



### Information Technology - Office of Identity Management Non-Standard Student (NSS) Request Form

Enter the required information in each field, then click PRINT FORM on the lower left portion of the form. All data is required. Sign the form and FAX to **405-744-2874**.

#### Student Information:

**NOTE: If a CWID is not assigned to the student, and a federally-assigned SSN is being used, a photocopy of the social security card, numident, or military ID must accompany the form.**

Submit Date:

NSS Affiliate Type:

Student First Name:

Student Last Name:

CWID/SSN:

Birth Date:

Student Alternate (Personal) Email Address:

**ID Card Information: OSU-Stillwater campus only.** ID Card Production Office: 113 Math Sciences, 405-744-8434

Yes, an ID Card is Required

No, an ID Card is Not Required

Spousal ID Request - ISS Office Only - enter cwid as acct#

If yes, the \$17 will bill to:

Dpt. Account #:

#### Reason for Affiliation:

Enter Here:

**NOTE: Please remember that affiliations last up to 1 year.** If applicable, NSS Affiliations must be renewed each year by submitting a new form to Identity Management.

#### Term Assignment Information:

Begin Term

Duration (up to 1 yr):

#### Sponsoring Dept Information:

Note: The contact person(s) will be notified when the affiliation has been processed or if questions arise.

Contact Name:

Phone Number:

Contact Email:

2nd Contact:

Department Name:

If no Campus-Wide ID (CWID) is assigned to this customer, a copy of his or her social security card must accompany this form in order to establish initial IT services. Once a CWID is assigned, the renewal process does not require a copy of the card. Upon receipt, the form and copy of the card are stored in the Document Imaging Solution, encrypted and both HIPAA and FERPA compliant. If sending a social security number and/or copy of a social security card, FAX this form only. Most email is not encrypted at this time. **WARNING:** Do not email this form to the OSU-Stillwater IT Helpdesk at helpdesk@okstate.edu or the Identity Management Office at ID.MGMT@okstate.edu. Doing so will generate a c.Support Ticket, in which the social security number will be embedded. This is against OSU policy. Please only use the FAX number listed below. When completed, review the security/liability statement below, print and sign. Once signed, FAX the form to the Identity Management Office.

**LIABILITY STATEMENT:** As sponsor of this OSU Affiliate, I understand they must abide by all current policies and procedures relating to technology use at OSU. I will ensure they are aware of these policies and procedures. Upon completion of this request, the Affiliate will have the ability to activate an O-Key account, receive Outlook Email and Active Directory file and print services, login to any IT computer lab, and obtain an OSU ID card.

Approver Signature

Approver Title

OSU-Stillwater Identity Management Office: 104 Mathematical Sciences, Stillwater OK, 74078  
PHONE: 405-744-7887 / FAX: 405-744-2874 / EMAIL: ID.MGMT@okstate.edu