

## Process for Volunteer Students

Updated 3/22/2024

### **Overview:**

The following process is to be followed if you have a non-UK person volunteering in your lab or work space.

### **Process**

1. Fill out CHS Volunteer Form and UKHC Security Access Form and submit to CHS IT with a copy to HR Administrator.
2. CHS IT will submit UKHC Security Access form to UK IT.
3. UKIT will create link blue profile. **(This can take up to 10 days to process)**
4. If a badge is required, submit an email request with the following information:
  - First name
  - Last Name
  - Birthdate
  - Job Title
  - Cost Center (*If volunteer is to pay for badge no cost center is required*)
5. HR Administrator will contact you when badge application is ready for pickup.
6. Unit staff will pick up badge application and take volunteer to security office for processing.

### **Resources:**

[CHS Volunteer Form](#)

[UKHC Security Access Form](#)