Request to sponsor a person for OIT services

Access to computing and network services provided by the Office of Information Technology (OIT) is extended automatically to University of Tennessee faculty, staff, and students as they enter the payroll or student information systems. Faculty and staff must be paid through the University payroll system. Students must be enrolled in classes for the current semester. Occasionally, a department may have a person who is not paid through the University but is doing useful work for the University (a contractor, for example) and who needs access to computing and network services. A department may sponsor such a person for access, by filling out this form, with renewal of sponsorship due on a fiscal-year basis. *Note that retirees with 10 years or more years of service may receive computing and network services without the need for sponsorship. Instead of this sponsor form, they should visit the Retirement and Benefits website and fill out a Continuation of Email and ERA Accounts form.*

If the person being sponsored is not already in the University Online Directory (LDAP), please also fill out and return a **Request for a Network Identifier (NetID)** form. That form is available through the OIT Help Desk (974-9900) or on the web at http://oit.utk.edu/forms/ldapadd.pdf. To discontinue sponsorship and billing before the end of the fiscal year, please notify OIT via a signed departmental memo on letterhead.

RETURN TO: 2309 Kingston Pike, Knoxville, TN 37996-1714, Attn: Directory Services or FAX to **974-1818.**

REQUIRED information about person being sponsored.

Name (type or PRINT): _____
Last *First* *MI*

UT ID or SSN #: _____ Birthdate: _____

Department: _____ Department Phone: _____

Contact: _____
Name and any combination of: Telephone Number or Email Address.

Some OIT services have charges associated with them. If the department is paying for these services, please indicate which UT account should be billed. Individuals paying for their own services should contact the OIT Help Desk (974-9900) for information.

UT Account #: _____ UT Account Name: _____

To discontinue sponsorship and billing before the end of the fiscal year, please notify OIT via fax (974-2622) or email (nsrequest@utk.edu).

A **Dean, Director, Department Head,** or other authorized sponsor must sign this form.

I, the below-signed, certify that this person is doing useful work for the University of Tennessee and needs access to computing and network resources.

Sponsor Name: _____ Phone Number: _____

Title: _____ Dept/College: _____

Signature: _____ Date: _____

For OIT Use Only

Ticket # _____ Processed by: _____ Date: _____