

# 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. Please note that sponsorship does not include access to most software packages offered to students, staff, and faculty at the University. 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: If the person being sponsored retired from the University with 10 or more years of service, please contact the Office of Benefits and Retirement.

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: Attn: Directory Services - 2309 Kingston Pike, Knoxville, TN 37996, or FAX to (865) 974-1818.

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### Information about the person being sponsored:

*ALL FIELDS REQUIRED*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Information from one of the below categories is required: \_\_\_\_\_  
(NetID, SSN, IRIS Personnel #, UTK Student ID, UTC MoclD, or UTM ID)

Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

UT Contact Name \_\_\_\_\_ UT Contact NetID \_\_\_\_\_

UT Contact Email \_\_\_\_\_ UT Contact Phone \_\_\_\_\_

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**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 \_\_\_\_\_

<b>For OIT Use Only</b>
Assigned Alias _____ Date Assigned _____