MCommunity Sponsorship Administrator Agreement and Authorization Form

U-M Information and Technology Services R1459-form • June 2009

Sponsorship Administrator Agreement

❑ I have read, understand, and agree to abide by the policies for sponsorship administration as set forth in the document, *MCommunity Sponsorship Administration Policies and Agreement Form* (R1459).

❑ I have completed the requirements for U-M administrative data access and submitted a U-M Administrative Data Access and Compliance Form to ITS.

Sponsorship Administrator _____
uniqname name (please print) signature

Date _____ Phone Number _____

Sponsoring Authority Authorization

Note: To be a sponsoring authority you must meet the requirements outlined in *MCommunity Sponsoring Authority Policies and Agreement (R1460)* and submit the form contained in that document to the ITS Accounts Office.

I authorize the employee named above to do sponsorship administration. This employee needs sponsorship administrator access to MCommunity in order to perform his or her U-M job duties. I will ensure that the employee uses this special access responsibly and appropriately, in accordance with the policies described and listed in the document referred to above.

I agree to renew my authorization of this employee's sponsorship administration status as needed and to remove my authorization when this employee no longer requires special access so that the special access can be removed.

I authorize this employee to perform sponsorship administration for the following units/departments:

_____
print names of departments/units **all** department ID numbers

Sponsoring Authority _____ Date_____
uniqname name (please print) signature

Fax form to ITS Accounts Office at (734) 647-4278.

To be completed by the ITS Accounts Office:

ITS Data Access and Compliance checked: _____

I have set up the appropriate access for the above-named employee to be a sponsorship administrator.

MCommunity access set up: _____

Added to MCommunity.Sponsorship.Administrators e-mail group: _____

Sent welcome message to new administrator with cc to sponsoring authority: _____

Accounts Office Staff member _____ Date_____