OSU/I.T.

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**.

NOTE: If a Banner ID 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.

Student Information:

Submit Date: _____   NSS Affiliate Type: _____

Student First Name: _____

Student Last Name: _____

Banner ID/SSN: _____   Birth Date: _____

Student Alternate (Personal) Email Address: _____

ID Card Information: *OSU-Stillwater campus only.* ID Card Production Office: 421 Classroom building, 405-744-8434

○ Yes, an ID Card is Required   ○ No, an ID Card is Not Required   ○ Sponsored ID Badge - enter BannerID as the acct number

If yes, the $17 will bill to: _____   Dpt. Account #: _____

Reason for Affiliation: Affiliate must *NOT* be paid by OSU through Human Resources, or have a paid assignment pending.

Enter Here: _____

Term Assignment Information:

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.

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: _____   Banner Org Code (Ex: 100123) _____

If no Banner ID 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 Banner ID 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. Doing so will generate an iSupport Ticket, in which the social security number will be embedded. This is against OSU policy. Please only use the FAX number (SSN included) or email (SSN not included) listed below.** Sponsored ID Badges: please send an email to id.services@okstate.edu with an attached photo of the badge recipient and an appointment request for when the recipient may pick up the badge. The badge recipient must present a photo ID to pick up the badge. When completed, review the security/liability statement below, print and sign. Once signed, FAX the form to the Identity Management Office at 405 744 2874.

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: 101 IT Building, Stillwater OK, 74078 PHONE:
405-744-7887 / FAX: 405-744-2874 / EMAIL: ID.MGMT@okstate.edu