

Affiliate NetIDs - Where Are We Now?

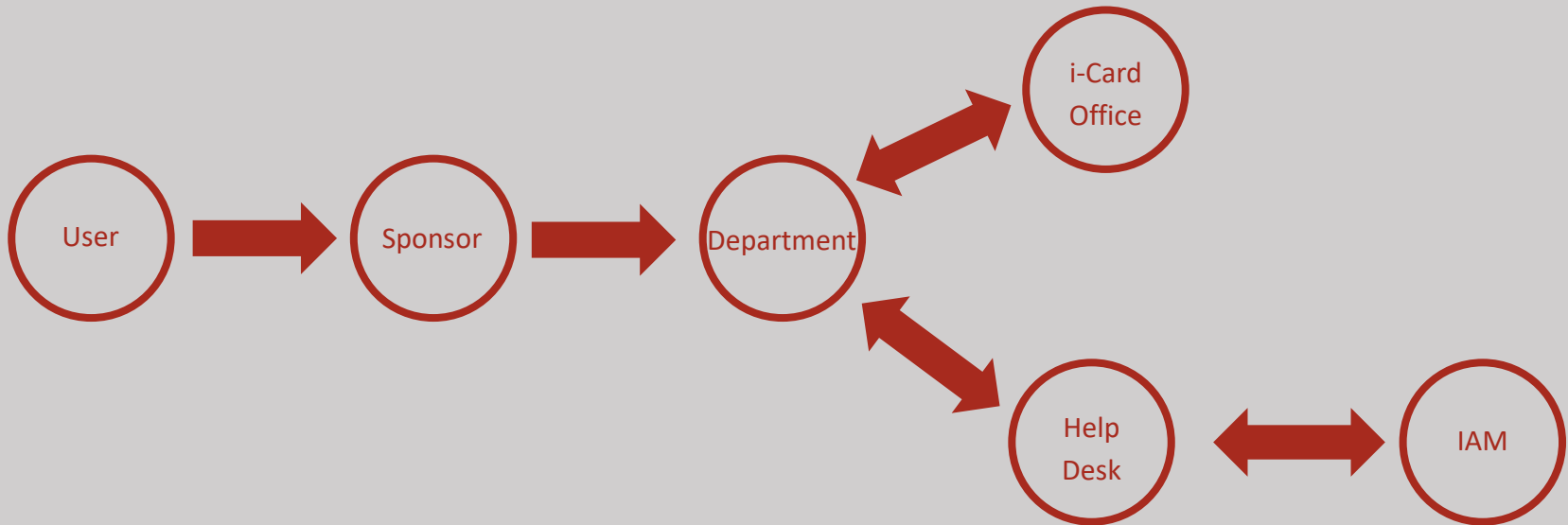
Pat Schlehuber - AITS

SPRING 2019

Who are the Urbana affiliates?

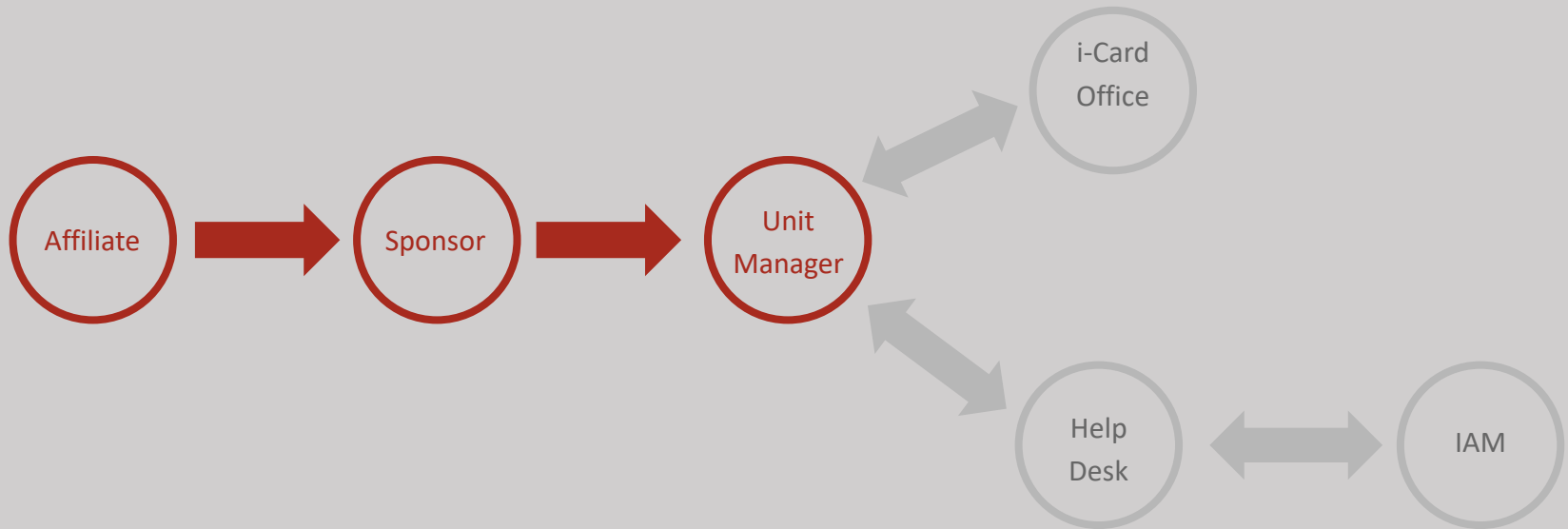
- Non-students/staff/and faculty
- Members of established programs
- Allied agencies
- Special
 - Visiting scholars
 - Vendors
 - Short-term programs
 - Etc

NetID Provisioning for Affiliates Before



NetID Provisioning for Affiliates – NOW

- Take out unnecessary bottlenecks



External Affiliates – NOW

Who are the players

- **Affiliate Applicant** – Person requesting an affiliation status, new university relationship or an existing relationship
- **Sponsor** – University Employee within a Campus Unit that coordinates with the Affiliate Applicant and assists with the request. Liaison point of contact for the Affiliate Applicant
- **Unit Manager** – Person within the Campus Unit that is authorized to approve a new request and manages existing affiliates.

External Affiliates – NOW

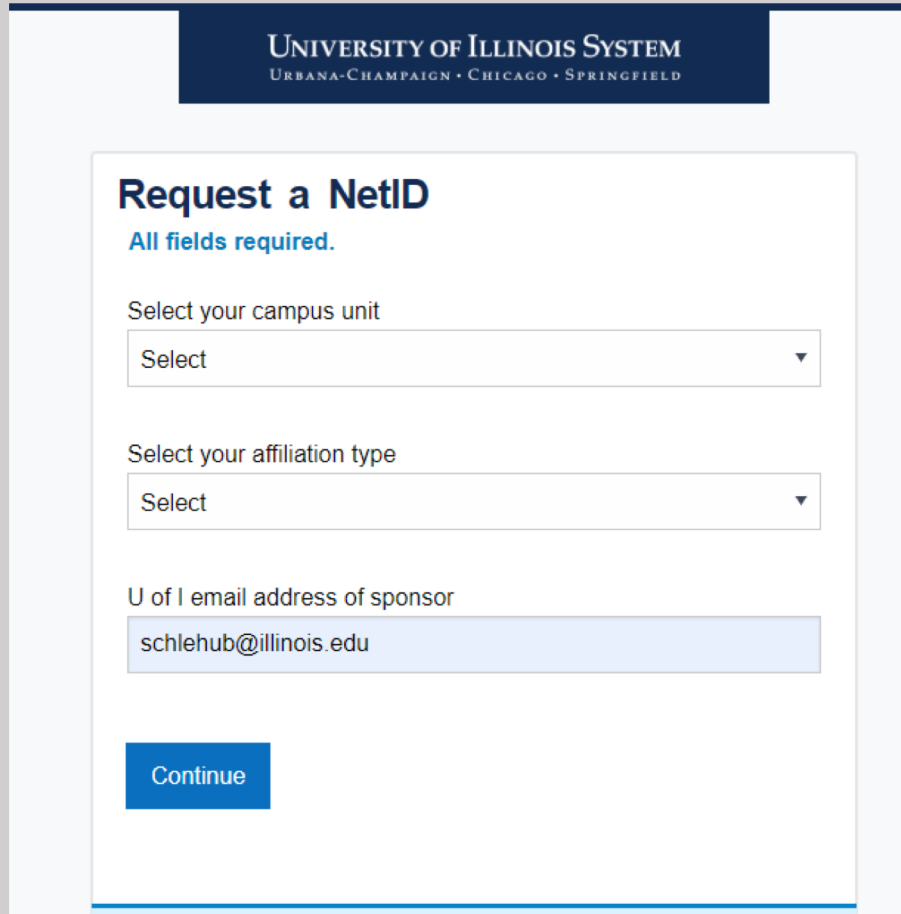
- Specific duration of affiliation role is enforced, e.g. 1-year
- Renewal of affiliation role will be performed by the Unit Manager(s). Security folks are happy
- Renewal of Unit Managers required. This addresses Unit Manager's roles changing, e.g. transfer to new Unit.
- Daily notification will be sent to Unit Manager if affiliate action is required, e.g. approval, upcoming expiration.
- Bulk load of new affiliates available, e.g. Uni High loads 100 new students each year.

External Affiliates – NOW

- Initial request form - Filled in by applicant or unit contact (Sponsor) using name, DOB, sex, email
- Request is reviewed and approved by Unit Manager, or possibly denied
- Automated request sent to i-card for verification to generate a new UIN or return a previously utilized UIN
 - A new NetID will be generated or existing NetID will be utilized for a current/previous relationship
 - Affiliate role will be set in Active Directory. Campus Units may automate provisioning system access.

Requesting an Affiliation (Request Form)

- Internet facing form
- Picklist to select the proper Unit Affiliation or preselect available
- Sponsor email must be a University Employee



The screenshot shows a web form titled "Request a NetID" under the University of Illinois System logo. The logo includes the text "UNIVERSITY OF ILLINOIS SYSTEM" and "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD". Below the title, a blue note states "All fields required." The form contains three input fields: a dropdown menu for "Select your campus unit" with the text "Select", a dropdown menu for "Select your affiliation type" with the text "Select", and a text input field for "U of I email address of sponsor" containing the email "schlehub@illinois.edu". A blue "Continue" button is located at the bottom of the form.

Requesting an Affiliation (Request Form)

UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Request a NetID

All fields required.

Select your campus unit

Select ▼

- Select
- Intensive English Institute
- Osher Lifelong Learning Institute
- Research Park
- Springfield
- UI Alumni Alliance
- UI Extension
- UI Foundation**
- UIUC AITS
- University High School
- US Geological Survey

Continue

<https://xxxxx....edu/affilFrontEnd/UI%20Foundation>

UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Request a NetID

All fields required.

Select your campus unit

UI Foundation ▼

Select your affiliation type

Select ▼

- Select
- affiliate-uif**
- affiliate-uif-Vendor
- extension-uif-Visiting-Professor

Continue

<https://xxxxx....edu/affilFrontEnd/UI%20Foundation/affiliate-uif>

Requesting an Affiliation (Request Form)

UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Request a NetID

For affiliate-*uif* at UI Foundation

All fields required unless noted.

First name

Middle name *(optional)*

Last name

Email

Birthdate

Month Day Year (yyyy)

Jan 1

Gender
Select

Email

Birthdate

Month Day Year (yyyy)

Jan 1

Gender
Select

Have you had a previous account with the University of Illinois?
(For example, have you ever had a University-issued photoID,
email address, or NetID?)

No
 Yes

Previously issued University ID Number (UIN)

Previously issued NetID

Submit

Requesting an Affiliation (Request Form)

- The Affiliate Requestor will receive a confirmation email
 - Please be patient up to 3 business days verbiage (i-card)
- The Sponsor will receive an email notifying of the new External Affiliate request.
- The External Affiliation Dashboard is utilized by the Sponsor and Unit Manager to view and approve requests

<https://identity.uillinois.edu:9443/affilMgr/index>

Affiliation Dashboard

Affiliate NetID Manager

New Requests

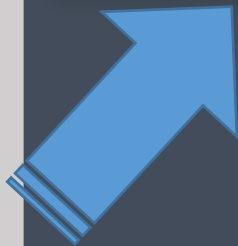
2 pending

Manage Accounts

View, extend, expire


Add Accounts

Batch uploads



Affiliation Dashboard

Pending Requests

 Refresh

Showing pending requests

Include processed requests

Showing 1 to 2 of 2 entries

Search:

<input type="checkbox"/>	Requester Name	Campus Unit	Affiliation Type	Request Status	Sponsor Email	Activity Date
<input type="checkbox"/>	Jagger, Mick	Springfield	Retiree Emeriti	Waiting Sponsor approval	jschaffn@illinois.edu	05/13/2019
<input type="checkbox"/>	Washington, George	UIUC Intensive English Institute	affiliate-IEI-ieI	Waiting Sponsor approval	jschaffn@illinois.edu	05/13/2019

Filter by affiliation:

[Cooperative Extension Springfield](#)
[UIUC AITS](#)
[UIUC Intensive English Institute](#)

Previous Next

- The default displays only items requiring your attention

Affiliation Dashboard

Pending Requests

[Refresh](#)

Showing pending requests

Include processed requests

Showing 1 to 8 of 8 entries

Search:

Filter by affiliation:

- [Cooperative Extension Springfield](#)
- [UIUC AITS](#)
- [UIUC Intensive English Institute](#)

<input type="checkbox"/>	Requester Name ^	Campus Unit	Affiliation Type	Request Status	Sponsor Email	Activity Date
<input type="checkbox"/>	gump3, bubba3	Springfield	UA Employee	Complete	schlehub@illinois.edu	05/09/2019
<input type="checkbox"/>	gump3, bubba3	Springfield	UA Employee	Complete	schlehub@illinois.edu	05/09/2019
<input type="checkbox"/>	Jagger, Mick	Springfield	Retiree Emeriti	Waiting Sponsor approval	jschaffn@illinois.edu	05/13/2019
<input type="checkbox"/>	Li, Hong	Springfield	Vendor	Complete	macombe2@illinois.edu	05/08/2019
<input type="checkbox"/>	Lincoln, Abraham	Springfield	Vendor	Complete	macombe2@illinois.edu	05/08/2019
<input type="checkbox"/>	Roddenberry, Gene Tribble	UIUC AITS	affiliate-UIUC-AITS-Pat-Test	Complete	schlehub@illinois.edu	05/22/2019
<input type="checkbox"/>	schlehuber, Pat	Cooperative Extension	affiliate-UIUC-Cooperative-extension-extension-coordinator	Complete	schlehub@illinois.edu	05/10/2019
<input type="checkbox"/>	Washington, George	UIUC Intensive English Institute	affiliate-IEI-ie	Waiting Sponsor approval	jschaffn@illinois.edu	05/13/2019

- Show “pending” filter will display all items

Affiliation Dashboard

Affiliate NetID Manager

New Requests

2 pending



Manage Accounts

View, extend, expire




Add Accounts

Batch uploads



Affiliation Dashboard

Manage Accounts

 Refresh

You have **14** current affiliates.

Showing 1 to 10 of 13 entries

Search:

Showing Active Users

Include Expired

Filter by affiliation:

Cooperative Extension
Springfield
UIUC AITS

<input type="checkbox"/>	Name	NetID	Email	Campus Unit	Affiliation Type	Start Date	End Date	Status
<input type="checkbox"/>	gump3, bubba3	bgump2	pat@schlehuber.net	Springfield	UA Employee	05/10/2019	05/09/2020	Active
<input type="checkbox"/>	Lincoln, Abraham	alinc3	butch.zunich@gmail.com	Springfield	Vendor	05/10/2019	05/09/2020	Active
<input type="checkbox"/>	MacMatt, Matthew	mmacm3	msharpui@gmail.com	Springfield	Vendor	05/09/2019	09/08/2019	Active
<input type="checkbox"/>	McCarthy, Mark	mmcca23	mcmccar2@illinois.edu	Springfield	Vendor	08/28/2018	08/28/2019	Active
<input type="checkbox"/>	Pike, Christopher	cpike	pat@schlehuber.net	UIUC AITS	affiliate-UIUC-AITS-Pat-Test	04/30/2019	08/08/2019	Active
<input type="checkbox"/>	Rand, Yeoman Janice	yeomanr	pat@schlehuber.net	UIUC AITS	affiliate-UIUC-AITS-Pat-Test	05/06/2019	08/14/2019	Active
<input type="checkbox"/>	Roddenberry, Gene Tribble	gtr	pat@schlehuber.net	UIUC AITS	affiliate-UIUC-AITS-Pat-Test	05/22/2019	08/30/2019	Active
<input type="checkbox"/>	schlehuber, Pat	pats3	pat@schlehuber.net	Cooperative Extension	affiliate-UIUC-Cooperative-extension-extension-coordinator	05/10/2019	05/09/2020	Active

- Displays all affiliates under Unit Managers realm.

Affiliation Dashboard

Affiliate NetID Manager

New Requests

2 pending



Manage Accounts

View, extend, expire



Add Accounts

Batch uploads



Affiliation Dashboard

Affiliate NetID Manager New Requests Manage Add

Add Accounts

Add multiple accounts by uploading a file with one of these extensions: csv, xlsx, or xls.

- Template is specific.
- Allows add/delete/renew affiliates en masse
- Any line in error will be ignored, processing continues
- Results including reason for errors sent via email to submitter

Next steps

- Pilot Unit(s)
- Educate and train service owners/administrators
- Simplify service provisioning
- Simplify access management
 - Authorization Manager
 - Documentation

Questions?