# Keck School of Medicine of USC

## USC Electronic Resources Account Application for USC Affiliates

These accounts are provided by USC's Information Technology Services and are available to USC Health Sciences affiliates only. Please provide all requested information. Incomplete or inaccurate applications cannot be processed. **Accounts are automatically created for USC registered students and USC employees. Please include a memo from your department stating your position and reason why you need USC electronic resources.**

**This form with justification <u>must</u> be sent to: ksomivip-l@usc.edu Requests submitted elsewhere will be denied.**

*These accounts are given as a courtesy for conducting USC business only.*

| INSTITUTION | AFFILIATION | SERVICES REQUESTED |
|---|---|---|
| ☐ KECK SCHOOL OF MEDICINE<br>☐ LAC+USC MEDICAL CENTER<br>☐ DOHENY EYE INSTITUTE<br>☐ SCHOOL OF PHARMACY<br>☐ USC HOSPITALS<br>☐ CHLA<br>☐ OCCUPATIONAL THERAPY<br>☐ PHYSICAL THERAPY<br>☐ USC INSTITUTE _____<br>☐ OTHER_____ | ☐ Affiliated  Organization Employee<br>☐ Fellow<br>☐ Outside Contractor<br>☐ Post-Doc Fellow(CHLA Only)<br>☐ Resident/Intern<br>☐ Temporary Agency Staff<br>☐ Vendor<br>☐ Visiting Scholar<br><br>☐ Visiting Student<br>☐ Voluntary Faculty<br>☐ Volunteer<br>☐ Other_____ | ☐ USCard<br>☐ Email<br>☐ USC Portal<br>☐ Blackboard<br>☐ VPN<br>☐ Library Resources<br>☐ White Pages Listing<br>☐ ITS Software Distribution<br>☐ lynda.com<br>☐ Hospital Exchange<br>   Red Cap<br><br>*Service details are listed below.* |
| **Last Name*:** | **First Name*:** | **Middle Name:** |

| | |
|---|---|
| **Access Start Date*:** | Date of Birth*: |
| **Access End Date* (Max 14 months):** | Department*: |
| Home Address*: | USC 10 Digit ID (if applicable): |
| | Non-USC Email Address*: |
| | USC Email Address (if applicable): |
| Home Telephone*: | Campus Telephone: |

**\*Required Fields**

**To be eligible for these USC services, your application must be signed by the authorized sponsor. See below for additional information about sponsors. Other criteria may also be required.**

Your signature below indicates that you agree that this account is needed to conduct clinical, educational, or research efforts for USC, and you agree to read and abide by university computing policies. Policies can be viewed online **<https://policy.usc.edu/technology/>**.  Your application must be signed by your authorized sponsor.

_____
*Applicant's Signature*                        *Date*

_____
*Sponsor/Faculty Researcher's Signature*        *Date*

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_____
*Sponsor/Faculty Researcher's Name (please print)*

**Department Justification (==REQUIRED==):**

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## Available Services

- **USCard** – USC ID (not a hospital ID card)
- **Email** – @usc.edu email account
  Affiliate email accounts are in a license-plate format, composed of the individual's initials and a random set of three digits (e.g., tt_001@usc.edu ) unless the user had a previous name-based USC account. An alternative, name-based email address is provided for each account (e.g., Tommy.Trojan@usc.edu). If you become employed by USC at a later date, you will be assigned a name-based email account, and you will no longer be able to use the license-plate account assigned to you as an affiliate.
- **USC Portal** – access to MyUSC campus resources
- **Blackboard** – for instructors only
- **VPN** – secure access to the internet
- **Library Resources** – access to online information resources
  Some VIPs are eligible for library electronic resources from off-campus locations. Eligibility is determined by license agreements with publishers of the electronic resources.
- **White Pages Listing** – listing in USC's online telephone directory
- **ITS Software Distribution** – university licensed software distributed by ITS
- **Lynda.com** – online training for various computing topics and applications
- **Hospital Exchange** – for email on the USC hospital Exchange server

## Sponsors for iVIP services

### USC Voluntary Faculty

The application must be signed by your school's Faculty Records office as verification of your USC Voluntary Faculty appointment. The following offices are the assigned sponsors for USC Voluntary Faculty.

- Keck School of Medicine
  faculty.affairs@med.usc.edu
  (323) 442-1619
- School of Pharmacy
  Virginia Luevano
  luevano@usc.edu
  (323) 442-4199
- Physical Therapy
  Lydia Vazquez
  lvazquez@usc.edu
  (323) 442-1883
- Occupational Therapy
  Janis Wise
  jwise@usc.edu
  (323) 442-1540

### USC Visiting Scholars

The application must include a memo from your department stating your position and your USC departure date. If you are an international visitor, we also need a copy of your passport and a copy of the J-1 signed by USC. The application must be signed by your USC Department Chair or Division Chief.

### Children's Hospital Los Angeles
### Sponsor Instructions for REDCap Applicants Only

CHLA Users and CHLA Affiliate Users - please send this form with justification to Warren Gabrillo: wgabrillo@chla.usc.edu. Requests submitted elsewhere will be denied. Please address follow-up questions to support@sc-ctsi.org.

USC Guest and Affiliate Users - please complete this form and request that your USC study PI facilitate sponsor sign off from their Home Department Coordinator or Department Chair. Once singed, please send this form with justification to ksomivip-l@usc.edu. Please address follow-up questions to ksomivip-l@usc.edu.

### Residents, Fellows, and Interns

Residents sponsored through the Graduate Medical Education (GME) office must have the application signed by Lawrence Opas, opas@usc.edu, (323) 409-6931. If you are NOT an LAC+USC trainee through the GME office, please include a memo from your department stating your position and your USC departure date. The application must be signed by your USC Department Chair or Division Chief.

### Other USC Affiliates

Other USC-affiliated employees are not eligible for library on-line electronic resources. To be eligible for other USC services, you must work for a USC department and your application must be signed by the USC Department Chair, Division Chief or Institute Director.