Chapter 3.
Sponsor System Requirements

**Sponsor System.** An interface to the identity management system that allows authorized people and processes to perform additions and modifications of/to identity data for persons loosely affiliated with the University.

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**Definitions**

- **Authority.** A departmental staff member(s) who takes responsibility for designating sponsorship administrators for that department. (Also called *sponsorship authority* and *sponsoring authority*.)

- **Bona fide identity.** An identity supplied to MCommunity that was generated in an institutional source system, such as the Human Resource or Student Information system, using established institutional identity creation practices and therefore possessing an inherent high level of assurance and validity.

- **Requester.** A person in the sponsoring department who initiates a request for creation of a sponsored identity.
• **Sponsor.** A department, unit, or organization that sponsors creation and/or management of an identity. Departments/units can become sponsors by making a request to the central authority (currently the ITCS Accounts Office). A sponsor will provide contact information and a list of sponsorship administrators for the department/unit.

• **Sponsorship administrator.** The person who enters information into the Sponsor System to create the sponsored identity. Sponsorship administrators must
  
  - Be authorized by the appropriate sponsor (department/unit) at the request of the sponsoring authority.
  - Must complete required training. Periodic retraining will likely be required.

The central authority (currently the ITCS Accounts Office) is a sponsorship administrator for all sponsors.

• **Strong identity.** An identity in MCommunity that contains adequate identity data to confidently match against identities in other systems.

• **Uniqname.** A three-to-eight character personal identifier that is required for using computing services across the U-M campuses. Three types of uniqname\(^1\) will be used in MCommunity:
  
  - *Traditional uniqname.* For faculty, staff, students, alumni, retirees, and emeritus faculty.
  - *Affiliate uniqname.* For contractors.
  - *Guest uniqname.* For U-M campers, collaborators, visitors, speakers, and so on.

• **Weak identity.** An identity in MCommunity that lacks adequate identity data to confidently match against identities in other systems.

**What Is the Sponsor System?**

The Sponsor System will provide an easy-to-use process by which units can interactively and programmatically create person entries, manage login ID assignments, and manage some aspects of the identity lifecycle process. The Sponsor System must support creation and management of different types of IDs, such as these:

• **Preliminary IDs for early access.** It is common practice for units to create accounts for incoming faculty members before they officially complete the hiring process and come to the University—that is, before information about them is in the HRMS system. Units do this to provide incoming faculty members with early and needed access to University resources.

• **IDs for loosely affiliated persons.** Units also need to be able to create identities for individuals who are not, and may never be, students, faculty, staff, or alumni—people such as research collaborators, contractors, conference attendees, summer camp attendees, and so on.\(^2\)

**How Will It Be Used?**

- The Sponsor System will allow sponsors (departments/units) to create identities, or select existing identities, and establish a time-limited sponsorship for them.

- The system is not meant to be a means for circumventing established institutional identity-creation practices.\(^3\)

- It will be a protected resource available only to sponsorship administrators and those that administer and manage the system.

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1 See “Appendix 3-A: Uniqname Types” for more detail.
2 See: University of Michigan, “Enterprise Directory Services Phase 2 Governance Board Recommendations,” Ann Arbor, Michigan, July 2006. These are in Chapter 1 of the Requirements Documents and on the web: [http://www.itd.umich.edu/enterprisedir/phase2/govboard/GB-recs-Ph2.html](http://www.itd.umich.edu/enterprisedir/phase2/govboard/GB-recs-Ph2.html)
3 Adding sponsorships to bona fide identities to provision resources should be avoided. We need some way to provide bona fide identities with unit resources; the Sponsor System should not be used for this.
**Business Process Model**

![Business Process Model Diagram]

**Dependencies**
- The Sponsor System will depend on external functionality to provide reminders when sponsorships are near their expiration date.
- The system will depend on external functionality to perform certain lifecycle management tasks, for example:
  - Transitions from sponsored to bona fide identity status.
  - Uniqname and Kerberos Principal creation.
  - Notification to sponsors of an identity’s transition from sponsored to bona fide status.
  - Expiration of sponsorships and removal of replicated identities from the Directory.
  - UMID creation for sponsored identities, when applicable.
  - Uniqname self-registration.

**Business Requirements**
These business requirements focus on meeting the needs of unit IT staff, unit administrative staff, and end users.

**For End Users (Interactive Access)**
1. Required minimum data for sponsored identities:
   - First name
   - Last name
   - Business reason for sponsorship
   - Sponsorship administrator
   - Sponsor (department/unit)
   - Sponsorship start and end dates
• External e-mail address

2. The Sponsor System will provide a mechanism for including optional data as well as required data. These are the optional data elements to be stored in sponsorship attributes:
   • Requester
   • Middle name
   • Prefix
   • Suffix
   • Birthdate
   • Gender
   • Business address
   • Business phone
   • Campus mailing address
   • Campus telephone
   • Home address
   • Home phone
   • Cell phone
   • Pager number
   • Fax number

These additional attributes are to be captured by the Sponsor System, used for identity matching, and then discarded:
   • Existing UMID
   • Existing uniqname
   • DAC ID
   • SSN

NOTE: A uniqname could also be supplied during sponsored identity creation, but it would not be stored in the sponsorship attributes.

3. The Sponsor System will provide a flexible mechanism sponsors can use to determine rules for sponsorship expiration and to select the level of notification desired. For example, the system will:
   • Provide options for sponsors to select sponsorship durations as short as one day and as long as one year.
   • Support indefinite sponsorships with annual renewals.
   • Provide options for notifying the sponsored individual 90, 30, and 15 days prior to the sponsorship expiration date.
   • Provide options for notifying the sponsor 90, 30, and 15 days prior to a sponsorship’s expiration, as well as notifying the sponsor at expiration.
   • Provide sponsorship expiration notices that give the sponsor the option to extend or shorten the sponsorship.
   • Provide options to notify the sponsor when the sponsored identity becomes bona fide and when sponsorships are removed.
   • Provide an option to notify the sponsored individual of the sponsorship start and end dates.
4. Sponsorship administrators will be able to create a sponsored identity by entering the following information:\(^4\)
   - Sponsor
   - Business reason for sponsorship
   - Either supply / point to an existing identity or create a new one.
   - Sponsorship start and end dates
   - Create a uniqname if appropriate (either traditional, affiliate, or guest, depending on the business reason) or invite the sponsored individual to use the uniqname self-registration process.
   - External e-mail address

The system will assign an institutional role of “sponsored affiliate.”

5. It will be possible to assign sponsorships to bona fide IDs. However, bona fide attributes have precedence over anything else that might be entered into the Sponsor System.\(^5\)

6. Sponsorship administrators must
   - Be authorized by the sponsor (department) through a request by the sponsorship authority. (We could use Workflow to allow one sponsorship administrator to add another, with sponsor authority approval.)
   - Complete required training.

7. A sponsoring authority has the ability to become a sponsorship administrator. However, a sponsorship administrator does not necessarily have sponsoring authority.

8. Any active sponsor can change any sponsored affiliate identity data.

9. The system will provide an option to set the expiration date of a sponsorship to be the date that the sponsored identity makes the transition to bona fide status.

10. Sponsorship administrators will be allowed to view, modify, and delete existing sponsorships.

**For System Administrators (Programmatic Access)**

11. We will provide well documented methods for access to the Sponsor System, such as Web Services and command line utilities that are functionally aligned to the interactive access requirements.

**Operations Requirements**

The operations requirements focus on the running of the system itself and will be of greatest interest to the MCommunity staff.

12. The Sponsor System will provide configuration options that allow system administrators to specify which events will be audited.

13. The system will need to be able to use the MAIS SMBIO (search/match biographical demographical update) Web Service to trigger creation of UMIDs in cases where they are desired or required.

14. A mechanism will be needed that can temporarily disable a sponsor if that department/unit no longer has sponsorship administrators or a sponsorship authority.

15. The central authority (currently ITCS Accounts Office) is a sponsorship administrator for all sponsors.

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\(^4\) See “Sponsor System User Interface Interactive Scenarios” in the project wiki: https://webapps.itcs.umich.edu/eds/index.php/User_Interface#Sponsor_System_Documents

\(^5\) This will be the case until the bona fide ID expires. At that point, the sponsor becomes the authoritative data source for the entry.
16. The system will act as a consumer of data stored in the Directory to determine eligibility for use of the Sponsor System and to determine which sponsors (departments) a sponsorship administrator may represent.

Questions, Future Enhancements, and Design Considerations

Policy Questions
• The question of where and who will reset passwords for sponsored affiliates is a policy question that will have an impact on the overall system design. The ability to reset a person’s password is a matter of establishing authority. This is not a Sponsor System-specific issue; bona fide individuals need to have such an authority declared as well.

• Time limits for sponsored identities, renewals, and so on will need to be determined by the Governance Board well before system deployment.

Training Considerations
• For bona fide identities, provisioning of IT resources should be done using roles; it should not be done using sponsorships, because this has negative implications. Initially, we will address this issue through user training. Users will be instructed to use roles for provisioning IT services to bona fide identities. A possible system enhancement for the future would be to have the system not allow sponsorships to be added to bona fide identities for the purpose of provisioning resources.

• Training will expire and need to be refreshed on a regular basis.

Future Considerations
• Expiration of unit resources may need a way to tie to the Sponsor System (for provisioning and de-provisioning of resources).

• If desired, we may need a way to assure that certain sponsored identities will not be given any further sponsorships.

• The desire has been expressed for the Sponsor System to provide the functionality to link a sponsorship to another identity (for example, to the spouse of an employee). This feature, even though it would be extremely useful, is out of scope for the first phase of the project. However, placeholders (a.k.a. hooks) will be put in place in the system to allow for easier implementation of this feature in the future.

• As stated in the Business Requirements, time limits for sponsored identities (duration, expiration, renewal, and so on) will be enforced by the Sponsor System as they are defined by the Governance Board.

• Sponsorship start and end dates can be tied to the start and end of bona fide status. For later versions of the Sponsor System, we will consider whether it is useful to be able to let a sponsor “hibernate” a sponsorship while a person is bona fide.
## Appendix 3-A: Uniqname Types

From the options described on this chart, we propose going with Option D.

<table>
<thead>
<tr>
<th>Uniqname Type</th>
<th>Namespace</th>
<th>LoginID Generation</th>
<th>Reusable</th>
<th>Minimum ID Data</th>
<th>Retention</th>
<th>Persistent Resources</th>
<th>Method of Promotion</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option A</strong></td>
<td>3-8 alpha</td>
<td>self/sponsor</td>
<td>no</td>
<td>gn, sn, ext email, UMID (if known, or newly created), combo of sn, gender, dob, address</td>
<td>life of namespace</td>
<td>yes</td>
<td>NA</td>
<td>Faculty, Staff, Student, Alumni, Retirees, Emeritus</td>
</tr>
<tr>
<td>1 (traditional)</td>
<td>3-8 alpha</td>
<td>self/sponsor</td>
<td>no</td>
<td>gn, sn, ext email</td>
<td>length of concurrent active sponsorship(s) (renewable, max X months)</td>
<td>yes</td>
<td>Supply additional ID data</td>
<td>Contractors</td>
</tr>
<tr>
<td>2 (long-term aff)</td>
<td>8 chars; prefix*: incrementing-numeric (1000000 - 99999999)</td>
<td>system</td>
<td>no</td>
<td>gn, sn, ext email</td>
<td>length of concurrent active sponsorship(s) (renewable, max X months)</td>
<td>yes</td>
<td>none</td>
<td>Campers, Collaborators, non-type: UMSOL</td>
</tr>
<tr>
<td>3 (short-term aff)</td>
<td>8 chars; prefix*: incrementing-numeric (1000000 - 99999999)</td>
<td>system</td>
<td>yes</td>
<td>gn, sn, ext email</td>
<td>length of active sponsorship (non-renewable, max X months)</td>
<td>no</td>
<td>none</td>
<td>Wireless Guests, Visitors, Speakers</td>
</tr>
<tr>
<td><strong>Option B</strong></td>
<td>3-8 alpha</td>
<td>self/sponsor</td>
<td>no</td>
<td>gn, sn, ext email, UMID (if known, or newly created), combo of sn, gender, dob, address</td>
<td>life of namespace</td>
<td>yes</td>
<td>NA</td>
<td>Faculty, Staff, Student, Alumni, Retirees, Temp Empl.</td>
</tr>
<tr>
<td>1 (traditional)</td>
<td>8 chars; prefix*: incrementing-numeric (1000000 - 99999999)</td>
<td>system</td>
<td>no</td>
<td>gn, sn, ext email</td>
<td>length of concurrent active sponsorship(s) (renewable, max X months)</td>
<td>yes</td>
<td>none</td>
<td>Campers, Collaborators, non-type: UMSOL, Contractors</td>
</tr>
<tr>
<td>2 (combo aff)</td>
<td>8 chars; prefix*: incrementing-numeric (1000000 - 99999999)</td>
<td>system</td>
<td>yes</td>
<td>gn, sn, ext email</td>
<td>length of active sponsorship (non-renewable, max X months)</td>
<td>no</td>
<td>none</td>
<td>Wireless Guests, Visitors, Speakers</td>
</tr>
<tr>
<td><strong>Option C</strong></td>
<td>3-8 alpha</td>
<td>self/sponsor</td>
<td>no</td>
<td>gn, sn, ext email, UMID (if known, or newly created), combo of sn, gender, dob, address</td>
<td>life of namespace</td>
<td>yes</td>
<td>NA</td>
<td>Faculty, Staff, Student, Alumni, Retirees, Emeritus</td>
</tr>
<tr>
<td>1 (traditional)</td>
<td>8 chars; prefix*: incrementing-numeric (1000000 - 99999999)</td>
<td>system</td>
<td>no</td>
<td>gn, sn, ext email</td>
<td>length of concurrent active sponsorship(s) (renewable, max X months)</td>
<td>yes</td>
<td>Supply additional ID data</td>
<td>Campers, Collaborators, non-type: UMSOL, Contractors</td>
</tr>
<tr>
<td>2 (affiliate)**</td>
<td>8 chars; prefix*: incrementing-numeric (1000000 - 99999999)</td>
<td>system</td>
<td>yes</td>
<td>gn, sn, ext email</td>
<td>length of active sponsorship (non-renewable, max X months)</td>
<td>no</td>
<td>none</td>
<td>Wireless Guests, Visitors, Speakers</td>
</tr>
<tr>
<td><strong>Option D</strong></td>
<td>3-8 alpha</td>
<td>self/sponsor</td>
<td>no*</td>
<td>gn, sn, ext email</td>
<td>length of concurrent active sponsorship(s) (renewable, max X months)</td>
<td>yes</td>
<td>Supply additional ID data</td>
<td>Contractors</td>
</tr>
<tr>
<td>1 (traditional)</td>
<td>TBO - includes 'vanity' prefix and incrementing suffix</td>
<td>system</td>
<td>no</td>
<td>gn, sn, ext email</td>
<td>length of concurrent active sponsorship(s)</td>
<td>yes</td>
<td>none</td>
<td>Campers, Collaborators, non-type: UMSOL, Wireless Guests, Visitors, Speakers</td>
</tr>
</tbody>
</table>

* - prefix could be initials, eg: li23456

** - Requires Cleanup processes, requires an ability to lock in a name.