

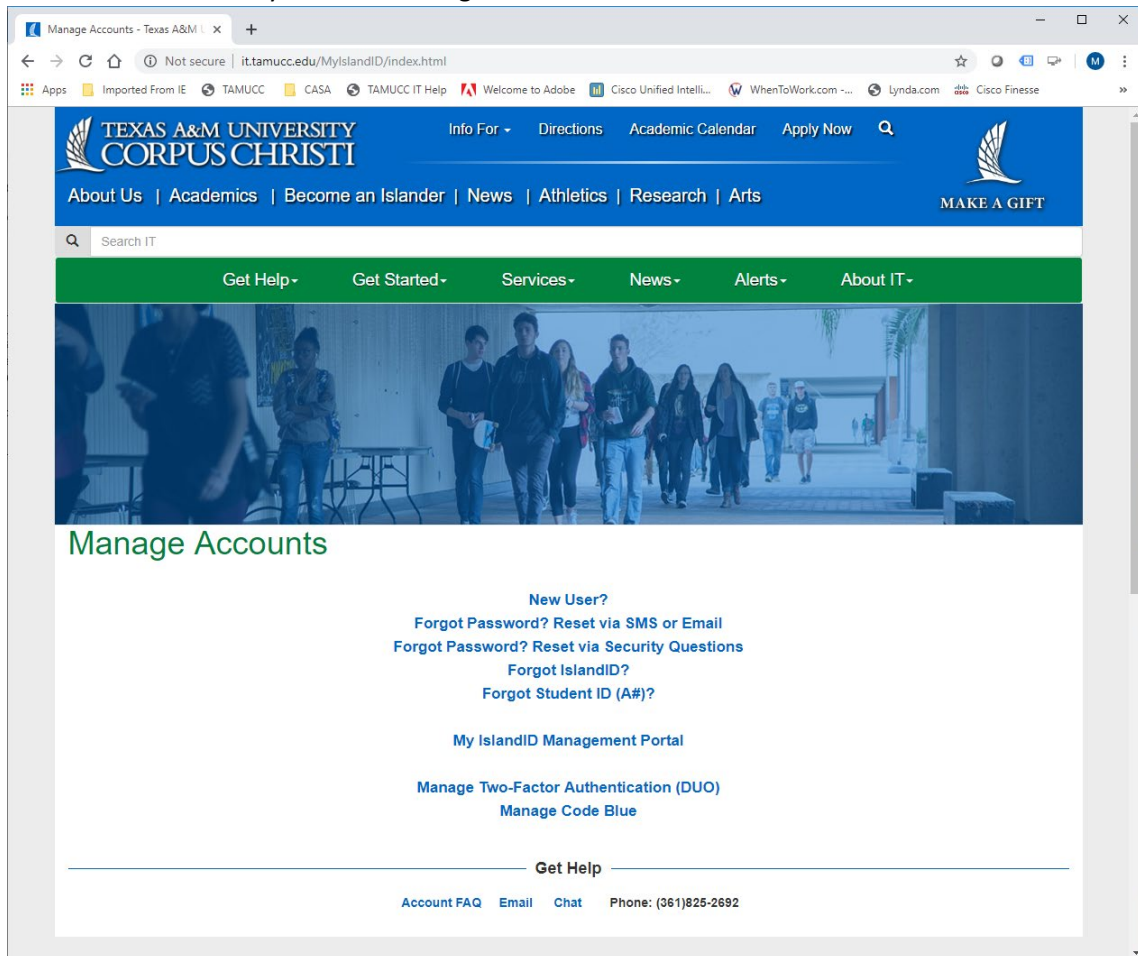
Requesting Affiliate Accounts

Affiliate accounts are used when people not being paid by the University need to log into the University systems for longer than a few months. If access is needed for less than a few months, a Guest account should be requested by emailing itrequests@tamucc.edu. If the person is being paid, an account will be automatically generated during the Workday process.

Affiliate accounts are available for full time employees to request. Valid personal email addresses should be used for the Affiliate, they will be notified when the account is ready with this email. A valid UIN is required before beginning this process, please contact HR to obtain a UIN if they do not already have one. Affiliate accounts are reviewed by the Office of Information Security.

Affiliate accounts are established for one year at a time. Renewal approval will be sent to the Manager of the Affiliate account. If the account needs to be disabled prior to one year, place a ticket by emailing itrequests@tamucc.edu.

- 1.) Go to MyIslandID.tamucc.edu from a web browser
- 2.) Click on the link for My IslandID Management Portal



3.) Go to the REQUESTS tab > REQUEST ACCESS > CREATE NEW USER

The screenshot shows a web browser window with the URL `idp.tamucc.edu/identity/self-service/tcc/ussp.jsf`. The page title is "Password and Account Management Portal" and it is personalized for "Melissa Asbury". The navigation menu includes "APPROVALS", "REQUESTS", "RESET PASSWORDS", "USERS", and "MY PROFILE". The "REQUESTS" tab is active, and the "REQUEST ACCESS" sub-tab is selected. The main content area displays a four-step process:

- 1 Select a user**: "Select the users for whom you want to request access. Include Self. The selected users are shown below." Below this is a table with columns: Legal Last Name, Legal First Name, Job Title, Department, and Office Phone. A search bar is present. A blue button labeled "CREATE NEW USER" is circled in red.
- 2 Select resources and permissions**
- 3 Specify access period**
- 4 Submit request**

The footer contains four sections: "About the University", "Research & Academics", "Quick Links", and "Visitor Information", each with a list of links.

4.) Select User Type: Affiliate > NEXT

5.) Complete all information required in Step 2. UIN must be obtained by HR prior to this step.

6.) This can be requested on behalf of someone else by using the “Select a Different Manager” option

Create a new user

1 User Type

User Type:

2 My Information

* Legal First Name:

* Legal Last Name:

* UIN: ⓘ

Description:

* Personal Email:

* Department:

Personal Phone:

* Birthdate: ⓘ
Format: mm/dd/yyyy

* Citizen:

Non Citizen Length of Stay:

Non Citizen Country:

Secondary Country:

* Needs Mailbox:

* Required field

MANAGER'S INFORMATION

Name: Asbury, Melissa

Office Phone: (361) 825-5984

Email Address: melissa.asbury@tamucc.edu

[Select A Different Manager](#)

• Our Location
• Spirit and Traditions
• Islander Athletics

• Harle Research Institute
• Conrad Blucher Institute
• Academic Affairs

• University Directory
• S.A.I.L.
• Blackboard

• Campus Map
• Tour the Campus
• Community Outreach

7.) Use the magnifying glass icon to see search fields.

Select A Different Manager

The list of managers are shown below.

Legal Last Name	Legal First Name	Department	Job Title	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	-			e@islander.tamucc.edu
<input type="radio"/>	2012 Service		SQL	
<input type="radio"/>	aaaa1111.svc		aaaa1111.svc	
<input type="radio"/>	aac		aac	
<input type="radio"/>	aaffairs		aaffairs	
<input type="radio"/>	Aahman		Fanny	faahman@islander.tamucc.edu
<input type="radio"/>	Aamir		Hadia	haamir@islander.tamucc.edu
<input type="radio"/>	Aamir		Neha	naamir@islander.tamucc.edu
<input type="radio"/>	Aari	College Of Business	Institutional Student Worker	vaari@islander.tamucc.edu
<input type="radio"/>	Aaron		Caroline	caaron1@islander.tamucc.edu
<input type="radio"/>	Aaron		Dylan	daaron@islander.tamucc.edu
<input type="radio"/>	Aba		Angel	aaba@islander.tamucc.edu
<input type="radio"/>	Abad		Alexxis	aabad@islander.tamucc.edu
<input type="radio"/>	Abad		Cassandra	cabad@islander.tamucc.edu
<input type="radio"/>	Abadom		Brandie	babadom@islander.tamucc.edu
<input type="radio"/>	Abah		Alphonsus	aabah@islander.tamucc.edu
<input type="radio"/>	Abalos		Chloe	cabalos@islander.tamucc.edu
<input type="radio"/>	Abalos-Green		John	jabalosgreen@islander.tamucc.edu
<input type="radio"/>	Abarca		Bethany	babarca@islander.tamucc.edu
<input type="radio"/>	Abarca		Illiana	iabarca@islander.tamucc.edu

8.) Select the name of the person you want to manage the account then click on Done

Select A Different Manager

The list of managers are shown below.

Legal Last Name	Legal First Name	Department	Job Title	Email Address
<input type="text" value="munoz"/>	<input type="text" value="miguel"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	Munoz		Miguel	
<input checked="" type="radio"/>	Munoz	User Support Services	End User Support Specialist I	miguel.munoz@tamucc.edu

9.) Once all required information is complete select Done

10.)The request is then routed to OIS for approval

11.)After approval, the Affiliate will get an email to their personal email account notifying them of the account claim or reactivation process