

Affiliate Self-Application Guide

What we need to know

In order for us to enable self-application for affiliates in your school, your school must decide who should be able to support these applications:

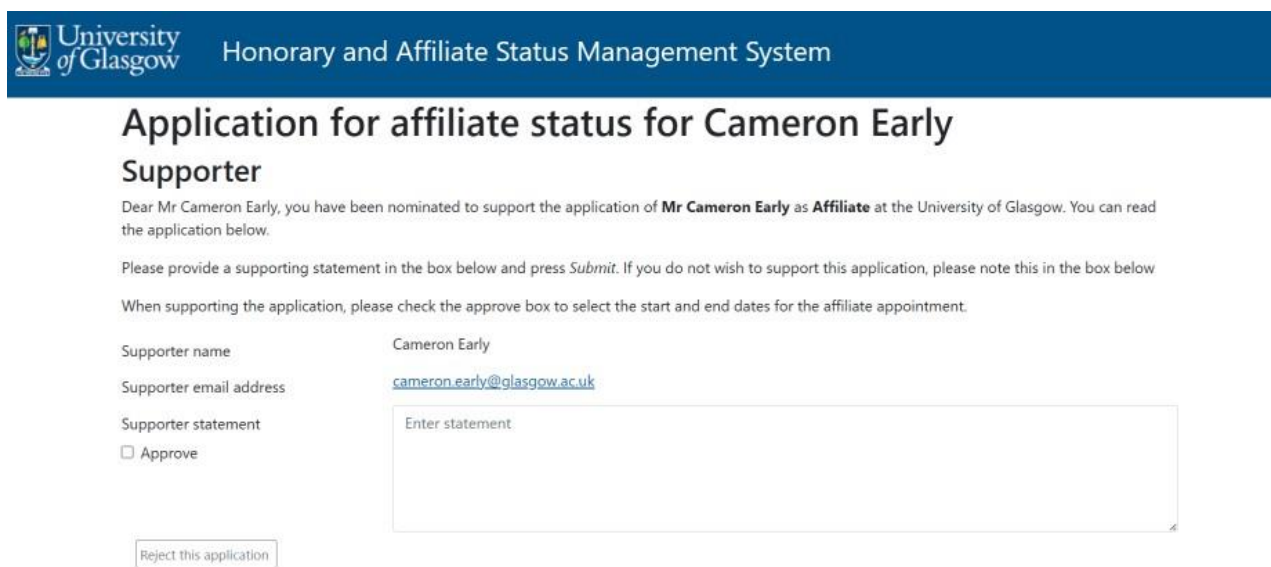
- Anyone
- GU Staff
- School Staff

If an affiliate attempts to apply using an incorrect email address as a supporter, they will receive an error message and be asked to change it to an appropriate one.

Application Workflow

Supporting

Once the application has been submitted, the supporter that the applicant has listed in their application will receive an email containing a link to allow the supporter to add a statement of support. Accessing link will take the supporter to the “Application for affiliate status page”:



The screenshot shows the 'Application for affiliate status for Cameron Early' page. At the top is the University of Glasgow logo and the title 'Honorary and Affiliate Status Management System'. Below this is the heading 'Application for affiliate status for Cameron Early' and 'Supporter'. The main text reads: 'Dear Mr Cameron Early, you have been nominated to support the application of **Mr Cameron Early** as **Affiliate** at the University of Glasgow. You can read the application below.' It then asks the supporter to provide a supporting statement and press 'Submit'. Below this, it says 'When supporting the application, please check the approve box to select the start and end dates for the affiliate appointment.' The form fields include: 'Supporter name' (Cameron Early), 'Supporter email address' (cameron.early@glasgow.ac.uk), 'Supporter statement' (a large text area with the placeholder 'Enter statement'), and a checkbox labeled 'Approve'. At the bottom left, there is a button labeled 'Reject this application'.

Here, they can reject the application by selecting “Reject this application”.

To approve the application the supporter should select the checkbox to “Approve”. Doing so will display two fields to supply the start and end date for the affiliate:

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 Honorary and Affiliate Status Management System

Application for affiliate status for Cameron Early

Supporter

Dear Mr Cameron Early, you have been nominated to support the application of **Mr Cameron Early** as **Affiliate** at the University of Glasgow. You can read the application below.

Please provide a supporting statement in the box below and press **Submit**. If you do not wish to support this application, please note this in the box below

When supporting the application, please check the approve box to select the start and end dates for the affiliate appointment.

Supporter name

Cameron Early

Supporter email address

cameron.early@glasgow.ac.uk

Supporter statement

Enter statement

☒ Approve

Start Date *

yyyy-mm-dd

End Date *

yyyy-mm-dd

Approve and Submit Supporting Statement

The supporter should also supply a supporter statement before selecting “Approve and Submit Supporting statement”.

Commencing

Once the supporter has approved the application, an admin can then commence it. After logging into the system, admins can see approved affiliate applications within their school / college that require commencing:

 Honorary and Affiliate Status Management System

Home Add people View people View applications Inbox Manage Reports Sitemap Help Exit

Search for people

Honorary and Affiliate Management System

Welcome to the Honorary and Affiliate management system. Use this system to manage and add honorary and affiliate people. If self-application for honorary status is used by your college, you can manage applications here as well.

Approved applications

The applications below have been approved by the Head of School/RI and are ready to begin. If they don't show a GUID, this will be generated and attached the night after you press the **Commence Appointment** button, at which point, an email address can be requested.

Application Type	Person ID	HR Person ID	Title	Forename	Surname	GUID	School
Affiliate	N10249	Match to HR	Mr	Cameron	Early		Medicine

[Edit](#)[Commence Appointment](#)

“Matching to HR” must be done prior to commencing an appointment. Match to HR will attempt to match the applicant to an existing person in CoreHR, by searching on surname and date of birth.

When you select this button, the system will search the HR system to find a matching record (matching on surname and date of birth). If it can't find anything, it will display the “Match applicant in HR” popup:

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Match applicant in HR

×

The people listed below have been found in the HR system by doing a match on the applicant's **surname** and **date of birth**. Please select the person record that you think matches the applicant.

No matches found for this person in HR

Close

If it does find one or more matching records, it lists them with details about the person it found in the “Match applicant in HR” popup:

Match applicant in HR

×

The people listed below have been found in the HR system by doing a match on the applicant's **surname** and **date of birth**. Please select the person record that you think matches the applicant.

HR staff no	Full name	School (from primary UoG appt)	Job title (from primary UoG appt)	
	Mr Cameron Early	Information Services	Graduate Trainee	Select

Close

If a match is found, selecting “Select” will copy across the GUID and HR person number from the person’s CoreHR record to their person record in the Honorary and Affiliate Management System.

Note that the “Commence Appointment” button becomes active only after the ‘Match to HR’ is selected and the matching is complete.

Selecting “Commence Appointment” will display the “Commence appointment” pop up:

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The screenshot shows a web form titled "Commence appointment for Mr Cameron Early" with a close button (X). The form contains the following fields and instructions:

- Start date:** A text input field containing "2025-11-19".
- End date:** A text input field containing "2025-12-25".
- Status title:** A dropdown menu with "Affiliate" selected.
- Status text:** An empty text input field.
- Cost centre:** An empty text input field.
- Named contact:** A text input field containing "Cameron Early" and a "Set to me" button.
- Instructions:** A blue box with a toggle switch and text: "Check this box to send the person whose appointment you are about to commence an email which confirms their person number, and provides instructions on how to register their guid".
- Buttons:** "Add notes", "Commence", and "Close".

Additional text in the form includes: "The start and end dates of this appointment are set by the supporter, but you can change this by entering your own date." and "When you click the **Commence** button below, a new appointment will be created for this person, and they will be sent an email confirming the start and end dates of their appointment along with their GUID."

The appointment **start date** and **end date** will default to the dates added by the supporter of the application when they approved the application, but these dates can be modified.

Status text can optionally be entered. If present, this text will appear on the Staff Directory instead of the Status title.

Similar to the **Add** and **Edit Appointment** screens, the **Cost centre** field contains “autocomplete” functionality, and will display a list of options to select from when the administrator starts typing a value.

The **Named Contact** is an optional field that you can use to hold a person who should be contacted if there are any questions about the new record. In the case of an affiliate

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appointment, this is defaulted to the supporter of the application. If you press the *Set to me* button, it will be automatically filled in with your name and GUID.

There is also the option to add **Notes** against a Person.

When the **Commence** button is selected, a new appointment will be created for the person and they will receive a confirmation email. The administrator can optionally also send a second email to the person, containing details of their person number and details of how to register their GUID.