

Instructions

Upon completion, this form may be presented in person, mailed, sent via myfiles or faxed (419-372-2920) to the Office of Human Resources, 1851 N. Research Drive, Bowling Green, Ohio 43402. The authorizing department will be notified within 1 business day of receipt of the form of the individuals BGSUID along with navigation to the website for the individual to create his/her BGSU account id.

Reason for Request

Please indicate the reason the individual is requesting a BGSUID (i.e. what is the reason they need the access). In addition, please indicate the affiliation being requested. Please designate the time frame for which the individual has access.

Personal Information

Minimum Data Standards Creating a BGSUID

No Person shall be added to Campus Solutions System without having the minimum data requirements as outlined by the Master Data Management Committee (MDMC). These minimum data requirements are necessary to ensure that a person exists in the system with enough data to perform a proper search match. Therefore, as a person develops additional relationships with the institution, the corresponding offices will be able to find their BGSUID and correctly associate new and additional data with that BGSUID.

Data Requirements

The minimal data requirements are:

First Name (Required)

Last Name (Required)

Address (Required)

Social Security Number (Required)*

Date of Birth (Required)

Gender (Optional)

*Exceptions will be made in some instances.

Account Authorization

Please specify the account authorization period. If no time period is specified, the default authorization period will be two (2) years from the date of approval by the authorizing department. The originating department may authorize extensions via electronic mail. If the extension is the result of a departmental change or for FMS access, a new form must be completed.

Affiliation Types

Type	Affiliation	Portal	Email	Blackboard	Faculty Center	FMS Access
Continuing Education Non Credit	OTHER	X	X	X		
Non-affiliated Person	OTHER	X	X	X		
Guest	OTHER	X	X	X		
External Faculty	FACEMP	X	X	X	X	
FMS Access	OTHER	X	X	X		X

Non-affiliated Person: Individuals having an affiliation with BGSU, but not as an employee.

Guest: Students with non-traditional affiliations such as an academic program/plan. They would not be a part of Continuing and Extended Education. Guest would include individuals from the Language Institute. Guest would also include BGSU employees needing to establish an email account prior to the start of their contract or former BGSU employees needing to maintain an email account for an extended period of time after the end of their contract.

External Faculty: Individuals external to BGSU (not paid by BGSU) who are teaching BGSU courses through an integrated program which require email, Faculty Center, and other Faculty account privileges.

FMS Access: Individuals external to BGSU (not paid by BGSU) who provide services to BGSU and need access to the FMS system.

BOWLING GREEN STATE UNIVERSITY

Account Request Data Form

BGSUID (If had one previously)	Start Date:
	End Date:

Reason for Request	Why do you need this individual to have a BGSUID:	
	Authorizing Department:	Requested Affiliation: Other Facemp FMS Access

Campus Community > Personal Information > Add/Update a Person	Please write name as it appears on Social Security Card or Passport (Required)				
	Prefix	First Name	Middle Name	Last Name	Suffix: *optional
	Date of Birth(Required)		Gender(Optional) Male Female		
	Home Address (Required)				
	Street Address:				
	Street Address (cont'd.):				
					State:
	Zip Code:	Phone:			
	Campus (Business) Address (If applicable)				
Street Address:		Campus Phone Number:	Campus:	Main Firelands Off-Campus	

The requestor is authorized to have an email account.

Contracting/Hiring Agent (Dean or VP) Signature

Date

The information contained on this form is true and accurate to the best of my knowledge

Requestor Signature

Date

Social Security Number(Required) (National ID)