



UCID Number Request Form

for Associate - Limited Access

(Create, Modify, Inactivate or Reactivate)

Who Should Use This Form?

This form is used for maintaining Associate - Limited Access relationship with the University of Calgary. The following chart is an overview of the access eligibility of this relationship:

Eligible Access		Ineligible Access
<ul style="list-style-type: none"> • IT Account • University Email • Unicard 	<ul style="list-style-type: none"> • ELM Safety Training • IRISS 	<ul style="list-style-type: none"> • Library • PeopleSoft • Shared Drive

If this relationship does not provide the access you need, please visit the non-employee relationships webpage at <https://www.ucalgary.ca/hr/hiring-managing/administration/general-associate-set-up> to learn about other relationship types that may be more appropriate for your needs.

Please email completed form to UService: hr@ucalgary.ca.

Request Detail

Request Type

- Request a new UCID
- Extend an existing UCID
- Inactivate an existing UCID
- Reactivate a previous UCID

Effective Date

End Date
(Maximum 2 years)

Do you currently or have you previously had an association with the University of Calgary?

No

Yes, please provide your UCID

Rationale for this Request:



UNIVERSITY OF
CALGARY

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Personal Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Personal Email	<input type="text"/>
Phone	<input type="text"/>		
Home Address	<input type="text"/>		

University Contact (if differs from the Dept Owner below)

Contact Name	<input type="text"/>	Contact UCID	<input type="text"/>
Department	<input type="text"/>	Department ID	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

Department Approval

Dept Owner	<input type="text"/>	Dept Owner UCID	<input type="text"/>
Department	<input type="text"/>	Department ID	<input type="text"/>
Dept Owner Signature	<input type="text"/>	Date	<input type="text"/>

If you have any questions, please contact UService at hr@ucalgary.ca or call (403) 210-9300 press 3 for HR.