Affiliate Request Form Instructions

Accessing the Affiliate Request Form in HR Reports:

- Go to [http://my.unm.edu](http://my.unm.edu) and select Staff -> Reports
- Click on the Reports Tile -> HR Reports
- Log In using your NetID and Password

![Image of HR Reports interface]

- Chose Affiliate Reports

![Image of Affiliate Reports for UNM](https://example.com/image.png)

Request a new UNM Affiliate Account, run Affiliate Reports, and manage Affiliate Benefit Enrollment.
• Select Affiliate Demographic Form

**Affiliate Applications**

Affiliate Demographic Form

Request a new UNM Affiliate account

• Select Affiliate Request Form

**Affiliate Request Form**

As the department contact, enter your name and email address. Click Next.

If the nominee has a Banner (UNM) ID, Select Yes.
  o Enter the Banner ID
  o Nominee's First Name
  o Nominee's Last Name
If the Nominee does not have a Banner (UNM) ID, select No and complete the form with the requested information. You must include the following:

- **Affiliate First Name**
- **Affiliate Last Name**
- **SSN** (Note, if the nominee does not have a SSN, enter 999-99-9999. The nominee will be provided with a “dummy” SSN number to use for establishing their UNM NedID/email address).
- **Birth Date**

Select Next
• Enter the **Job Title** being requested
  • For LATs, this must match the title identified on the LAT request form.
• Enter **Home Org** (Department’s ORG code)
• Select **Affiliate Role** Needed:
  • FACULTY_LAT: For Main/Branch Campus LAT Requests
  • FACULTY_LAT_LANL: LAT Requests for Los Alamos National Lab employees
  • FACULTY_LAT_SNL: LAT Requests for Sandia National Lab employees
  • FACULTY_ROT: For ROTC instructors
  • Visiting Academic Colleague: Non-LAT faculty affiliate requests
• Select the Role **Start Date** and **Role End Date**
• Complete the **Reason for Role**: Explain why the role is needed and what system access is required.
  • For LAT request, it is okay to enter “See LAT Request”
• Enter **Approved By Name**: Typically the nominating faculty member or Department Chair
• Enter the **Approved By Title**: Typically the nominating faculty member or Department Chair
• Drag and Drop the required documents
  • For LAT request, this includes the LAT Request Form and Nominee CV
• Select **Finish**
Once your request has been submitted, department can expect:

For LATs:

- OAP will provide department contact a copy of the approved LAT request form.
- OAP will issue the LAT appointment letter to the nominee.
- The nominee must sign and return the LAT appointment letter or OAP at faculty@unm.edu within 10 days of receipt.

For other affiliate types:

- The department contact will receive email confirmation from affiliates@unm.edu confirming that the affiliate request has been processed.