Special Affiliate ID Card Authorization Form

Within 48 hours of this form being processed, affiliates will receive background check instructions via email from HireRight which must be completed immediately.

Step 1) Affiliate Information -- To be completed by Affiliate

Affiliate Legal Name: _____ Date of Birth (mm/dd/yyyy): _____

Address: _____ City/State: _____ Zip Code: _____

Contact Information: _____
Home/Cell Phone   Personal E-mail

Have you been affiliated with USF before? Yes_____ No_____ If yes, please provide your former USF email or CWID (Employee ID):

USF Email: _____ CWID: _____

Status (please check one): Visiting Scholar_____ Visiting Faculty_____ Volunteer ROTC Faculty_____

Temp Agency (name):_____ Other (please describe): _____

Step 2) Department Information -- To be completed by the Sponsoring Office/Department

Start Date:_____ End Date: _____

Sponsoring Office/Department: _____ Department FOP:_____

Supervisor Name (please print): _____

Supervisor Title:_____ Supervisor CWID:_____

Supervisor Signature:_____ Date:_____

Email:_____ Extension:_____

Step 3) Submit Form to Human Resources for Approval

Please submit the form to HR for approval and processing via email (humanresources@usfca.edu) or in-person at LMM 339.

HR Approval

Approved By (please print):_____

Approved By (please sign):_____

Affiliate CWID #:_____ Date:_____

Step 4) Affiliate Submits HR Approved Form to the One Card Office (LMM 130)

The affiliate must present a government-issued photo ID when applying for their USF One Card.

A USF ID card (One Card) and other authorized services will only be processed after the form has been approved by HR. Please make necessary copies for verification and records purposes, as other departments may require a copy (i.e. One Card).

Step 5) Optional Additional University Services

The sponsoring office/department may elect to authorize additional services once the affiliate receives a USF One Card from the One Card Office. The sponsoring department should contact the appropriate person to arrange these services:

☐ myUSF account/USF email account

> **The email will generate within 24 hours following HR's completion of Special Affiliate ID Card Authorization Form**. Contact the Information Technology Services (ITS) Department (LMN 2nd floor) at 415-422-6668 for assistance with accessing USF Connect account or itshelp@usfca.edu for more information.

☐ Koret Health and Recreation Center access privileges

> For membership fees and registration, please contact the Koret Center at khrc@usfca.edu or 415-422-2943.

☐ Gleeson Library access and/or book borrowing privileges (check one of the boxes below)

> ☐ Gleeson Library access (no book borrowing privileges)
>
> ☐ Gleeson Library access and book borrowing privileges
>
> * By signing this document in Step 2, the supervisor acknowledges that if borrowing privileges are granted, the sponsoring office/department accepts responsibility for borrowed items that are overdue, lost or damaged and that are not reconciled by the affiliate before he/she leaves the University.

➢ Card Access to University Buildings

> . Once the USF One Card has been issued, card access to buildings and/or offices may be requested by a supervisor or access manager who completes the Online Access Request Form at www.myusf.usfca.edu/student-life/one-card/request-access.

➢ Add money to the affiliate's USF One Card

> . Once the USF One Card has been issued, the affiliate may elect to deposit funds onto his/her Don Dollars account – the University's on-campus debit account, which is tied to the card. If the affiliate wishes to deposit funds onto his/her Don Dollars account, he/she may do so via one of the methods outlined at https://get.cbord.com/usfca/full/login.php.