




Requesting an W&M Affiliate Banner ID

1. The sponsoring department has to request a [W&M Affiliate Banner ID](#) for a scholar before submitting a J-1 visa (DS-2019) request to the Reves Center. An Affiliate ID is only necessary if the visiting scholar is not employed at W&M
2. Below are instructions on how to request an Affiliate Banner ID using [Request IT](#). For assistance, please contact the [Technology Support Center](#) at 757-221-4357 (HELP) or support@wm.edu.
3. Once you are logged on to [Request IT](#), you should see the following page. Click on the “i” icon to “Request an affiliate/contractor account.”

 Banner Access Request Used to request access to Banner (NOT for requesting an affiliate/contractor account)	 Service Request Order software, computers, and printers Request an affiliate/contractor account Upgrade or change features of your Shoretel phone Submit a question about your Shoretel billing	 Project & Programming Requests Modification to an application that was written by IT Help with upgrading or enhancing existing technology systems New reports or changes to existing IT provided reports Data from an IT owned system Assistance from IT as you explore the technical aspects of an upcoming project Changes you'd like to make to a business process that may involve technology IT advisement prior to purchasing any technology resources that require integration with existing systems
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Step 1

Under Choose Service, click on “Account Changes”.

The screenshot shows the 'Request IT' portal for William & Mary Information Technology. The user is logged in as Yee Wah Wong (ywong@wm.edu). The page is titled 'Service Request'. Under 'Step 1 - Choose Service', the 'Account Changes' option is highlighted. The 'Step 2 - Choose Specific Request' area is currently empty.

Step 2

Under “Choose Specific Request”, select “Request/Extend an Affiliate or Contractor account”

The screenshot shows the 'Request IT' portal with 'Account Changes' selected in Step 1. In Step 2, the user has selected 'Request/Extend an Affiliate or Contractor account'. The text in the Step 2 area reads: 'I need to complete an Employee Clearance Form Request/Extend an Affiliate or Contractor account.'

Step 3

You will then proceed to complete the “WMuserid Request Form”. **Make sure that you select “No” for the question “Is this individual a contractor only needing door access or ID Card?”**

WMuserid Request Form


With very few exceptions, WMuserids for new faculty, staff, and students will be created automatically. However, there are some scenarios where a WMuserid must be created upon request.

If you can answer YES to any of the following scenarios then you do NOT need to use this form because the account will automatically be created.

- Yes, this person is paid directly through payroll by W&M or VIMS and will receive semi-monthly paychecks.
- Yes, this person is a current W&M student.
- Yes, this person is a visiting professor AND considered the instructor of record.
- Yes, paperwork will be (or has been) sent to Human Resources for this person.

If you cannot answer YES to any of the above scenarios, then submit your request for a WMuserid below. (NOTE: Any person (including visiting professors, athletic trainers/counselors /instructors, researchers) who receives a one time payment are not considered employees of the College. You must complete the form for these individuals.)

Fields in Red are Required

Section 1-User Information	Section 2-Address Information														
<p>Is this individual a contractor only needing door access or ID Card?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Extending an existing account? 93 Number: <input type="text"/></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>First Name: (Legal Name) <input type="text"/> Preferred First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/> Other Last Name: <input type="text"/></p> <p>DOB: <input type="text"/>  Email Address: <input type="text"/></p>	<table border="1"><thead><tr><th>Personal Address:</th><th>Work Address:</th></tr></thead><tbody><tr><td>Home Address 1: <input type="text"/></td><td>Department: <input type="text"/></td></tr><tr><td>Home Address 2: <input type="text"/></td><td>Contractor Company: <input type="text"/></td></tr><tr><td>City: <input type="text"/></td><td>City: <input type="text"/></td></tr><tr><td>State: <input type="text"/> <input type="text"/></td><td>State: <input type="text"/> <input type="text"/></td></tr><tr><td>Zip: <input type="text"/></td><td>Zip: <input type="text"/></td></tr><tr><td>Home Phone: (i.e. 757-221-0000) <input type="text"/></td><td>Phone: (i.e. 757-221-0000) <input type="text"/></td></tr></tbody></table>	Personal Address:	Work Address:	Home Address 1: <input type="text"/>	Department: <input type="text"/>	Home Address 2: <input type="text"/>	Contractor Company: <input type="text"/>	City: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/> <input type="text"/>	State: <input type="text"/> <input type="text"/>	Zip: <input type="text"/>	Zip: <input type="text"/>	Home Phone: (i.e. 757-221-0000) <input type="text"/>	Phone: (i.e. 757-221-0000) <input type="text"/>
Personal Address:	Work Address:														
Home Address 1: <input type="text"/>	Department: <input type="text"/>														
Home Address 2: <input type="text"/>	Contractor Company: <input type="text"/>														
City: <input type="text"/>	City: <input type="text"/>														
State: <input type="text"/> <input type="text"/>	State: <input type="text"/> <input type="text"/>														
Zip: <input type="text"/>	Zip: <input type="text"/>														
Home Phone: (i.e. 757-221-0000) <input type="text"/>	Phone: (i.e. 757-221-0000) <input type="text"/>														
Section 3-Sponsor's Information	Section 4-Type of Access														
Department Sponsor's WMuserid: (i.e. bjjeff) <input type="text"/>	Comments: <input type="text"/>														

Step 4

Scroll down to make sure you have filled-out the entire form. Click **Save Incident** (bottom of form) when you are finished. This will submit your request to IT.