

FACT SHEET: FAS PERSON OF INTEREST (POI) REQUEST FORM



HARVARD
Faculty of Arts and Sciences

OBJECTIVE

The **FAS Person of Interest (POI) Authorized Identity Request Form** will be used to request a Harvard University ID (HUID) number and POI affiliation role. POI roles are given to non-FAS employees such as a vendor, collaborator, tenant, or volunteer for access into FAS buildings or to FAS resources. In order to submit this request, this form must be submitted to Harvard University Information Technology Identity and Access Management (HUIT IAM) by a Department Administrator or Executive Director.

OVERVIEW

Why

The new FAS POI form formalizes an existing business process for requesting an FAS POI. Department Administrators and/or Executive Directors are responsible for verifying and submitting all POI requests to HUIT Identify and Access Management (IAM). Going forward, HUIT IAM will **only accept** FAS POI forms submitted by Department Administrators or Executive Directors, and will inform anyone not in these roles who submits a POI form to resubmit the request through their DA or ED.

Who

FAS Department Administrators and Executive Directors should be familiar with this form and how to submit it to HUIT IAM. Authorizers (the person in the department requesting a POI) or their administrative designee should be provided with this form if they wish to request a POI affiliation.

What

The [FAS Person of Interest \(POI\) Authorized Identity Request Form](#) is a fillable PDF available online in the [FAS Onboarding Toolkit](#). The individual requesting the POI is referred to on the form as the Authorizer. The Authorizer (or their designee) is responsible for filling in the fields in the PDF form, the accuracy of the information provided, keeping the information on this POI up to date, and for promptly notifying their Department Administrator/Executive Director and HUIT Identity and Access Management when the POI's affiliation with the University ends. Department Administrators/Executive Directors are provided a list of current POIs from IAM quarterly for review.

The Department Administrator/Executive Director is responsible for collecting the form and signature (or e-signature) from the Authorizer, verifying the legitimate reason for the POI request, and for submitting the completed form to HUIT Identity and Access Management via email at iam_help@harvard.edu.

When

The new POI Form for requesting new or renewing POIs will be required starting **Monday, August 24, 2020** and will only be accepted if submitted by a FAS Department Administrator or Executive Director.

BENEFITS

- Increases awareness of POI requests and active POI affiliations for FAS administrators
- Standardizes processes and approvals for HUIT IAM
- Streamlines information collected about a POI, including the description of this POI's role and duties at Harvard

POI FORM PREVIEW

Individual Being Authorized

The name and date of birth provided must match a government-issued ID

First name * Last name * Middle name DoB * (MM/DD/YYYY)

Preferred name (if different): -----

Start Date * End Date * -----

Residential address -----

Has this person been at Harvard before? * Yes No Unknown

 If yes: Previous HUID (if known) ----- Previous name, if different -----

Non-Harvard email* ----- Last 4 digits of SSN -----

POI Role Description

This description must be completed by the Authorizer (or their designee) and verified by the Department Administrator/Executive Director. HUIT IAM will determine the correct POI role for your affiliate.

Examples of descriptions of work:

- This is the WB Mason delivery person who needs to be able to get into the office for deliveries.
- This is an advisor from another University who is working with one of our students and will need to log in to Canvas to look through work.
- This is an expert from the Museum of Fine Arts collaborating with us on a special project.
- This person is from a consulting group we've hired to redesign some lab space.

Description of this person's role and duties at Harvard *

Please include the details of why you are asking for a Person of Interest role. We will determine the best POI role type based on the information that you provide. We may have further questions for you to determine the appropriate role/access level.

POI Form Authorization

The **Authorizer** is the person who is requesting the POI affiliation. The **Approver** is the Department Administrator/Executive Director. A typed name in the Signature field will suffice in lieu of a physical signature so long as the form is emailed from the Approver's Harvard email address. All fields marked with a * are **required**.

Authorizer Signature:

Signature * ----- Date* ----- HUID:*

Approver Signature: *Approver is Department Admin/Executive Director*

Signature * ----- Date* ----- HUID:*

Signatures can simply be the name typed into the form, as long as the form is sent in from a Harvard email address.