



DU Special Community Members

Requesting University Services

(030416)

Please be mindful that DU resources should be requested and will be allocated based on the Special Community Member's need for the role.

Sponsor Information:

Sponsor Name: _____ Sponsor DU ID: _____ Phone Number: _____

What is your relationship to the Special Community Member? (e.g. supervisor, budget officer)

Special Community Member Information:

(Not required for international applicants):

Name: _____ SS# _____ Date of Birth: _____

Mailing Address: _____ City: _____

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

(if applicable)

Start Date: _____ End Date: _____ DU ID: _____ Telephone Number: _____

Personal Email Address: _____

All "special" community members are granted access to Campus Wireless Network, PioneerWeb, Off-Campus connections, VPN, Portfolio, Canvas. Additional Resources requested:

Request for authenticated WiFi (DU/Eduroam):

DU Email account (Office 365):

May be appropriate for those who represent or act on behalf of the University of Denver:

Access to Division File Share – 4 digit Division Number _____:

Request for Library Access (if you are not a Visiting Scholar, Visiting Professor or Researcher, you will need approval from the Library – contact Ryan Buller):

Please describe your relationship to the University of Denver and why you need the requested resources:

Request Prepared by: _____ Date: _____ Contact Phone Number: _____

APPROVING SIGNATURES:

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

Human Resources Date UTS Date

Background Check Completed

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

CATEGORY DEFINITIONS FOR DU SPECIAL/COMMUNITY MEMBERS***DU Email Account on Campus Exchange Server**

A background check is required.

- Example: Person is doing business on behalf of the University of Denver, such as Consultants, Volunteer Staff, Researcher, Visiting Scholars, Trustees, 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

***Access to DU Division File Shares**

A background check is required.

- Example: Person is doing business on behalf of the University of Denver, such as Consultants, Volunteer Staff, 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

***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