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

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

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

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