

## Renewing Associate Access

Associate Sponsors can now renew their associate access at my.tcu.edu. After logging into my.tcu.edu; navigate to Employee Self Service and select Associate Expiration Renewal.

The screenshot shows the 'Renew Associate' page on the my.tcu.edu website. The page has a purple header with 'TCU' and 'My.TCU.EDU' logos. A navigation menu on the left lists various services, with 'Associate Expiration Renewal' highlighted. The main content area contains a search form with the following fields: 'EmpID:' (dropdown: 'begins with'), 'Name:' (dropdown: 'begins with'), and 'Sponsor TCU ID:' (dropdown: 'begins with'). There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A search bar at the top of the page contains the text 'Find an Existing Value'.

Search for your associate by Employee ID (EmpID), Name (searches by last name) or leave both options blank and search for all of your associates. Only associates that are either currently active or their access has expired within the last year (from the current date) will appear.

The screenshot shows the 'Renew Associate' page with search results. The search form is identical to the previous screenshot. Below the form, the 'Search Results' section displays a table with two rows of results. The first row is highlighted in blue and shows '107047224 Romo, Tony'. The second row shows '107047225 Owens, Terrell'. The page also includes a 'View All' link and a pagination control showing '1-2 of 2'.

EmpID	Name
107047224	Romo, Tony
107047225	Owens, Terrell

Select Associate. To renew associate, enter Renewal Start Date & Renewal End Date. Click Submit.  
*Renewal start date must be within 30 days of the current date. The Renewal End Date must be within 1 year of the Renewal Start Date.*

The screenshot shows a web application interface for TCU. At the top, there is a navigation bar with "Welcome", "Tue, Sep 16, 08", a search box, and links for "Home", "Add to My Links", and "Sign out". The TCU logo is on the left, and "My.TCU.EDU" is on the right. Below the navigation bar, there is a "My Links" section with a "Select One:" dropdown menu and links for "New Window", "Customize Page", and "Help".

The main content area displays the following information:

EmpID: 107047225      Owens, Terrell

**Scroll Area**      Find | View All      First 1 of 1 Last

Associate Type:	Pre-Faculty	
Sponsor TCU ID:	[Redacted]	
Sponsor Dept:	31200	Asoc Prvst -Acad Affrs Technl
Associate Dept:	23700	Human Resources
Start Date:	09/01/2008	End Date: 12/31/2008

Associate Email:

- Username Setup
- TCU Email Address
- Personal File Share

Renewal Start Date       Renewal End Date

The initial establishment of Associate access will remain in Human Resources or Student Affairs Information Services. Associates whose access has expired as of over a year of the current date will need to be reestablished through Human Resources or Student Affairs Information Services.