

Guidelines for Providing Privileges to Designated University Resources

(In accordance with [Executive Memorandum No. C-12](#))

Updated January 2011

Future employees and individuals with unique relationships with Purdue University are eligible for designated University privileges. The staff groups and appointments noted below are eligible for this access. *Executive Memorandum C-12 (Classes of Purdue University Appointments for Personnel Not on the University Payroll)* is in the process of being revised to include these non-employees that have unique relationships with Purdue and an explanation of the privileges provided by the University.

To request access for any group noted below, submit a request for privileges through the online [web application](#).

Instructions on how to use the system can be found at the following site.

http://www.purdue.edu/hr/HR_Operations/resources/requestForPrivilegesDoc.html

Relationship types available to all users

- (EC) Vet School – ECFVG Students
- (FE) Future employees (including Visiting Scholars) with an accepted offer who need privileges prior to their data getting entered into SAP.
- (NE) Non-employees (consultants)
- (NT) New Hire Temporary Employees who need a PUID and/or email prior to their data getting entered into SAP.
- (VS) Visiting students who are not paid by Purdue, but are engaged in research or attending classes as part of an exchange program.

Relationship types available to limited users

- (BT) Board of Trustees – in Org Unit 00000075
- (ER) Emeritus Retirees – in Org Unit 00000292
- (OR) Official Retirees – in Org Unit 00000292
- (HD) House Directors – in Org Unit 00000185
- (RL) University Religious Leaders – In Org Unit 00000185
- (CE) County Extension Staff – in Org Units 00000250, 00000093 and 00000138

Procedure

- The departmental business office should complete a Request for Privileges utilizing the online [web application](#).
- The application will notify the appropriate approver for the Org Unit via email.
- The approver will login to the system and approve the request.
- Information entered will include a specific relationship code identified on the Request for Privileges form. This code will trigger automatic information to be fed into the Mail-Hub, which will begin the service.
- These individuals will be assigned a Purdue University Identification (PUID) number immediately with appropriate relationship designation.
- Those entered and approved by 5:00 p.m. will have the career account established during overnight processing.
- Once the name is in the system, the normal process to establish @purdue.edu accounts should be completed by the appropriate staff in each department
- If there are questions about the eligibility, please contact your sponsoring department

Termination of Access / Privileges

- Eligibility will end when the individual's University business has ended.
- Expiration dates will need to be entered through the web application when the end date is known.
- Quarterly audits will occur for verification of eligibility. ITCS runs a purge twice a year that will remove terminated access/privileges.

General Information

There are several URL's that can get you started in understanding connections and access to University services. Here are a few.

myMail: <https://mymail.purdue.edu>

Access the University Directory: <https://www.itap.purdue.edu/directory/>

RESNET (connecting from home): <http://www.itap.purdue.edu/resnet/>