How to Add Affiliations for a User

Affiliations are the resolution of what once was called Associate Type in our old system. We are now using the Affiliate codes to start the NID creation process for users. Before an Affiliation can be added, the person record associated with the ID must have a Date of Birth and a personal email address associated with it.

To add or update an affiliation code, there are just a few easy steps to follow:

1. Navigate to Main Menu> Campus Community> Affiliation> Add/Update Affiliations
2. Enter the EMPL ID (9 digit) and SEARCH
3. Once in the tool, this is the view:

Enter your ID, if there are already affiliations associated with the ID you will see the next view. With that view simply use the Add button to add a new row and make an update.

If there are no affiliates on the ID you will see this:
Add/Update Affiliations

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value  Add a New Value

Search Criteria

ID begins with 099999997
Institution begins with WSUNV

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.

Find an Existing Value  Add a New Value

Select the Add A New Value button

Add/Update Affiliations

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value  Add a New Value

Search Criteria

ID begins with 099999997
Institution begins with WSUNV

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.

Find an Existing Value  Add a New Value

Click on the Add Affiliation Code button
Add/Update Affiliations

Butch Cougar2 099999997

Institution  Washington State University

No Affiliations exists for this Empid 099999997, Institution WSUNV

That will bring you to the table to be updated. It is important that you set the start date as today's date so the NID creation process can start. Some Affiliations do not require the lengthy time line, as an example, Visiting Scholars should only have access while they are at WSU (i.e. weeks or months), Future Employee Affiliations should only have a time frame of up to 10 days, or 3 to 4 days past the initial hire date. The most common need for the Future Employee affiliation is to start the NID creation process BEFORE the person's first day of work. Whereas other affiliations may last for a semester up to 3 years depending on the type.

Use the looking glass to find the Affiliate code that is the most appropriate for this individual. The affiliate roles we can currently add are Future_Employee, Visiting_Scholar, and ADJ_Faculty. There are several different affiliations, however the most common are the three listed above. Below is a the list of the affiliations that will create a Network ID and an O365 Mailbox. Note these are usually campus specific:

(AffiliateType == "EMERITUS_P") || // The short names for emeritus at each campus
(AffiliateType == "EMERITUS_O") ||
(AffiliateType == "EMERITUS_S") ||
(AffiliateType == "EMERITUS_T") ||
(AffiliateType == "EMERITUS_V") ||
(AffiliateType == "EMERITUS_E") ||
(AffiliateType == "INTO_P") || // INTO at each campus (similar to IALC)
(AffiliateType == "INTO_O") ||
(AffiliateType == "INTO_S") ||
(AffiliateType == "INTO_T") ||
(AffiliateType == "INTO_V") ||
(AffiliateType == "INTO_E") ||
(AffiliateType == "REGENT_P") || // WSU Regents
(AffiliateType == "REGENT_O") ||
(AffiliateType == "REGENT_S") ||
(AffiliateType == "REGENT_T") ||
(AffiliateType == "REGENT_V") ||
(AffiliateType == "FUT_EMP_P") || // Future WSU Employee
(AffiliateType == "FUT_EMP_O") ||
(AffiliateType == "FUT_EMP_S") ||
(AffiliateType == "CLINIC_E") ||
(AffiliateType == "AFL_CL_FAC") ||
(AffiliateType == "AFL_CFAC_P") || // Clinicians at each campus
(AffiliateType == "AFL_CFAC_O") ||
(AffiliateType == "AFL_CFAC_S") ||
(AffiliateType == "AFL_CFAC_T") ||
(AffiliateType == "AFL_CFAC_V") ||
(AffiliateType == "AFL_CFAC_E") ||
(AffiliateType == "AFL_CL_FAC") ||
(AffiliateType == "IALC") || // Old IALC designation for backwards compatibility
(AffiliateType == "IALC_PUL") ||
(AffiliateType == "IALC_ONL") ||
(AffiliateType == "IALC_SPO") ||
(AffiliateType == "IALC_TRI") ||
(AffiliateType == "IALC_VAN") ||
(AffiliateType == "IALC_EVE") ||
(AffiliateType == "HEP_P") ||
(AffiliateType == "HEP_O") ||
(AffiliateType == "HEP_S") ||
(AffiliateType == "HEP_T") ||
(AffiliateType == "HEP_V") ||
(AffiliateType == "HEP_E") ||
(AffiliateType == "CTY_EXT_P") || // this is county extension agent codes
(AffiliateType == "CTY_EXT_T") ||
(AffiliateType == "CTY_EXT_S") ||
(AffiliateType == "CTY_EXT_V") ||
(AffiliateType == "CTY_EXT_E") ||
(AffiliateType == "CTY_EXT_O")

Note: other affiliations that exist will create a NID, but not initiate a mailbox.
After selecting the affiliation, enter the begin date. This is the date that drives the NID creation process and sends the Okta invitation to the user. Next enter the end date and change Descriptor to Active.

To request for access to add affiliates, or for any general questions, please navigate to the Crimson Service Desk portal at crimsonservicedesk.wsu.edu, or email crimsonservicedesk@wsu.edu