How to Request a New or Update an existing Affiliate UTAD Account

To have access to this site, your Department Administrator must have provided your name in an email request to auxiliaryservices@utoledo.edu so that you can be added to the access group.

Step 1:
A) Go to MyUT Portal and log in
B) On the “UT Community Tab” find “Technology Services and Software Information” (bottom left side of screen)
C) Click on the link titled “Affiliate Request/Update of UTAD & Rocket #”

Step 2: Log into the Affiliate Demographic Entry system

Step 3: Select either “Add New Account” or “Update Existing Account”
- Add New = the individual does not have a current Rocket Number
- Update = the individual has a current Rocket Number

Step 4: (If “Add New Account” is selected)

Requestors’ demographic data appears here
You enter Affiliate’s demographic data here.
Click “Submit” when finished
Step 4: (If "Updating Existing" is selected) - Enter the Rocket Number you wish to update.

This will return the Affiliates Demographic data

Update the applicable fields:

- End Date:
- Affiliate company Name
- Affiliate Code
- Purpose on Campus
- Address

Then click “Finish”

Requestor receives an automated email

Subject: Request for “New” Affiliate Account Received

Requestor receives an email when the request is completed.