

University of Montana Identity Management
Procedure for Creating NetIDs and Umontana Aliases for

Affiliates

January 25, 2008

Affiliates are classified as either true affiliates of the university which means they teach, conduct research or regularly interact with students and staff so require access to electronic resources, or as visitors who are associated with the university and can use a GrizCard but do not require electronic resources. In Banner these two categories are labeled as a) Affiliates (“AFFL”) and b) GrizVis (“GVIS”).

Affiliates and GrizVis are identified in Banner in the Affiliate table (EMAFFILT). This table contains their association with the university (e.g. Affiliate or GrizVis), the department with which they are associated, and the office that has authorized them (Provost or President). When a person is entered in the table a termination time is set by the Provost or President’s office. Most affiliates’ access is set to expire on September 30th, although this period can be extended or reduced.

Affiliates are given a UM NetID and Umontana.edu Email Alias based on information that is maintained in the Banner Enterprise Information System. The Affiliate NetID is in the format fl123456e. Email accounts can be obtained once the information is entered in Banner.

NOTE: Occasionally Affiliates are former UofM employees. In that case, since they would have been assigned a NetID and Umontana.edu Alias as an employee, this will result in the continued activation or reactivation of the same NetID and Umontana.edu alias that they had as an Employee.

Affiliate UMontana.edu email aliases will be activated once the affiliate identifies a Preferred Email Address in Banner (through Cyberbear). Once this is done the Umontana.edu alias will deliver mail to the identified Preferred Email Address. When the authorization period expires, the affiliate’s NetID and UMontana.edu Email Alias will be deactivated.

GrizVis are not given a UM NetID or Umontana.edu Email Alias, only the authorization to obtain a GrizCard.