Purpose

The purpose of this Standard is to document the process of granting and administering Courtesy Affiliates of ASU with an appropriate ASURITE User ID and the process used to grant Courtesy Affiliates’ access to ASU’s computing, Internet, and communications resources.

Applicability

This Standard applies to all users of ASU’s computing, Internet, and communications resources, including all ASU faculty, staff (including student employees), contractors, vendors, consultants, temporary and other workers for ASU and its Component Units (Users). This Standard also applies to individuals who are designated as “Courtesy Affiliates” consistent with this standard, and Courtesy Affiliates’ ASU sponsors.

Standard

ASU’s technology resources recognize five ways that individuals can have access to ASU’s computing, internet, and communications resources: student, student applicant, employee, alumni, and Courtesy Affiliate. An individual may have more than one affiliation; the most common example is an employee who is also a student, or an employee who is also an alum. All Courtesy Affiliates must have an ASU department sponsor and an ASU employee sponsor.

Courtesy Affiliate status may be granted on a case-by-case basis to individuals who are associated with ASU whose association is other than as an employee or student. Courtesy Affiliates assist, in some way, with the advancement of ASU’s mission and goals. Courtesy Affiliations are divided into types or sub-affiliations. Some sub-affiliations are generic and used throughout the ASU community such as consultant, vendor, and visiting faculty and scholars. Other Courtesy Affiliates are specific to a certain population such as employees of Component Units or employees of major ASU vendors who have a specific reason to be allowed access to ASU’s computing, Internet, and communications resources.

Courtesy Affiliates may have other affiliations with ASU, such as employee or student. In the case of an employee, the Courtesy Affiliation is a designation placed on an existing account to identify the person with a particular constituency. An example of this is identifying an ASU faculty member who does research in Chemistry as an affiliate of ASU’s BioDesign Institute for reporting purposes. In other cases, Courtesy Affiliate status might be granted to a student or alum who is also employed by an ASU vendor.

Responsibilities

<table>
<thead>
<tr>
<th>Courtesy Affiliate Oversight Committee</th>
<th>Review and approve the development of new Courtesy Affiliate sub-affiliation types and audit the use of existing sub-affiliation types.</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Technology Office (UTO) Identity Management</td>
<td>Act as liaison with Courtesy Affiliate Oversight Committee; provide data trustee functions for Courtesy Affiliate processes; oversee the creation and maintenance of Courtesy Affiliate identities and sub-affiliation types</td>
</tr>
<tr>
<td>ASU Courtesy Affiliate Sponsor</td>
<td>Responsible for online entry of courtesy affiliate information either directly or by submitting online form; responsible for review and renewal or timely removal of access for sponsored affiliates.</td>
</tr>
</tbody>
</table>

Creation of New Courtesy Affiliate Sub-Affiliation Types

As departments determine that they have a business requirement for a new ASU sub-affiliation type, they must contact the UTO Identity Management team to determine the appropriate course of action. The Identity Management team will determine if an existing sub-affiliation type will meet their needs or if there is a need to establish a new, distinct category. There are two main considerations for new sub-affiliation types, the need to track the population, and the access they will need to technology resources.
If a new sub-affiliation type is warranted a request must be submitted – [New Courtesy Affiliate Type Request](#). The Identity Management group will contact the appropriate representatives in the Courtesy Affiliate Oversight Committee for approval.

**Process for Granting Access toCourtesy Affiliates**

Once an individual is assigned a particular sub-affiliation, they are considered a Courtesy Affiliate and can be given an ASURITE User ID. That ID is subsequently granted access to technology resources based on the sub-affiliation that they have. A requested exception authorization to certain technology resources may be granted if the data trustee, sponsor, and the identity management team believe it is warranted.

All courtesy affiliations have expiration dates. On that date, all access is removed from the courtesy affiliate’s ID unless the courtesy affiliation is extended by the sponsor. Most Courtesy Affiliate IDs are set up for a year and must be renewed by the sponsor before the account is set to expire. Only the sponsor may choose to extend a courtesy affiliation. It is the sponsor’s responsibility to ensure access is removed from courtesy affiliate ID’s that they sponsor, if that person is no longer affiliated with ASU, even if the account is active (i.e. not yet expired).

If a person has an account with another affiliation type, student, student applicant, or employee, the access granted based on the sub-affiliation attributes will be revoked if the courtesy sub-affiliation expires or is inactivated.

**Maintenance of Courtesy Affiliate Information**

An ASU employee, and their associated department must sponsor a Courtesy Affiliate. A department employee has the option of submitting an online form, which is routed to the appropriate team, to set up the Courtesy Affiliate. Some departments designate internal representatives that are trained and given access to maintain their departments’ courtesy affiliates.

Some courtesy affiliations are created by batch processes based on other requirements and information that is in the PeopleSoft HRSA and CS environments. Examples of these are Retired Employees, Alumni, and Former (not graduated) Students.

**Violations and Enforcement**

Enforcement may include removal of systems from the ASU network or removal of access privileges to ASU’s computing, Internet and communication resources, until requirements are met. Violations of this Standard may lead to disciplinary actions or contract termination as applicable.

**Resources**

[Courtesy Affiliate Program](#)

**Standard Revision**

This Standard is subject to review and revision at the direction of, and only after approval by, Chief Information Security Officer. To offer suggestions and/or recommendations, contact the ASU Information Security Office at infosec@asu.edu.