

## Requesting a New External Affiliation

Computer accounts and/or card access for non-LSUHSC employees or students may be granted once the affiliation has been approved by LSUHSC administration. To establish an affiliation sponsorship, the sponsoring department must submit the following:

- a) A brief description of the relationship of the affiliation to LSUHSC and how computer and/or card access will be used to directly support the University's mission.
- b) A description of the type of computer access required, e.g. e-mail, SMS, PeopleSoft, etc.
- c) An approximation of the number of individuals for whom access will be required.
- d) The name of two LSUHSC employees from the sponsoring department who will be the affiliation sponsors. The sponsors are responsible for coordinating with LSUHSC Enterprise Information Security on all matters relating to the affiliation.
- e) Acknowledgement that computer and/or card access for affiliates is suitable only so long as the access is of benefit to the University. Once an affiliate separates from the University, access must be removed immediately.
- f) Acknowledgment that the sponsors assume responsibility to immediately notify Information Security of changes in job function with the University of any user under this affiliation.
- g) Acknowledgment that the sponsors assume responsibility to promptly update user status at: [Manage External Affiliates – Verify Affiliation Users](#) whenever an affiliate's relationship with the University has terminated. The sponsors assume responsibility for all activity associated with the accounts of terminated affiliates until such time that the webpage has been updated.
- h) Acknowledgement that the sponsors assume responsibility to collect and destroy ID badges from their affiliates once they have terminated their relationship with the University.
- i) Acknowledgement that the sponsors are required to verify quarterly the status of each individual affiliate by indicating so at: [Manage External Affiliates – Verify Affiliation Users](#) whether or not each person is still actively affiliated with the University.
- j) Acknowledgment that LSUHSC computer and/or card access is for business purposes only as relates to the University or public hospital or clinic. These are public resources provided to support the public entity.

This completed document should be submitted to Information Security ([security@lsuhsc.edu](mailto:security@lsuhsc.edu)).