

DESIGNATED GUEST REQUEST PROCEDURES UNIVERSITY OF SOUTH ALABAMA

These procedures apply to Designated Guest requests for the University of South Alabama's General Division and do not apply to USA Health.

Designated Guests are non-student, non-USA employees who are associated with the University of South Alabama for a business purpose, for a specific period of time. Examples of Designated Guests include individuals such as contractors, visiting scholars, consultants, temporary agency employees, and others who conduct business or research on our campus.

An individual may only be set up as a Designated Guest if they have a legitimate need to access University resources.

Appointing an individual as a Designated Guest requires approval by the requesting department's Department Head and Human Resources and requires the individual to provide information to Human Resources to confirm their identity.

Once approved and activated as a Designated Guest, the individual may be issued a University ID for identification and building access, a University email account, granted access to USA Active Directory, and other online services.

Designated Guest status is normally for a short term and ends within one year.

University retirees will not normally be granted Designated Guest status.

Requests for Designated Guests will be submitted using the Designated Guest DocRoute Form. The DocRoute application is located on the Faculty/Staff Login Page. Once logged in, select Human Resources and then Designated Guest from the left menu.

Processing a Designated Guest Request

1. Departmental designee submits the Designated Guest Request via the Designated Guest DocRoute form.
2. The DocRoute form will route to the department head for approval.
3. Once approved by the department head, the DocRoute form will route to Human Resources for approval.
4. Once Human Resources approves, the DocRoute originator will receive an email detailing the next steps, which include providing the individual with the approved DocRoute form and instructing them to take the approved form and a valid photo ID to Human Resources.
5. Human Resources will require the Designated Guest to provide demographic information which is required for set-up and activation.
6. Once the Designated Guest has been set up in Banner, Human Resources will email the DocRoute originator and the Department Head the individual's J#.
7. The Designated Guest can then request systems access and/or return to Human Resources to obtain a University Photo ID.

Processing a Designated Guest Renewal/Termination

1. Prior to the end date, the originator and Department Head will receive an email reminder that the Designated Guest status of the individual will be ending.
2. If the Designated Guest status will need to be renewed, the request process will need to be restarted, including approval from the Department Head.
3. If the Designated Guest status will not be renewed, no action is needed and the individual will be inactivated on the end date originally provided and all access to University resources will be removed.
4. If the Designated Guest status ends sooner than the end date originally provided, a Separation DocRoute should be submitted by the department.