

# The University of Huddersfield Computing and Library Services

## Affiliates - Guidance Notes for Administrators

### Introduction

The Affiliates system is designed to provide those individuals who have a relationship with the University, but are not paid or taught by it, access to University privileges such as a campus card and access to IT, library and other services. Examples of valid Affiliates are research partners, visiting researchers, agency staff and staff in the Education and Training Consortium.

### Data Protection

As part of the Affiliates process you will come into contact with personal data belonging to the Affiliate. You must keep this data secure and confidential as required by the law and you must observe the University's requirements as set out on the [University's Data Protection pages](#).

### The role of the Affiliate Administrator

Once an application has been approved by an Authoriser in your School or service, your role is to process an approved application by contacting the Affiliate (via email) to accept the University's policies and procedures. If the Affiliate accepts then you will progress the application to enable the required access and privileges to be granted. Additionally you will add the Affiliate's details in Topdesk to aid the subsequent management of the Affiliates record.

### Processing the application

The processing of a request has been divided into three parts for the Administrator, use the links provided below to access the guidance notes for each stage:

Stage 1. Assign the request to yourself and send an email to the Affiliate to accept T&C's.  
[GuidanceforAdministrators\(Part1\).pdf](#)

Stage 2. When a reply is received progress the application to the next stage to create IT and library accounts.  
[GuidanceforAdministrators\(Part2\).pdf](#)

Stage 3. Add Affiliate details in Topdesk and communicate completion of the process to the Sponsor.  
[GuidanceforAdministrators\(Part3\).pdf](#)

Remember to log out of the Affiliates system when you have finished.

### If you have further questions, or need assistance

Please contact IT Support (ext. 3737, or via email).