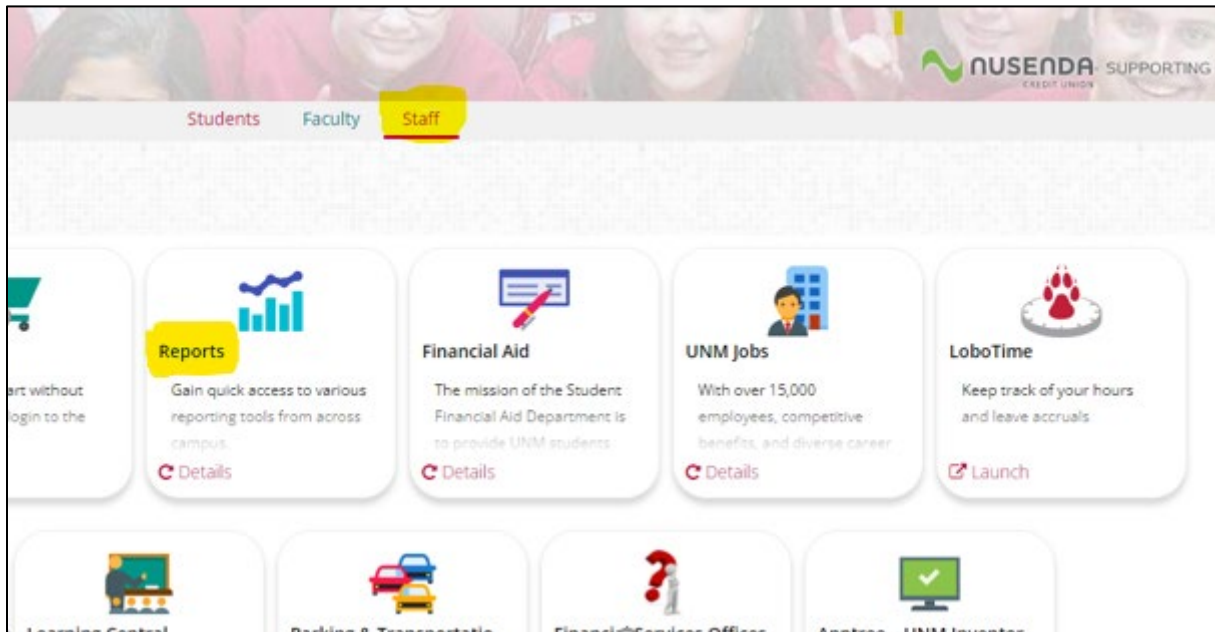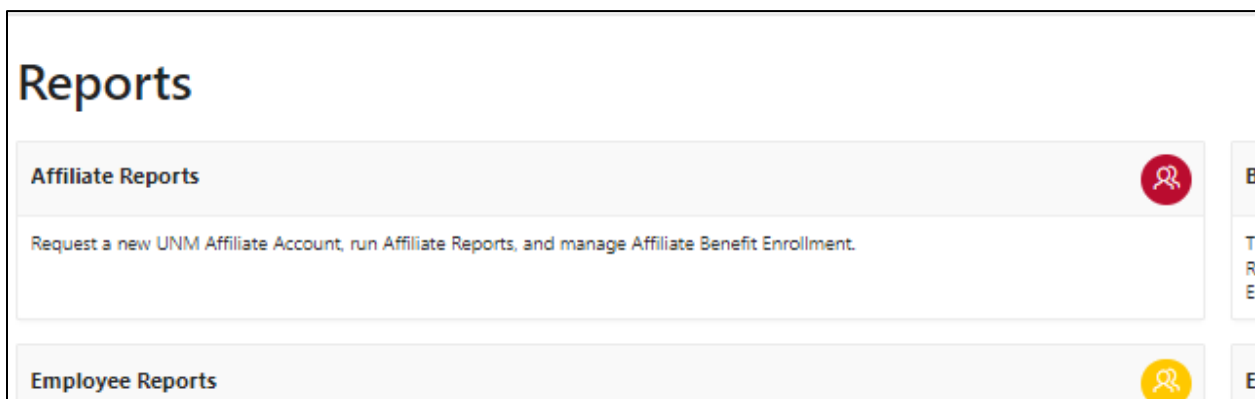# Affiliate Request Form Instructions

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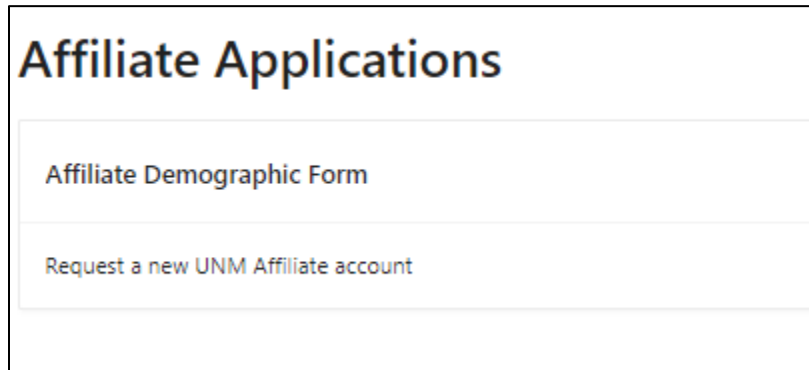
- Go to http://my.unm.edu and select **Staff** -> **Reports**
- Click on the **Reports** Tile -> **HR Reports**
- Log In using your NetID and Password

- Chose **Affiliate Reports**
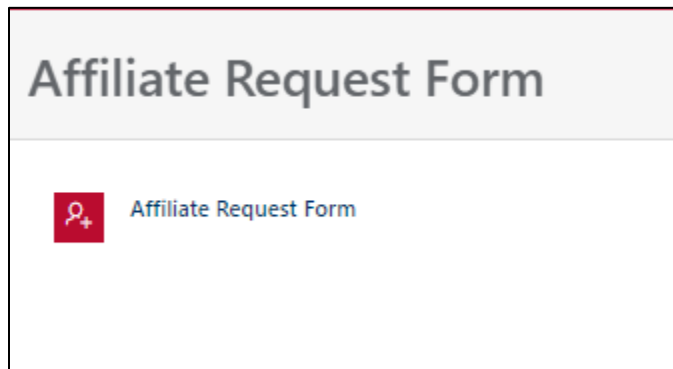
- Select **Affiliate Demographic Form**

Affiliate Applications

Affiliate Demographic Form
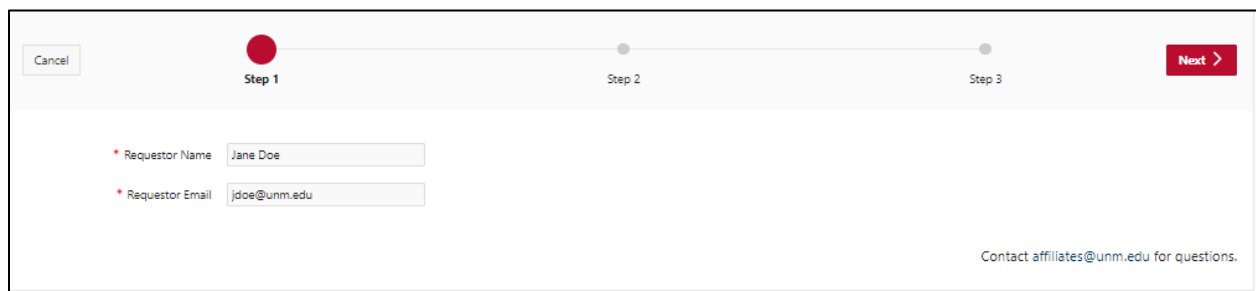
Request a new UNM Affiliate account

- Select **Affiliate Request Form**

Affiliate Request Form

Affiliate Request Form

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

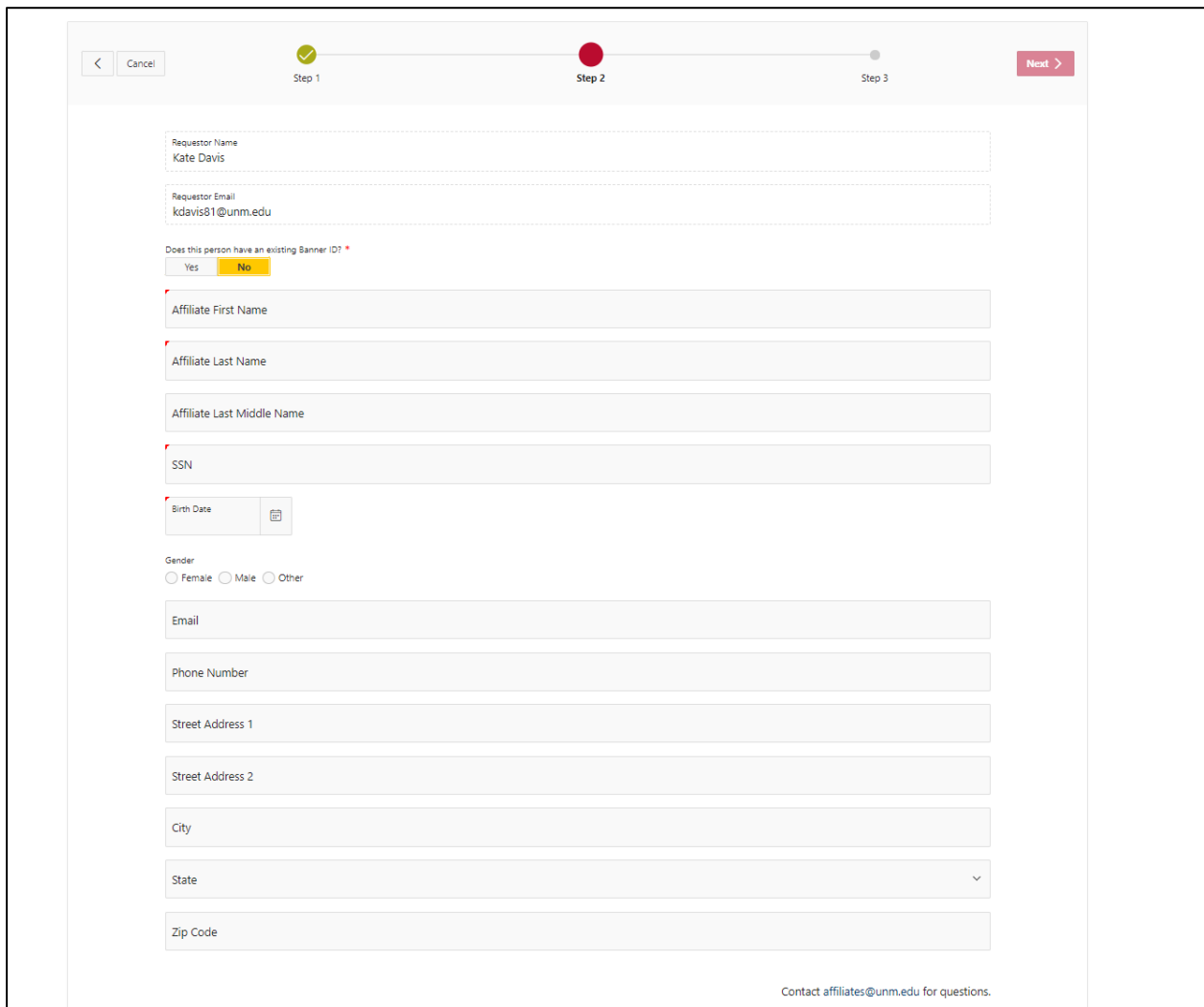| Cancel | Step 1 | Step 2 | Step 3 | Next > |

* 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**

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- 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:
  - o Affiliate **First Name**
  - o Affiliate **Last Name**
  - o **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).
  - o **Birth Date**
- Select **Next**

- 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_ROTC: 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**

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.