Executive Summary

UVic currently allows persons from outside the University community to access UVic electronic resources. Examples of external affiliates include Guest Researchers, Visiting Lecturers, and Staff paid on a contract-basis. These affiliates work with UVic Staff and Faculty, and perform duties that require them to access the same systems that UVic Staff and Faculty use. These external affiliates are granted access to UVic systems via an Affiliate Sponsorship arrangement that involves:

- the Sponsor identifying who their Affiliate is, and who can vouch for the Affiliate's relationship with UVic
- the creation of a digital identity profile for the Affiliate in Banner (General-Person module)
- the Affiliate becoming eligible to sign up for a Primary Netlink ID, based on their digital identity profile
- the Affiliate having user accounts established for them in various systems that they need to perform their UVic duties

Affiliate Sponsorship Process

Sponsors wishing to establish an Affiliate's sponsorship need to contact the UVic Computer Helpdesk. The Helpdesk supports a process through which the digital identity of the Affiliate is established (or discovered), Netlink eligibility is set up, and accounts are created in various systems.

Digital Identity Profile

The Helpdesk's current process is email-based, and requires the Sponsor to provide the answers to a small number of questions that will lead the Helpdesk to create the digital identity profile for the Affiliate in Banner. For many affiliates that have had a prior, or other existing relationship with UVic, we will already have a digital identity profile registered in Banner, so a new profile is not needed. The digital identity profile in Banner will contain the Affiliate's campus-wide identifier, or V-Number. This V-Number is what uniquely identifies this person in various electronic systems on campus, and every user needs to have one.

It is important to note that Affiliates only need to have a digital identity record created in the Banner General-Person module. While other records may be present in the other Banner modules, they are not needed to support the sponsorship arrangement.
University Systems is currently working on a new, web-based *Affiliate Identity Management System (AIMS)*, that will streamline the current email-based Helpdesk process.

**Affiliation Assignment**

The Affiliate will have an enterprise affiliation assigned of "affiliate". This coarse-grained role will serve to:

- indicate the type of relationship the Affiliate has with UVic
- provide automated access to some online resources

**Netlink-ID Eligibility**

Once the digital identity profile has been established, the Affiliate will be able to access Netlink Self-Serve to sign up for a Primary Netlink ID of their choosing.

**Roles-Based Access to Resources**

The digital identity profile, which includes the "affiliate" designation, will be used by the University Systems Identity Manager ([uid.uvic.ca](http://uid.uvic.ca)) to automatically set up accounts for the Affiliate on these systems;

- uSource
- Enterprise Directory (LDAP)
- Windows Active Directory

Accounts on other systems (FAST, FAMIS, Banner, and others) will be provided on an as-needed basis, and will require the Sponsor’s authorization. The Helpdesk has a process in place to request access to these systems for the Affiliate.

---

Name: Pat Smith  
Birth: YYYY-MM-DD  
Address: 125 Adanac St., Somewhere, BC., CA
Renewable Sponsorship Term

Sponsors will need to provide the Start_Date and End_Date of their Affiliate's relationship with UVic. Access to online systems will be enabled and disabled based on these dates. Sponsorship terms of unlimited length are not supported, and the maximum length of a sponsorship term is 1 year. At the end of the term, the Sponsor may choose to renew their Affiliate's term, or let it expire.

**Sponsor Responsibilities**

The Sponsor is responsible for;

- identifying the Affiliate they wish to Sponsor
- vouching for the Affiliate's relationship with UVic
- identifying the Start and End Dates of the Affiliate's relationship with UVic
- establishing the sponsorship arrangement through the Computer Helpdesk process
- authorizing the Affiliate's access to other systems as-needed for the Affiliate's duties
- renewing their Affiliate's sponsorship at the end of the sponsorship term

**Affiliate Responsibilities**

The Affiliate is responsible for;

- agreeing to follow [Policy 6030](#) (Acceptable Use of Electronic Information Resources)