program Texas A&M Medical Library
- Division of Research Texas A&M Aerospace Advisory Board Texas A&M Bookstore
- USDA-ARS Southern Plains Agricultural Research Center Compass Group, USA Easterwood Airport
- Columbia Advisory Group

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

8 **Remote research collaborator**

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

Business Reason for NetID Account ▶

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 viewed a valid current government ID that contains Subject's picture and either address or record or nationality of record (e.g. driver's license or passport).
- You certify you have created a record containing the identity document type and issuer, full name as shown on the document, date of birth, current address of record and the date of this event. You agree to retain this record for the duration of the Subject's relationship with the organizational unit.
- 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, 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