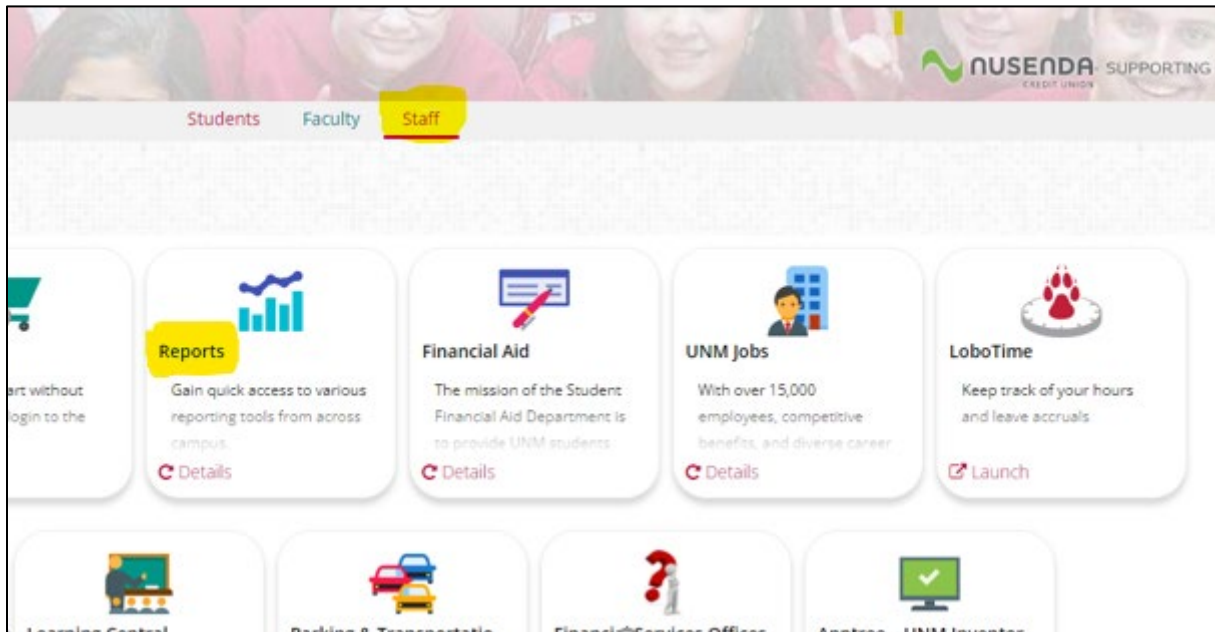


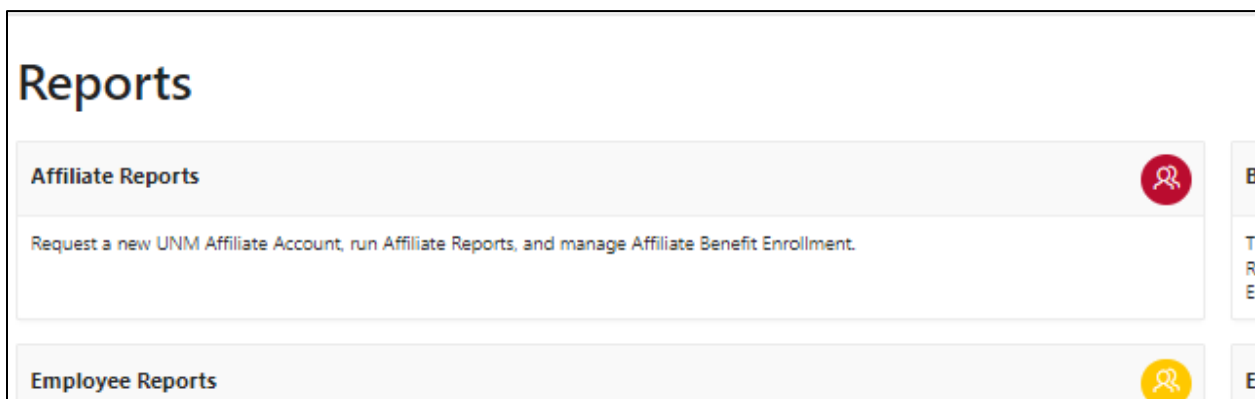
Affiliate Request Form Instructions

Accessing the Affiliate Request Form in HR Reports:

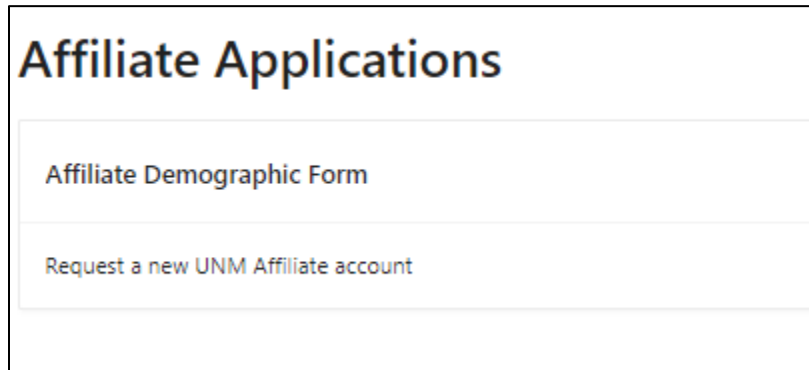
- Go to <http://my.unm.edu> and select **Staff** -> **Reports**
- Click on the **Reports** Tile -> **HR Reports**
- Log In using your NetID and Password



- Chose **Affiliate Reports**



- Select **Affiliate Demographic Form**

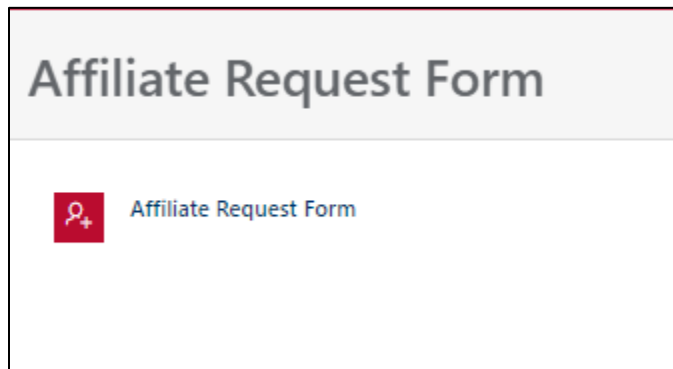


Affiliate Applications


Affiliate Demographic Form

Request a new UNM Affiliate account

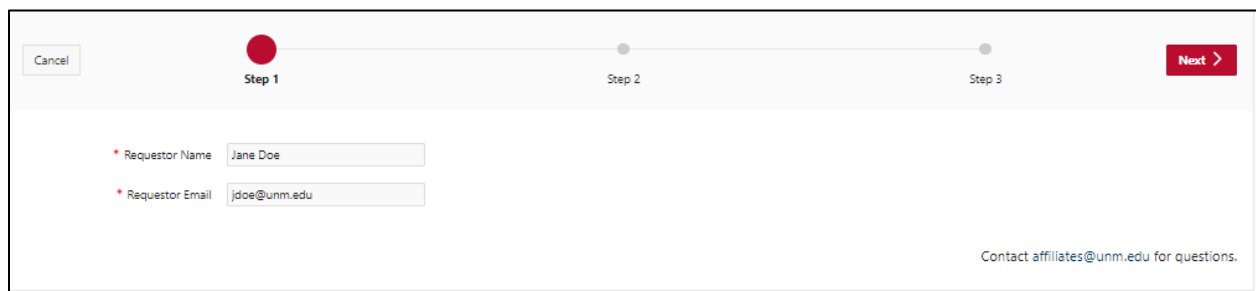
- Select **Affiliate Request Form**



Affiliate Request Form

 Affiliate Request Form

- As the department contact, enter your **name** and **email address**. Click **Next**.



Cancel

Step 1 Step 2 Step 3

Next >

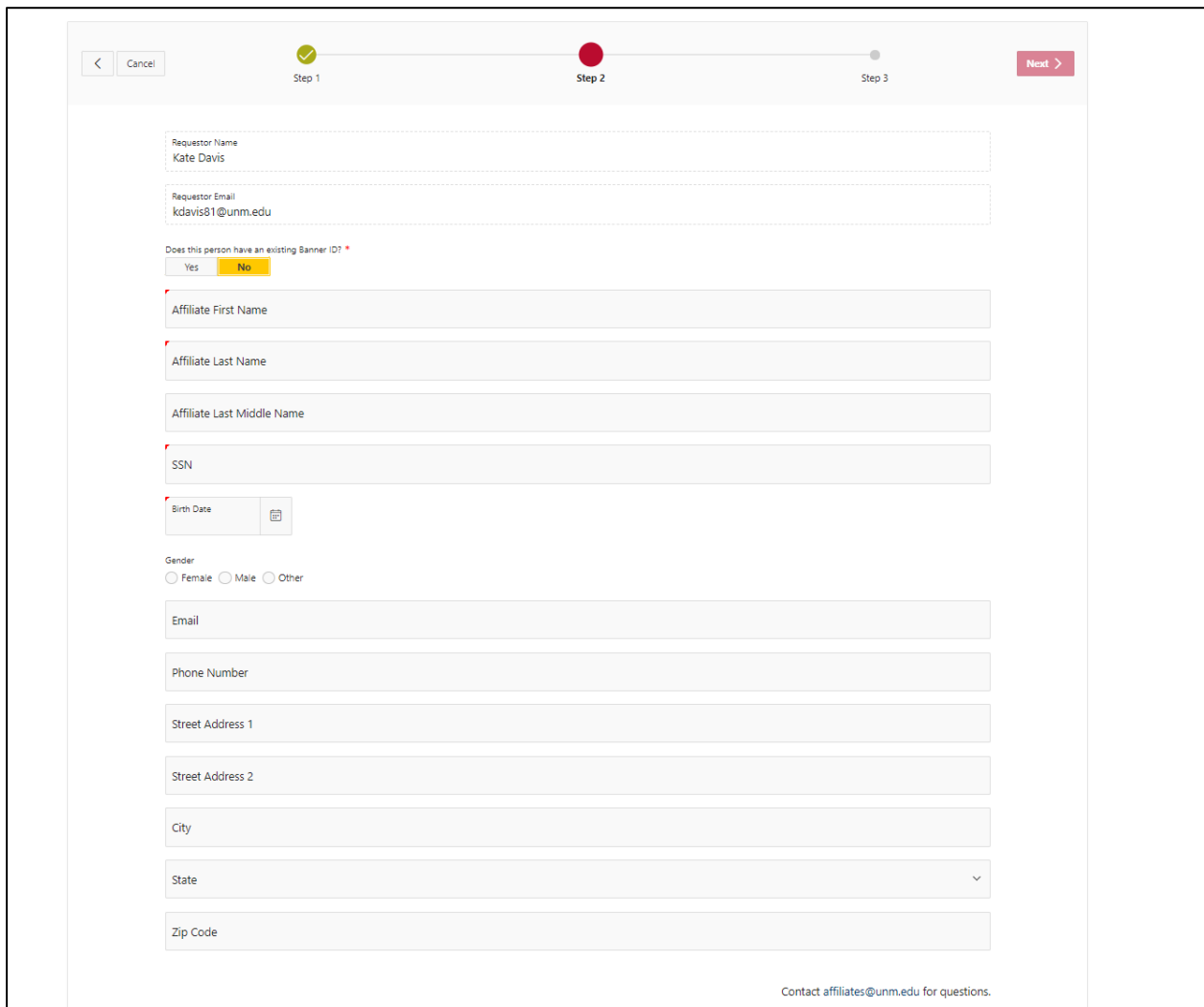
* Requestor Name Jane Doe

* Requestor Email jdoe@unm.edu

Contact affiliates@unm.edu for questions.

- If the nominee has a Banner (UNM) ID, Select **Yes**.
 - Enter the **Banner ID**
 - Nominee's **First Name**
 - Nominee's **Last Name**

- If the Nominee **does not** have a Banner (UNM) ID, select **No** and complete the form with the requested information. You must include the following:
 - Affiliate **First Name**
 - Affiliate **Last Name**
 - **SSN** (Note, if the nominee does not have a SSN, enter 999-99-9999. The nominee will be provided with a “dummy” SSN number to use for establishing their UNM NedID/email address).
 - **Birth Date**
- Select **Next**



< Cancel

Step 1 Step 2 Step 3 Next >

Requestor Name
Kate Davis

Requestor Email
kcdavis81@unm.edu

Does this person have an existing Banner ID? *

Yes No

Affiliate First Name

Affiliate Last Name

Affiliate Last Middle Name

SSN

Birth Date

Gender

Female Male Other

Email

Phone Number

Street Address 1

Street Address 2

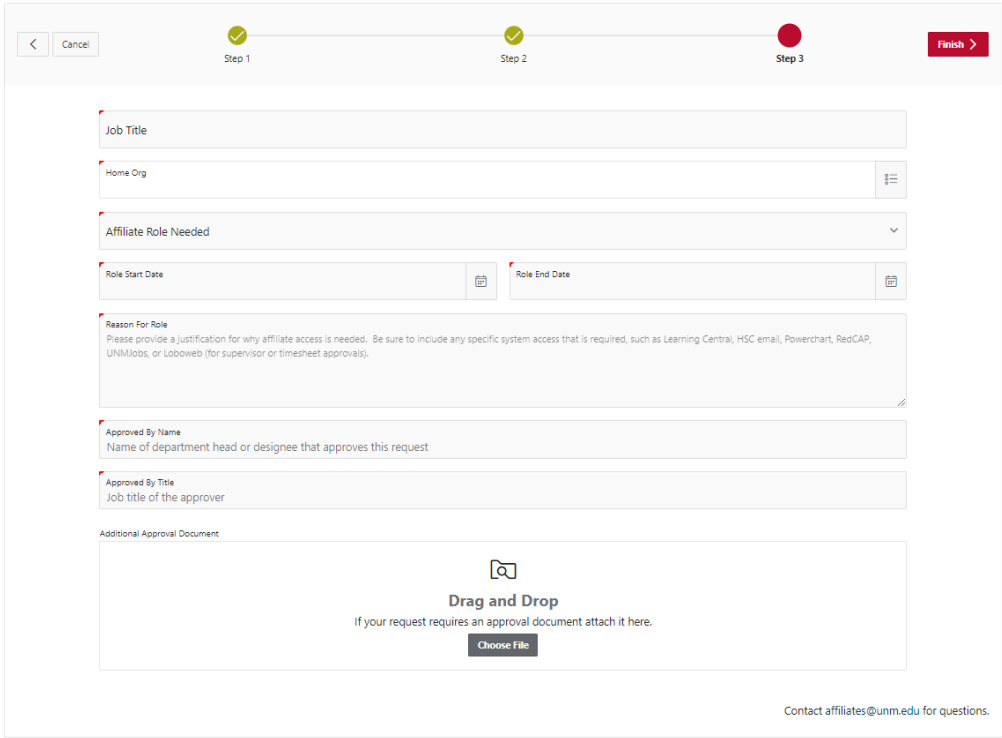
City

State

Zip Code

Contact affiliates@unm.edu for questions.

- Enter the **Job Title** being requested
 - For LATs, this must match the title identified on the LAT request form.
- Enter **Home Org** (Department's ORG code)
- Select **Affiliate Role Needed**:
 - FACULTY_LAT: For Main/Branch Campus LAT Requests
 - FACULTY_LAT_LANL: LAT Requests for Los Alamos National Lab employees
 - FACULTY_LAT_SNL: LAT Requests for Sandia National Lab employees
 - FACULTY_ROTTC: For ROTC instructors
 - Visiting Academic Colleague: Non-LAT faculty affiliate requests
- Select the Role **Start Date** and Role **End Date**
- Complete the **Reason for Role**: Explain why the role is needed and what system access is required.
 - For LAT request, it is okay to enter "See LAT Request"
- Enter **Approved By Name**: Typically the nominating faculty member or Department Chair
- Enter the **Approved By Title**: Typically the nominating faculty member or Department Chair
- Drag and Drop the required documents
 - For LAT request, this includes the LAT Request Form and Nominee CV
- Select **Finish**



The screenshot shows a web-based form for requesting an affiliate role. At the top, there is a progress bar with three steps: Step 1 (Job Title and Home Org), Step 2 (Affiliate Role Needed and Role Start/End Dates), and Step 3 (Reason for Role, Approved By Name, Approved By Title, and Additional Approval Document). A 'Finish' button is located at the top right. The form fields are as follows:

- Job Title**: A text input field.
- Home Org**: A dropdown menu with a list icon on the right.
- Affiliate Role Needed**: A dropdown menu with a downward arrow on the right.
- Role Start Date** and **Role End Date**: Text input fields with calendar icons on the right.
- Reason For Role**: A large text area with a placeholder text: "Please provide a justification for why affiliate access is needed. Be sure to include any specific system access that is required, such as Learning Central, HSC email, Powerchart, RedCAP, UNMJobs, or Loboweb (for supervisor or timesheet approvals)." and a small icon on the right.
- Approved By Name**: A text input field with a placeholder: "Name of department head or designee that approves this request".
- Approved By Title**: A text input field with a placeholder: "Job title of the approver".
- Additional Approval Document**: A large text area with a placeholder: "Drag and Drop" and "If your request requires an approval document attach it here." and a "Choose File" button.

At the bottom right of the form, there is a contact email: "Contact affiliates@unm.edu for questions."

Once your request has been submitted, department can expect:

For LATs:

- OAP will provide department contact a copy of the approved LAT request form.
- OAP will issue the LAT appointment letter to the nominee.
- The nominee must sign and return the LAT appointment letter or OAP at faculty@unm.edu within 10 days of receipt.

For other affiliate types:

- The department contact will receive email confirmation from affiliates@unm.edu confirming that the affiliate request has been processed.