

# ARMS – Requesting an Affiliate Account

Version: 1.2 Date: 04/03/2025

## Requesting an Affiliate Account

If you are working with the University of Greenwich (and are not a member of University of Greenwich staff) you can apply for a University of Greenwich Affiliate account.

To qualify you need to be affiliated with a Faculty or Directorate of the university. The Faculty or Directorate will process your application. Assuming your application is successful, you will be given access to services based on the type of work you undertake for the university.

You should use this system to request an account if this is a new request or if your previous account has expired.

To do this go to [Self-Service Portal - Affiliate Accounts](#) and complete the online form as described below.

### 1) Enter your personal information.

Please note, we will use the email address you enter to keep you informed about the progress of your request and to ask for information if needed.

First Name \*

Preferred Name

Middle Name

Last Name \*

Date of birth \*

External email address \*

# ARMS – Requesting an Affiliate Account

Version: 1.2 Date: 04/03/2025

- 2) Enter the details of your Affiliated Organisation, details of why you are applying, who is your university contact and any other details relevant to your application. If you do not fill in this information, we may not be able to verify you as a legitimate applicant and your application may be rejected. If you have any queries, please ask your contact within the University of Greenwich for guidance.
- 3) Read and agree to the university's IT Policies and Privacy Notices

Faculty / Directorate \*

Affiliate Site/Organisation \*

This is where you will be based in your University of Greenwich role

University of Greenwich contact name \*

Reason for request \*

Please provide details to support your request.

☐ I have read and agree to abide by the university's IT Policies and Privacy Notices \*

[IT Policies](#) and [Privacy Notices](#).

We will use your email address to send details about your account or to contact you if we require any further information.