II.12 Access to Foundation I-Net Secured Sites

This document instructs a user on how to gain access to the Secured Sites of the Foundation I-Net (e.g. BOT Secure, Reports Secure, etc.). The user will use one of two methods to gain access; the method will vary depending on whether or not the user is an employee of the University of Alaska. If the user is not an employee, an employee of the UA Foundation must become a sponsor of the user.

Please note that both methods require the user or the user’s sponsor to contact the Statewide OIT office. OIT may delete the user’s account without notice if the user or the user’s sponsor fails to notify OIT of the new account.

1. Obtain a copy of the “Computer Account Request/Change Form” from the Office of Information Technology (OIT). A copy of this document is linked under Section 9 – Web Access of the Foundation Forms page of the Foundation I-Net: http://www.alaska.edu/foundation/foundation_i-net/forms/

2. Fill out all user information at the top of the form.

   Non-employees of the University must fill in the following sections as indicated:

   a. Organization/Department  Sponsored by UA Foundation
   b. Location    SW
   c. UA ID Number (Not SSN)  Use email address as username
   d. Phone     (907) 450-8030
   e. MAU      SW
   f. Email Username (If Known)  the user’s email address
3. The actual user must sign and date the lines “Employee Signature” and “Date”. Sponsors should NOT sign on behalf of the user.

Employee Signature: ___________________________ Date: _____ / _____ / _____

4. An employee of the UA Foundation must fill out the section titled Access Requested by Supervisor. The employee will need to input the following information:
   a. Account Type
      N – University Staff or
      H – Other: Sponsored Account
   b. Roxen – URL
      Read Only (www.alaska.edu/foundation/)
   c. Other
      Foundation BOT secure and/or
      Foundation report secure

5. An employee of the UA Foundation must print their name and phone number, and then sign and date the section titled Access Requested by Supervisor.

6. Finally, the user or user’s sponsor must fax this document to OIT (using the fax number in the upper right corner of the document). If the user is employed by the University of Alaska, OIT will add Secure Site access to your UA Username and password (editable at UA ELMO - https://elmo.alaska.edu/). If the user is not employed by the University of Alaska, an employee of the UA Foundation will create an account for the user using their email address as their username.