



Volunteer Information Sheet

- 1) Volunteers at the University of Central Florida must complete the Volunteer Service Agreement, located at <http://ehs.ucf.edu/riskmanagement/volunteers.html>.

- 2) For Security Access, the department sponsor must complete the UCF Account/Access/Termination Request Form, http://www.cst.ucf.edu/wp-content/uploads/Sponsored_Account_Form_v3.pdf , and forward the completed form to the UCF Information Security Office Identity & Access Management at IAM@ucf.edu or fax 407-882-9006.

For additional information regarding security access, please see <https://www.cst.ucf.edu/sponsored-account-request-form-details/>

- 3) ePAF Originators can request an email address by navigating to myUCF-Staff Applications **Campus Solutions**-Main Menu-Department Self-Service-Exchange eForms Home Page-Add User Account eForm

- 4) Background Checks for volunteers are recommended but not required. To initiate a background check for volunteers, submit the Affirmation Form, <https://hr.ucf.edu/files/Affirmation-Form.pdf>, to HR-Talent Acquisition, Talent@ucf.edu or fax 407-823-1095.

- 5) At the department's discretion, the Vendor/Volunteer Confidentiality Agreement, http://hr.ucf.edu/files/Vendor_Volunteer_Confidentiality_Agreement.pdf, may be completed. The form remains in the department files.