**Partner workers**

Partner workers are those staff who need full access to our network but who work for our partner organisations, e.g., the NHS.

**Partner accounts must be approved by a manager/sponsor to authorise licence costs. The cost is £213.50 for the first year and £121.50 per year thereafter. Additional system licence charges may also apply.**

A CLO will need to request a position number from HR, as this will be needed to create a network account. You will also need their name, the location and contact number of where they'll be working. As with paid employees, you will also need to name one of their colleagues, who must work in the same team or have recently left, to base the new account on.

**How to request a position number**

You must be a CLO to be able to request a partner position number:

* visit the [request it, report it](file:///C:\people-zone\ict-help\report-itrequest-it\) page
* click the **standard changes** link
* scroll down to the **network access** section and **new partner position** link
* complete the form, nominating a **sponsor** when prompted
* **submit** the form

This will send an email to the sponsor requesting approval. Once approved, a request is sent to HR for a partner position number. Once you have this number, you can create the account.

**How to create the account**

* visit the [request it, report it](file:///C:\people-zone\ict-help\report-itrequest-it\) page
* click the **standard changes** link
* scroll down to the **network access** section and click the **new/transfer user account** link
* complete and **submit** the form

This is an automated process. When it's completed, the CLO and the customer will receive the new username and password for the partner worker. The password must be changed when the user first logs on.

# Details needed for ICO staff Partner Position Network Accounts

This form should be completed and sent to your Customer Liaison Officer (CLO) to request a new network account.

|  |  |
| --- | --- |
| Name  Please include a middle initial if it’s a common name |  |
| Known as  Allows a name other than their formal first name e.g. Bob instead of Robert |  |
| Job title |  |
| SRFT Email address  Required to process partner position number |  |
| Service group  Or division if in customer & support services |  |
| Contract start date  The date they are due to start |  |
| Location  Where the user will be based |  |
| Telephone number  Main number of office base |  |
| Name of colleague to base the user on |  |
| Partner organisation  Who they work for or where they study if a student |  |
| Contract end date  The **date** they are due to finish (max 12 months) |  |
| Internet access required |  |
| COST CENTRE  This is used to charge the partner account to and will be used by the CLO for Internet access charge |  |
| Further requirements  List any specialist software needed, membership of any group mailboxes, OCS, access to additional folders or other special requirements | Access to Liquid Logic |

***NB: An email will be sent to the person’s manager a month before the account is due to expire to ask if it needs to stay activated – NIL response results in the de-activation of the account***