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DU Special/Community Members
Requiring University Service

5.10

Division Name \_\_\_\_\_

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Hire Date (if applicable) Title (if applicable) Home Org Name Home Org #

Name SS# (Not required for international applicants) Date of Birth

Mailing Address City

State Zip Code U.S. Citizen or Permanent Resident Yes No

Start Date End Date DU ID (if applicable) Telephone Number

Personal Email Address: (required for certain categories, see definitions page)

SPECIAL CATEGORIES Select One Please select a category to ensure timely processing. See page 2 for category definitions.

Prepared by: Date Contact #

An explanation is required. Please complete comments section.

Comments: [Empty box]

APPROVING SIGNATURES Please review the different categories on page 2 for a list of approving signatures needed on this form.

Department Manager Date Division Head/Budget Officer Date Appropriate Executive Level Date

Human Resources Date UTS Operations Date

After all required signatures submit form to Human Resources for processing.

A "special" member of the University community is automatically granted access to the following technology resources:

- Campus Wireless Network webCentral Off-campus VPN Network Portfolio
Penrose Library MyPeak, Interlibrary Loan Blackboard

## CATEGORY DEFINITIONS FOR DU SPECIALS/COMMUNITY MEMBERS

### **Working but Not Paid by the University:**

These individuals require a background check through Human Resources. A background check is required.

- Example: Volunteer, Researcher, Visiting Scholars, former employees who continue to provide assistance, excluding workstudy students
- **Signatures required for this request:** Department Manager, Division Head/Budget Officer, Provost Office, Human Resources, UTS Operations

### **\*Receives DU Email Account on Campus Exchange Server**

#### **Affiliated or Sponsored Community Organization:**

A background check is required if the individual is in contact with students and/or minors.

- Example: Bridge Project staff, Hear at Home
- **Signatures required for this request:** Department Manager, Division Head/Budget Officer, Provost Office, Human Resources, UTS Operations

### **\*Receives DU Email Address that will forward to personal address**

#### **Business on Campus:**

- Example: Transportation Center, Sodexo, Consultants
- **Signatures required for this request:** Department Manager, Division Head/Budget Officer, Office of the Vice Chancellor for Business and Financial Affairs, Human Resources, UTS Operations

### **\*Receives DU Email Address that will forward to personal address**

#### **“Friend” of the University:**

These individuals require approval from the appropriate Executive Level.

- Example: Board of Trustee members, Fraternity/ Sorority house leaders, others as approved
- **Signatures required for this request:** Department Manager, Division Head/Budget Officer, Provost Office, Human Resources, UTS Operations

### **\*Receives DU Email Address that will forward to personal address, Account on Campus Exchange Server can be created on case by case basis**

#### **Other Affiliated Institutions:**

These groups or individuals do not require approval. They will be added automatically each fall.

- Example: Ricks Center, Joint PhD Iliff students, Professional Excellence Program students at Daniels College of Business