MCommunity:
Directory & Sponsor System

HR Unit Liaisons
June 19, 2009
What We’ll Cover Today

• MCommunity Directory overview.
• Changes in privacy options and how they affect you.
• Questions & answers.

• MCommunity Sponsor System overview.
• The need to make sure current contractors, VIPs, and others are sponsored.
• Questions & answers.
What Is MCommunity?

- An **identity-management** system with rules and procedures for creating, managing, and removing identities.
- A uniqname-management system that will replace the current uniqname system (i.e., uns, WebUnique, etc.).
- A system that can be used in the future for roles management and service provisioning.
- A directory that will replace the U-M Online Directory.
Searching for People

• Searching the MCommunity Directory will be much like searching the U-M Online Directory.

• Only those currently affiliated with U-M will be in the directory. (The U-M Online Directory includes people with former affiliations.)

• All those currently affiliated will have entries, including all living alumni.
Preview: Person Entry

An entry for a person in the new MCommunity Directory will look something like this.

This is a mock-up showing how the directory is expected to look. The actual MCommunity Directory may look somewhat different.
Your Entry: What You Can Change Where

In the MCommunity Directory, you will not be able to change information that comes from an official U-M source. You'll need to change it at the source.

- M-Pathways (Wolverine Access)
- Dearborn and Flint student data systems
- Development Alumni Constituent (DAC)
- MCommunity Sponsor System

The Prevent Batch Updates option will no longer be available.
Changes in Privacy Options

• Your home address will be hidden unless you publish it (the opposite of the U-M Online Directory).
• You can choose to make contact information that you enter visible to everyone or just to logged-in users.
• Employees can’t hide work-related contact information.
• The Private option will no longer be available.
Minimum Public Info. for Students

- Name(s)
- Uniqname
- E-mail address ("uniqname@umich.edu")
- Title ("Student")
- Affiliation (school/college name)
- Campus
Student Privacy Options

- **FERPA**
  Submit a Non-Disclosure of Information request to the Registrar’s Office to have all directory information except for uniqname withheld.

Note that FERPA does not affect employment information. If a student is also an employee, privacy rules about employees apply to work contact information.
Minimum Public Info. for Faculty/Staff

• Name(s)
• Uniqname
• E-mail address ("uniqname@umich.edu")
• Title (long/working title)
• Affiliation (department name(s))
• Business phone
• Business address
• Campus
Faculty/Staff Privacy Options

• **Use general departmental address and phone.** Request this from your department’s HR people.

• **Personal safety request.** You can request that all information except uniqname be withheld from the directory. Work with your department’s HR people to do this. On the Ann Arbor campus, request must be approved by the U-M Director of HR.
Action Item: Privacy

- Please work over the summer with people in your area who may need special privacy.

We will send an e-mail notice to everyone who has a Private entry in the U-M Online Directory before the MCommunity Directory is made public.
Questions about the directory and privacy?
How People Get Into MCommunity

- **Students.** When they matriculate.
- **Faculty/Staff.** During the hiring process.
- **Sponsored people.** When a department sponsors them.
- **Alumni.** From data supplied by the Office of University Development.
How People Get Out of MCommunity

- **Students.** Remain in by transitioning to alumni.
- **Faculty/Staff.** Removed, after a grace period, when appointment is terminated. Retirees and emeritus faculty remain in the directory until their death.
- **Sponsored people.** Removed when all sponsorships expire (and there is no other affiliation).
- **Alumni.** At death.
MCommunity Sponsor System

• Can be used via the Web from any computer connected to a U-M network.

• Allows authorized U-M staff members to create online identities, including uniqnames, for sponsored affiliates.
Why Use the Sponsor System?

• You can sponsor people—and get uniqnames for them—immediately.
• You can get uniqnames for people when the ITCS Accounts Office is closed.
• Your unit can track and manage online identities for the people you sponsor.

NOTE: If you need computing services other than wireless access, you’ll need to contact the ITCS Accounts Office.
The Sponsor System Is Easy to Use
Who Can Use the Sponsor System

- **Sponsor** (a U-M unit or department)
- **Sponsoring Authority**
- **Sponsorship Administrators** (in departments or the ITCS Accounts Office)
- **Requester** (conference organizer, administrator, etc.)
- **MCommunity Sponsor System**
- **Identities for Sponsored Affiliates in the MCommunity Directory**
Whom Can You Sponsor?

- Contractors
- Incoming Faculty/Staff
- Temporary Staff
- Visiting Researchers/Scholars
- Associates
- VIPs
- Conference/Program Participants
- Wireless Users
- Other Short-Term Guests
Before MCommunity: (Not) Managing Sponsored Identities

- No affiliation listed in the directory, so no record of sponsoring department.
- No automated expiry or clean-up mechanisms.
- No way to identify obsolete entries.
- Many obsolete entries in directory.
  - Unreliable directory data
  - Security risk
With MCommunity: Managing Sponsored Identities

- Sponsoring department listed when entry created.
- Expiry date set when entry created (entries can be renewed as needed).
- Management responsibility rests with the sponsoring department.
Reducing Disruption
When We Move to MCommunity

• People with no U-M affiliation listed in the U-M Online Directory must be sponsored to get an MCommunity Directory entry.
• We need your help identifying and sponsoring these people.
Thousands of Orphaned Entries

- About 86,000 total U-M Online Directory entries with no listed affiliation.
- Those without uniqnames won’t be moved.
- Former employees and students will likely go into MCommunity with a pro-rated grace period.
- Those with no record of past affiliation may go into MCommunity with a 100-day grace period, although some may not be moved. The MCommunity Governance Board will decide this summer what will be the least disruptive.
Who, in Your Area, Needs to Be Sponsored?

• Do you have contractors, VIPs, or others in your department?
• Check their directory entries.
• If they have no affiliation listed, please get them sponsored in the Sponsor System so they don’t lose access!

Note: The “Sponsored” affiliation won’t show up yet in the U-M Online Directory.
Action Items: Sponsorship

- Identify existing people who need to be sponsored and get them sponsored.
- Get new contractors, visitors, VIPs, etc. sponsored as they join your department.
- Request sponsoring authority and sponsorship administrator privileges for your department from the ITCS Accounts Office if you want to do it yourself.

**Important!** You can also request sponsorships from the ITCS Accounts Office (use the request form on the web)
Questions about Sponsorships and the Sponsor System?
Resources

- **MCommunity website**
  www.itcs.umich.edu/mcommunity

- **ITCS Accounts Office request forms**
  www.itcs.umich.edu/accounts

- **Contact the project leads**
  MCommunity.Leads@umich.edu