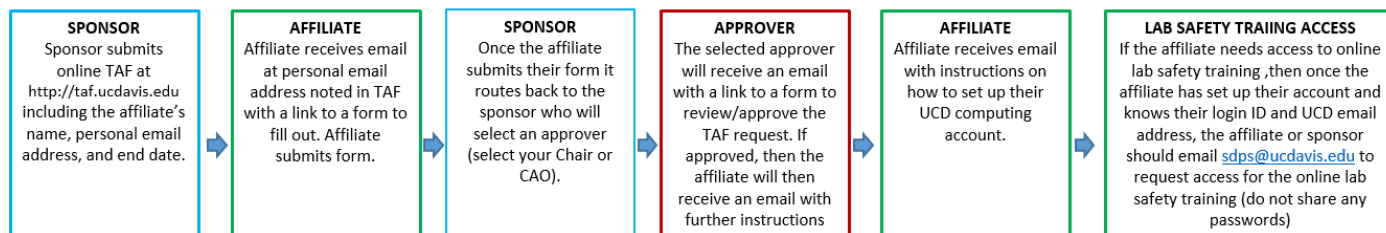


Temporary Affiliate Accounts at UC Davis

TAF is a process created to grant external constituents (visiting faculty, concurrent students, vendors, and others) access to UC Davis computer resources. By registering for temporary access, affiliates have access to the UC Davis network, a ucdavis.edu email address, and a unique user name and password which is used to verify identity and enable subsequent access privileges to various parts of the network. Completing a TAF is a multi-step process where a form is routed between a faculty sponsor, the affiliate, and an approver (Chair or CAO). At the end of the process the affiliate receives an email with instructions on how to set up their account (please see workflow below).

TAF WORKFLOW



FACULTY (SPONSOR) INSTRUCTIONS

- To submit a TAF for an affiliate, the sponsoring faculty member should visit <http://taf.ucdavis.edu> and click on the link to “Go to TAF online to register” and follow the prompts.
- You will need the affiliate’s first and last name along with their personal email address.
- Note that faculty should sponsor the TAF for the minimum time required for the affiliate (do not extend beyond when they will be working for you). If the affiliate will only be here 6 months, then enter the end date 6 months from the current date.

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Temporary Affiliate Form

Instructions
This section of the form is to be filled out by the sponsor. After the form is submitted, the temporary affiliate will be invited to complete the form and submit it for approval.

Affiliate's Name *	First	Middle	Last
	Jane		Doe
<input type="checkbox"/> Affiliate was previously a UCD student, or is a current student on PELP or filing fee status	Enter the Student ID number, if known. This is not the Social Security Number.		
<input type="checkbox"/> Affiliate was previously a UCD employee	Enter the Employee ID number, if known. This is not the Social Security Number.		
Present email address of affiliate *	jadoe3432@yahoo.com		
End date *	Day	Month	Year
	1	Jun	2019
	One year or less from today; renewable after this date		
Type *	<input type="radio"/> Visiting Teaching Faculty <input type="radio"/> Consultant <input type="radio"/> Visiting Graduate Student <input checked="" type="radio"/> Visiting Research Faculty <input type="radio"/> Temporary Employee <input type="radio"/> Extension Student <input type="radio"/> Post-Doctoral Researcher <input type="radio"/> Vendor <input type="radio"/> Concurrent Student <input type="radio"/> Visiting Lecturer <input type="radio"/> Grant Monitor <input type="radio"/> Visiting Student <input type="radio"/> Contractor <input type="radio"/> Public Service Partner <input type="radio"/> Foreign Exchange Student <input type="radio"/> Future Employee <input type="radio"/> Volunteer		
Department *	030045 - ANIMAL SCIENCE		
Comments for affiliate			

* Required fields.

NOTE:
If you are currently a UC Davis faculty member on sabbatical, there may be a delay after submitting this form while Client Services confirms that you are eligible to sponsor a Temporary Affiliate.
Please contact the IT Express Computing Services Help Desk at 530-754-HELP (4357) if you have any questions.

Sponsor's Agreement:
I do hereby verify the above named applicant's affiliation with University of California at Davis and confirm that this applicant should be granted temporary use of the privileges selected above. I also certify that the intended use of this account clearly supports the UC mission and will be used only for the purpose of conducting business related to the applicant's affiliation with UC Davis. I understand that I may be contacted by IET in the event of problems with, or apparent abuse of, this account.

Yes, I agree No, I do not agree

AFFILIATE INSTRUCTIONS

- The affiliate will receive an email in their personal email account entered on the TAF with a link to a form as shown below.
- Once they fill this out, the form will route back to the sponsor who will then route the form to an approver (select your Department Chair or CAO as the approver).
- Once the approver approves the TAF, then the affiliate will receive a final email with instructions on how to set up their account.
- The affiliate should follow those instructions to set up their account. Note that all new affiliates setting up accounts must also enroll in Duo when they set up their account.



Temporary Affiliate Form

Instructions
This section of the form is to be filled out by the temporary affiliate.

Affiliate's Name *	First Jane	Middle	Last Doe
Date of Birth *	Day 2	Month Jan	Year 1958
<input type="checkbox"/> I was previously a UCD student, or am a current student on PELP or filing fee status	Enter your Student ID number, if known. This is not your Social Security Number.		
<input type="checkbox"/> I was previously a UCD employee	Enter your Employee ID number, if known. This is not your Social Security Number.		
Address * At least one address is required	Home	UC Davis	Business
	123 Anystreet Street Line 1	Street Line 1	Street Line 1
	Street Line 2	Street Line 2	Street Line 2
	Davis, CA 95616 City, State, Postal Code	City, State, Postal Code	City, State, Postal Code
	USA Country	Country	Country
Phone *	530-220-1234		
Email Address *	jdoe3432@yahoo.com		
Type	Visiting Research Faculty		
Comments for sponsor			

* Required fields.

Applicant's Agreement:

I do hereby verify that my affiliation with University of California at Davis necessitates access to UC Davis network computing resources, and that my temporary campus computing account will be used for University business, and will be in compliance with campus policies regarding electronic communications.

Yes, I agree No, I do not agree

ENROLLING IN DUO

When the affiliate goes to set up their UCD computing account via the link sent to them at the end of the process they will be prompted to enroll in Duo. To be clear, you will not be able to fully use your account until you enroll a device in Duo. Duo is a multi-factor authentication system that will make it much harder for hackers to access your UC Davis account. Even if someone has stolen your passphrase, they will need a "second factor" — in most cases a temporary numeric code, to access your account. More information about Duo is available below.

- Creating your UC Davis Computing Account and enrolling in Duo: <http://kb.ucdavis.edu/?id=0197>
- Getting Started with Duo: <http://kb.ucdavis.edu/?id=2934>
- Access your UCD Email: <http://365.ucdavis.edu/>

ACCESS TO ONLINE LAB SAFETY TRAINING MUST BE REQUESTED

Access to online lab safety training is not given by default to affiliates (it must be requested). If the affiliate will be working in a lab and require access to online lab safety training, then after they have set up their UCD computing account the user or their sponsor can email sdps@ucdavis.edu requesting access to the learning management system for online lab safety training. Be sure to include the user's new UCD login ID and email address (do NOT share any passwords).

If you have issues with the TAF process, please call IT Express at 530-754-HELP. If you need assistance with Duo, please contact a Food Chain Cluster IT team member via email to foodchainit@ucdavis.edu.