0310.12 Person of Interest (POI) Record

Description

A Person of Interest is a term used to describe a person affiliated with the University who is not a student or an employee who needs access to UMS systems. A POI record in the HR database is required to initiate the creation of an account.

Request a Person of Interest Record by completing and submitting a form for persons who require access to UMS applications prior to the start of employment and/or will not be a UMS employee. Creating a POI record allows the email account to be activated prior to hire and also allows email accounts to be created for non-employees. POI records with email accounts can use their username and password to access applications such as BlackBoard. POI records can also be requested to provide access to mycampus.maine.edu.

Access

All POI types receive:

- Google Apps account
- Blackboard access authorizations
- mycampus.maine.edu (aka campus employee portal)
  - By default, employees will have access to the campus portal where they work, however, some employees may need access to another campus’ portal and/or added to another campus’ email or mailing list. In these instances, employees may submit a POI request as a cross-campus affiliate.

There is a separate process in HR that the library folks run to pull a list of all active employees and import the data into the library system. That file feed does not include POI’s. Generally, someone contacts the library requesting access to the databases; the Library folks check against the HR database and create a library record if someone is a POI with one of the statuses

- Non-Salaried Faculty
- Pre-Hire Faculty
- Graduate Advisors
- Military (ROTC faculty)

Also see http://accounts.maine.edu/help/account-lifecycle