DEPARTMENT OF HUMAN RESOURCES
University of Louisiana at Lafayette

Subject: Systems' Access for Non-Employees of the University

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The procedure for allowing University systems' access (Email, ULink, Moodle, Cornerstone, Chrome River, etc.) for non-employees of the University is as follows:

1. Complete the UL Lafayette Temporary Account Application for each individual. All requested fields must be completed to ensure approval of the action. Student Status must be indicated for Prospective, Current, or Former Students. A valid SSN will be required for processing if "Yes"

2. Signatures are required by the following parties:
   a. Account Owner- The individual who will utilize the account.
   b. Sponsor- Employee of the University who will assume responsibility of the access.
   c. Dept Head- Supervisor of the Sponsor

3. In addition to signatures, the appropriate access reason must be indicated (select only one).

4. Once completed, the application should be sent to the Office of Human Resources: humanresources@louisiana.edu or faxed to 337-482-1452.

For any questions, please call 337-482-6242 or email humanresources@louisiana.edu.