

OIT | Office of Information Technology

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 web site and fill out a Continuation of E-mail 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 (865-974-9900) or on the web at <http://oit.utk.edu/forms/>. To discontinue sponsorship 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.

Information about the person being sponsored:

*Required information

Last Name First Name MI

Information from one of the categories below is required:
NetID, SSN, IRIS Personnel #, UTK Student ID, UTC MociD, or UTM ID

Date of Birth
(mm/dd/yyyy)

Department Dept. Phone #

UT Contact

A Dean, Director, Department Head, or other authorized sponsor must sign this form or attach a letter authorizing the request.

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 #

Title Dept/College

Signature Date

For OIT Use Only

Processed by FootPrints Ticket # Date