

First Name:	Middle Name/Initials:	Last Name:	Previous Last Name:

SECTION TWO: SPONSORING DEPARTMENT USE ONLY

Effective Date (Date the relationship between the POI and CU becomes active):		Person ID/ Employee ID:	
POI Type 1:	POI Type 2:	POI Type 3:	
Department Name:		Department #:	
Planned Exit Date (Default, 1 year from date of entry):		More Information:	
Sponsoring Department Name:		Sponsoring Department #:	
Sponsor Name:	Sponsor EID:	Sponsor Position #:	Sponsor Phone #:
Sponsor's Signature:			Date: (MMDDYYYY)

Most affiliates who are not physically on a CU campus or office use a VPN connection to their sponsoring campus' LAN to access university data and systems. Special arrangements have been made for a few organizations, including Children's Hospital Colorado, National Jewish Hospital and NCAR. Your sponsor will probably know the status for your location. Providing the name of your local IT contact will help resolve access problems, if necessary.

Affiliated Organization Name:	
IT Contact in POI Organization:	IT Contact Phone:

NOTES FOR SPONSORING DEPARTMENT

- Use this form to enter the POI information into HCM and generate a Person ID.
- Click here for [step-by-step guide](#) to adding a POI.
- Inform the POI of his/her Person ID.
- The HCM ID must be on all Security Access Request forms before sending them to your campus security.
- Keep POI worksheet for department records. You do not need to send a copy to ES or UIS.
- A required "Official" email address is the official email for the university and, by policy, must be created by your campus IT department (not the affiliate department). After saving, contact your IT department and provide it with your new POI's Peron ID. The morning after the email has been created in the campus email directory, it will be loaded into HCM and other university systems.
- The creator of the POI will enter a planned exit date. This date can be extended as needed while the person is still an active affiliate of the university. The system defaults to a planned exit date that is one year from the date of entry. Access will not be granted until the POI is set up in HCM and all required trainings are verified.