



Request/Renew a McGill ID for External Users form

Non-McGill Admin Support (NMAS role)

To request or renew a McGill ID for External User that require Finance (FIS) access, sponsors must fill in **all** the information and send the completed form via email to fissecurity.acct@mcgill.ca

Section 1: Applicant Information (Please Print)

Name: (Last, First) _____

Date of Birth: _____
(yyyy/mm/dd)

Have you ever worked for McGill University: Yes _____ No _____

Have you ever studied at McGill University: Yes _____ No _____

If yes, please provide McGill ID: _____

The University is governed by the **Act respecting Access to Documents held by Public Bodies and the Protection of Personal Information** which generally declares confidential the records, documents and information concerning staff and students.

I agree to respect and enforce such confidentiality and not to use without authorization or to subvert any information to which I may have access during the performance of my assigned duties at McGill.

I am aware that I shall be subject to disciplinary actions deemed appropriate should there be any breach in this regard.

Signature: _____ Date: _____

Section 2: Applicant Information – to be completed by sponsoring department

Application (check only one): New Applicant Appointment Extension (same sponsor) Sponsor Change

Appointment Start Date: _____ Appointment End Date: _____

Department: _____ Org Code: _____
Department via which the applicant could be contacted.

Campus Address: _____ Bldg.#: _____

Section 3: Sponsor Information – to be completed by Faculty Financial Officer (FFOs)

I hereby approve the applicant's request/renew for a McGill ID.

Name: _____ McGill ID _____

Title: _____ Tel: _____

Faculty or Department: _____ Org Code: _____

Notifications (e.g. impending expiry) to go by email to above named or if different than above:

Name: _____ McGill ID _____

OR resource email address (e.g.: apo.dept@mcgill.ca): _____

Signature: _____ Date: _____