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](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.
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.

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.