

There are two paths to the **Affiliate Table** in UAConnect. Follow either of the following paths that appear under your NavBar > Navigation.

Campus Community > Personal Information > Identification > UA Affiliate Table
 Campus Community > UA CC Custom Components > UA Affiliates > UA Affiliate Table

1. Enter your Organization in the **UA Affiliation** selection box.
2. Edit the default **Start and End dates** as needed.
3. Select Yes or No from the drop-down menu for inclusion in the **Online Directory**.
4. Enter your Department as the **Sponsor Office**.
5. Choose the appropriate **Access Privilege** from the drop-down menu. Select Faculty Level if the affiliate is teaching.
6. Select the drop-down menu to assign appropriate **Library Privileges**.
7. If the affiliate will be advising, select the **UA Advisor** check box to ensure correct UAConnect security is assigned.
8. Enter information regarding the affiliate in the **Notes** section.

The screenshot shows the 'UA Affiliate Table' form for an affiliate named 'Zorback, Ray Testing' with Empl ID 010385754 and UARK ID rzorback. The form includes the following fields and values:

- *UA Affiliation:** ENGR (College of Engineering)
- *Start Date:** 08/19/2020
- *End Date:** 12/19/2020
- *Include in online directory:** No
- *Sponsor Office:** CSCE (Computer Science & Computer En)
- *Affiliate Privilege:** Faculty level
- *Library Privileges:** Faculty level
- Library Patron Type:** 007
- Instructor Type:** Adjunct Professor
- UA Advisor:** Checked
- Notes:** Teaching (500 characters left)