

**Visiting Scholar/Researcher EMPLID/EUID Request Form
Office of the Provost and Vice President for Academic Affairs**

Please use this form to request the setup of an EMPLID (employee ID number) and EUID (enterprise user ID). This setup will not create a payroll appointment, thus no compensation will result from this setup.

Please send this form to B'onca Owens: B'onca.Owens@unt.edu. You will receive an email message upon completion. Note: The individual should go to <http://ams.unt.edu> to activate their EUID and change the password (even though the password was never known) before it can be used in any system. The individual will also be assigned a PIN number to activate their EUID. For security reasons, the PIN number cannot be given via email. Upon notification, the individual will need to come to the Provost Office with identification to pick up their PIN number.

For VPAA Use Only
EMPLID Assigned:
EUID Assigned:
Completed By/Date:

Departmental Information	
Contact Name	
Contact Phone/Email	
Department Name	
Department ID	
Date Requested	
Visiting Scholar/Researcher Information	
<i>All information must be complete and accurate. All fields are required except Comments.</i>	
First Name	
Middle Name	
Last Name	
Gender	
Date of Birth	
Expected Start and End Dates	
Social Security Number, Visa Number or Passport Number	
Comments	

Eagle Alert Emergency Notification

By checking the box to the left, you will be enrolled in the university's campus-wide emergency notification system (Eagle Alert). Emergency notifications will be sent to the phone number listed below. For additional information concerning the Eagle Alert System, please visit: [UNT Eagle Alert Webpage](#).

Non-Employee's Phone Number: _____ (Required for Eagle Alert)

Non-Employee's Email Address: _____ (Required for Eagle Alert)

Non-Employee's Preferred Language: _____ (Required for Eagle Alert)

- Send Alerts as Text Message (Standard messaging rates may apply)**
- TTY/TDD Enabled**