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1. GUIDE OVERVIEW

This guide outlines instructions for reviewing and completing DCC activities through UAccess Employee.

2. EMAILS

Two (2) or three (3) separate emails are sent to your personal email address to establish your Designated Campus Colleague relationship with the University of Arizona.

2.1 INDIVIDUALS NEW TO THE UNIVERSITY

DCCs who have not previously held a job or another designated campus colleague relationship with the University of Arizona will receive three emails below.

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**EMAIL ONE**

The first email with the subject line *Action Required* University of Arizona Self Service provides your EmplID which will be used with your single-use Pin (email two) to create your UA NetID.

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**EMAIL TWO**

The second email with the subject line *Action Required* University of Arizona Self Service provides your EmplID which will be used with your single-use Pin (email two) to create your UA NetID.
Email #2 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the second of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

This message includes your single-use Pin that you will use along with your EmpID, which is provided in a separate email, to create your mandatory UA NetID (username). The UA NetID validates your UA status and is your gateway to University services and resources.

Your assigned single-use Pin is:

CREATE UA NetID (username)
1. Copy and paste the following link into an internet browser: http://netid.arizona.edu.
2. Select and complete the steps in the Create UA NetID option located on the left side of the page. Detailed instructions to create a UA NetID are available at: http://its.arizona.edu/sites/default/files/NetIDcreationV2.pdf.

Note: The UA NetID will be part of your official UA email address (netid@email.arizona.edu)

COMPLETE SELF SERVICE ACTIVITIES
1. Follow instructions included in the third email to finalize your affiliation with the University.

NEED ASSISTANCE??
NetID and password question(s) — Contact Systems Control by replying to this message
University of Arizona affiliation question(s) — Contact your department business office representative

EMAIL THREE

The third email contains a direct link to the UAccess Employee system where you will complete and submit online documents after your UA NetID is created.

Email #3 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the last of three separate emails necessary to establish your relationship with the University. It contains information and instructions for completing required Self Service documents to finalize your Designated Campus Colleague (DCC) relationship.

COMPLETE REQUIRED ONLINE DOCUMENTS
• Click on the following link: http://
• Enter your UA NetID (username) and password
• Complete all required DCC documents

***You must complete and submit the online documents before your DCC status is validated***

NEED ASSISTANCE??
NetID, password and Self Service question(s) — Contact Systems Control by replying to this message
University of Arizona affiliation question(s) — Contact your department business office representative
Online Help—DCC Self Service Guide

2.2 INDIVIDUALS WITH PREVIOUSLY ASSIGNED NETID

DCCs who have previously attended the University of Arizona, held a job or another designated campus colleague relationship will receive two emails below.
**EMAIL ONE**

The email with the subject line *Action Required* University of Arizona Self Service provides a link to UAccess Employee which may be used along with your NetID and password to access the DCC Self Service activities.

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Not shown.

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**EMAIL TWO**

The second email contains a direct link to the UAccess Employee system where you will complete and submit online documents.

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Not shown.

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### 3. CREATING YOUR NETID

To create a NetID if you haven’t already done so, navigate to [https://netid.arizona.edu/](https://netid.arizona.edu/)

Detailed instructions are located at: [http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf](http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf)
4. COMPLETING SELF SERVICE ACTIVITIES

Please complete the Self Service activities in the order presented below.

4.1 POPUP BLOCKER

The web browser pop-up blocker must be turned off in order to accept your agreement—click here for additional information.

4.2 UACCESS EMPLOYEE – UA CAMPUS COLLEAGUE HOMEPAGE

Once you have logged into UAccess Employee, you will be brought to the UA Campus Colleague Homepage.

Note: If you have previously been employed by The University of Arizona and are now becoming a DCC, you might need to navigate to the UA Campus Colleague Homepage by clicking the down arrow next to the Homepage name.

1. Click on the Campus Colleague tile

4.3 VIEW THE DCC AGREEMENT (IF APPLICABLE)

1. Click on the ‘View Agreement’ link (if applicable)

   Note: DCC Agreements are available for DCC Affiliates, Affiliate Partners, Associates, Associate Partners and Volunteers. DCC Agreements do not apply to OLLI Affiliates.
a. A DCC Agreement will appear in a new window
b. Carefully review the agreement and close the window after reading the entire document

4.4 ENTER PERSONAL INFORMATION

1. Click on the ‘Enter Personal Info’ link

2. Click on the ‘Edit Address’ link
a. Click on the ‘Change Country’ link and select the appropriate country if you reside outside the United States
b. Enter your home address
   *Note: The form cannot be saved unless this section has been completed*
c. Click Ok

3. Select the Phone Type using the magnify glass icon (either Mobile or Home)
4. Enter your 10-digit phone number using the following format: (XXX)XXX-XXXX
   *Note: Click on the + sign to add more than one phone type*
5. Complete the Emergency Contact Name (first name last name)
6. Fill in the Emergency Contact Phone using the following format: (XXX)XXX-XXXX

![Contact Information](image)

4.5 COMPLETE ADDITIONAL INFORMATION

1. Complete all required fields noted with an asterisk in the Additional Information section

![Additional Information](image)

4.6 SAVE THE PERSONAL INFORMATION SECTION

1. Click on the Save button (bottom left side of the page)

   *Note: Information is not stored if you exit before successfully saving the form.*

2. The Campus Colleague Relationships page will appear once the information is saved
4.7 ACCEPT THE AGREEMENT

1. Click on Accept button on the main Campus Colleague Relationships page to complete the final step of the DCC Self Service process.

4.8 VERIFY SELF SERVICE STATUS

The Personal Info link on the Campus Colleague Relationships page changes from Enter to View, and the Accept and Decline buttons no longer appear once the Self Service activities are complete. The DCC Agreement* with your electronic signature is available for both viewing and printing.
5. REVISION HISTORY

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Change Control Log

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