

***DCC Pre-Hire Emails***

Pre-Hires will receive (3) three emails which will be sent to their personal email addresses:

*The first two emails provide the Emplid, PIN and instructions for creating a NetId and a University of Arizona email account*

- Human Resources – Important University of Arizona Account Information (1 of 2)
  - Includes the individuals newly assigned Emplid
- Human Resources – Important University of Arizona Account Information (2 of 2)
  - Includes the individuals assigned PIN and a link for creating a NetId

*The third email provides instructions for finalizing the Pre-Hire relationship in UAccess Employee-Self Service. The NetId steps should be completed before advancing to this last email*

- UAccess-employee – Designated Campus Colleague (DCC) Request Pending
  - Includes a link to Uaccess Employee – Self Service
    - The Pre-Hire can access, complete and save Personal Information, and
    - Acknowledge and accept the Pre-Hire (DCC) relationship

*Examples provided below:*

**EmplId Email**

The EmplId is included in the "Important University of Arizona Account Information (1 of 2)"

- The EmplId in this email will be used to establish a NetID

View: All ▾
Arrange by ▾

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uaccess-employeesup@email.arizona.edu  
University of Arizona - Designated Campus Colleague Request Pend...

HumanResources@email.arizona.edu  
Important University of Arizona Account Information (1 of 2)

HumanResources@email.arizona.edu  
Important University of Arizona Account Information (2 of 2)

5:13 PM

5:11 PM

5:11 PM

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### Important University of Arizona Account Information (1 of 2)

↑ ↓ 📄

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**HumanResources@email.arizona.edu** (HumanResources@email.arizona.edu) [Add to contacts](#) 5:11 PM 📄

To: \*

Dear

We are pleased to welcome you to the University of Arizona and are sending you this message to help expedite your transition into the University community.

Your information has been entered into the system and you can now establish a University of Arizona NetId. This is one of two messages you will receive with information on activating your NetId.

Your UA NetId provides a central authentication mechanism for a number of online services, and together with your EmplId, provides a "gateway" to University services and resources. The EmplId is used in lieu of your social security number as your personal identifier to ensure the privacy of your personal information.

Your assigned EmplId is xxxxxxxx.

To create a UA NetId you will need to copy and paste the following link into an internet browser: <https://netid.arizona.edu>. You will then enter your EmplId, your date of birth and a one-time PIN. Your PIN will be sent in a separate email. Please keep your EmplId in a safe place and wait until you receive the second email before initiating this process.

If you need assistance in creating NetID and email accounts, please contact UITS 24/7 IT Support Center at 520-626-8324 or [support@email.arizona.edu](mailto:support@email.arizona.edu).

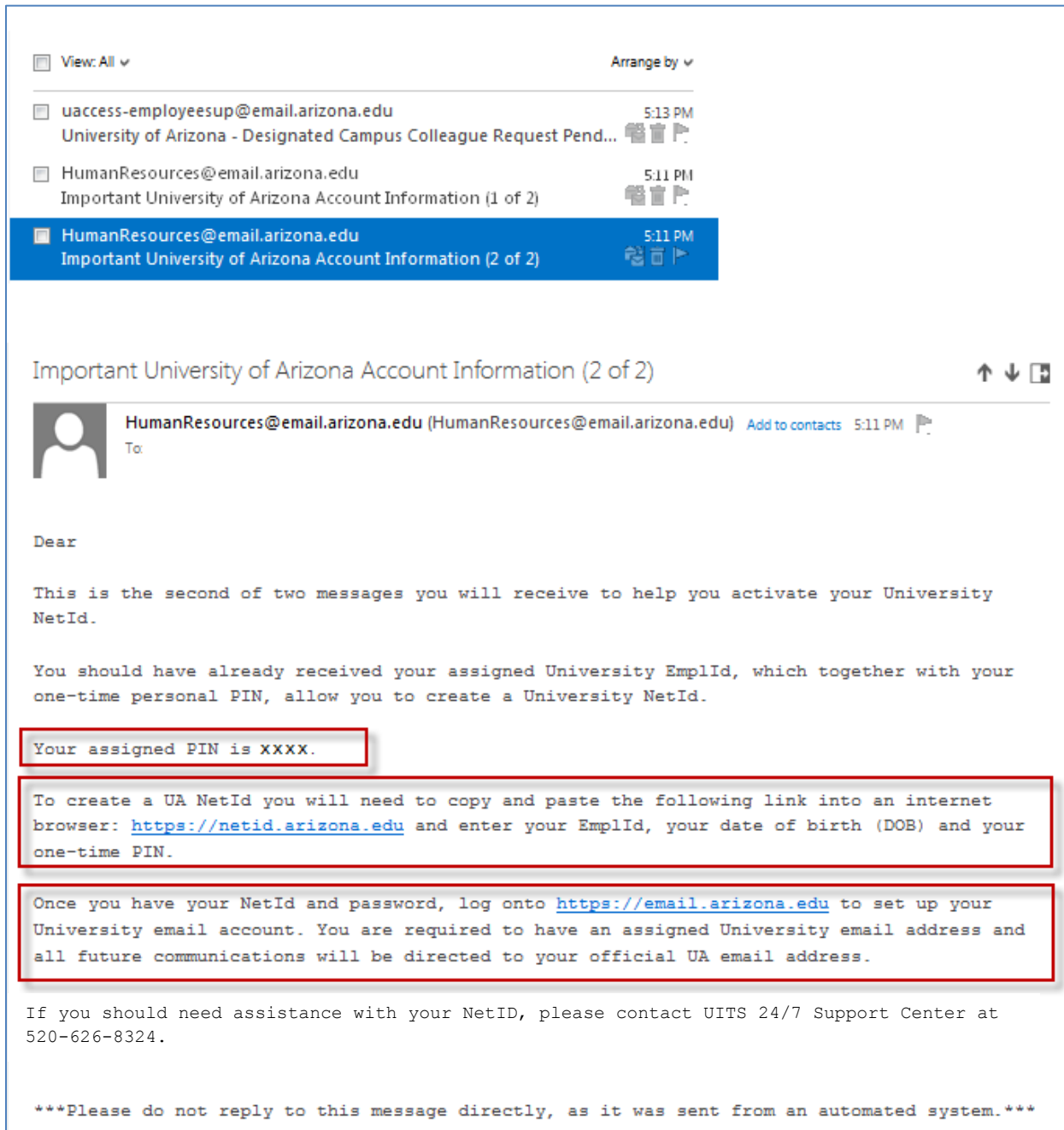
\*\*\*Please do not reply to this message directly, as it was sent from an automated system.\*\*\*

**Pin Email and NetId Link**

A Pin number and instructions for creating a NetId and email account are included in the “Important University of Arizona Account Information (2 of 2)” message.

- Copy and paste <https://netid.arizona.edu> into an internet browser
  - This link will provide direct access to the “UA NetID” page on the UITS website

*Note: Keep your EmplId and Pin number handy—you will be entering them in the next step of the process.*



The screenshot shows an email inbox with three messages. The selected message is from HumanResources@email.arizona.edu, titled "Important University of Arizona Account Information (2 of 2)", dated 5:11 PM. Below the inbox, the email content is displayed. It starts with a greeting "Dear" and explains that this is the second of two messages to help activate the University NetId. It mentions that the user should have already received their assigned University EmplId and a one-time personal PIN. Three key pieces of information are highlighted with red boxes: the assigned PIN is XXXX; the link to create a UA NetId is <https://netid.arizona.edu>; and the link to set up the University email account is <https://email.arizona.edu>. The email concludes with contact information for UITS 24/7 Support Center and a disclaimer to not reply directly.

View: All ▾ Arrange by ▾

uaccess-employeesup@email.arizona.edu 5:13 PM  
University of Arizona - Designated Campus Colleague Request Pend...

HumanResources@email.arizona.edu 5:11 PM  
Important University of Arizona Account Information (1 of 2)

**HumanResources@email.arizona.edu 5:11 PM**  
**Important University of Arizona Account Information (2 of 2)**

Important University of Arizona Account Information (2 of 2) ↑ ↓

HumanResources@email.arizona.edu (HumanResources@email.arizona.edu) Add to contacts 5:11 PM

To:

Dear

This is the second of two messages you will receive to help you activate your University NetId.

You should have already received your assigned University EmplId, which together with your one-time personal PIN, allow you to create a University NetId.

Your assigned PIN is XXXX.

To create a UA NetId you will need to copy and paste the following link into an internet browser: <https://netid.arizona.edu> and enter your EmplId, your date of birth (DOB) and your one-time PIN.

Once you have your NetId and password, log onto <https://email.arizona.edu> to set up your University email account. You are required to have an assigned University email address and all future communications will be directed to your official UA email address.

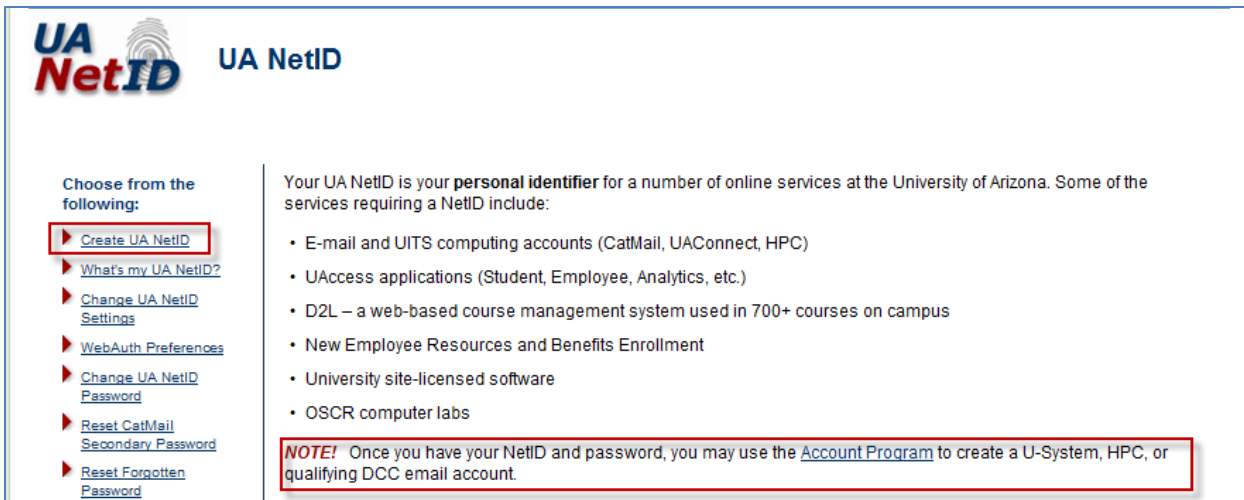
If you should need assistance with your NetID, please contact UITS 24/7 Support Center at 520-626-8324.

\*\*\*Please do not reply to this message directly, as it was sent from an automated system.\*\*\*

*Note: You will return to your personal email to access the instructions and links from the third email after your NetID is assigned (see instructions below).*

**NetID Instructions**

- Click on the “Create UA NetID” link on the left side of the page
  - You may create a University of Arizona email account from this page once you have established a NetId



**UA NetID**

Choose from the following:

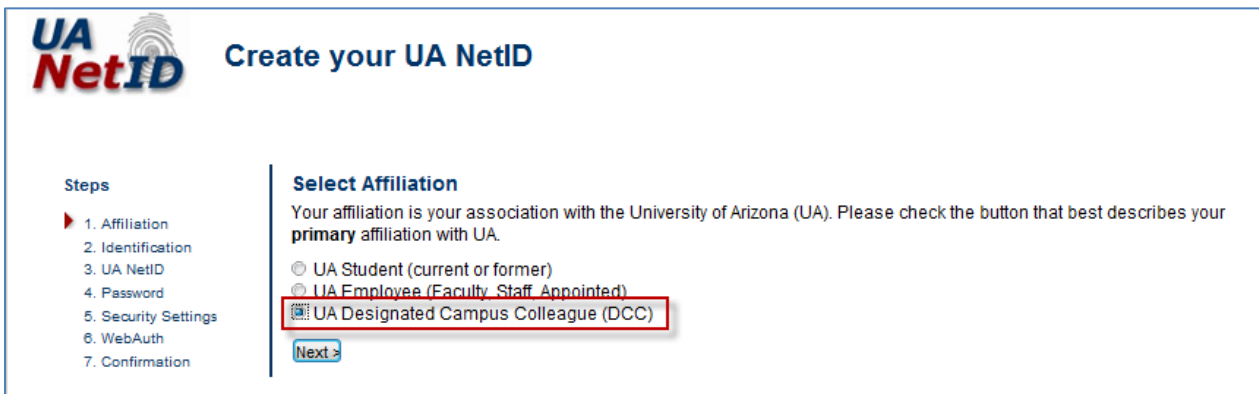
- [▶ Create UA NetID](#)
- [▶ What's my UA NetID?](#)
- [▶ Change UA NetID Settings](#)
- [▶ WebAuth Preferences](#)
- [▶ Change UA NetID Password](#)
- [▶ Reset CatMail Secondary Password](#)
- [▶ Reset Forgotten Password](#)

Your UA NetID is your **personal identifier** for a number of online services at the University of Arizona. Some of the services requiring a NetID include:

- E-mail and UITS computing accounts (CatMail, UAConnect, HPC)
- UAccess applications (Student, Employee, Analytics, etc.)
- D2L – a web-based course management system used in 700+ courses on campus
- New Employee Resources and Benefits Enrollment
- University site-licensed software
- OSCR computer labs

**NOTE!** Once you have your NetID and password, you may use the [Account Program](#) to create a U-System, HPC, or qualifying DCC email account.

- Select the “UA Designated Campus Colleague (DCC) radio button
- Click on the “Next” button and follow the instructions provided on the screen



**UA NetID** Create your UA NetID

**Steps**

- ▶ 1. Affiliation
2. Identification
3. UA NetID
4. Password
5. Security Settings
6. WebAuth
7. Confirmation

**Select Affiliation**

Your affiliation is your association with the University of Arizona (UA). Please check the button that best describes your **primary** affiliation with UA.

- UA Student (current or former)
- UA Employee (Faculty, Staff, Appointed)
- UA Designated Campus Colleague (DCC)

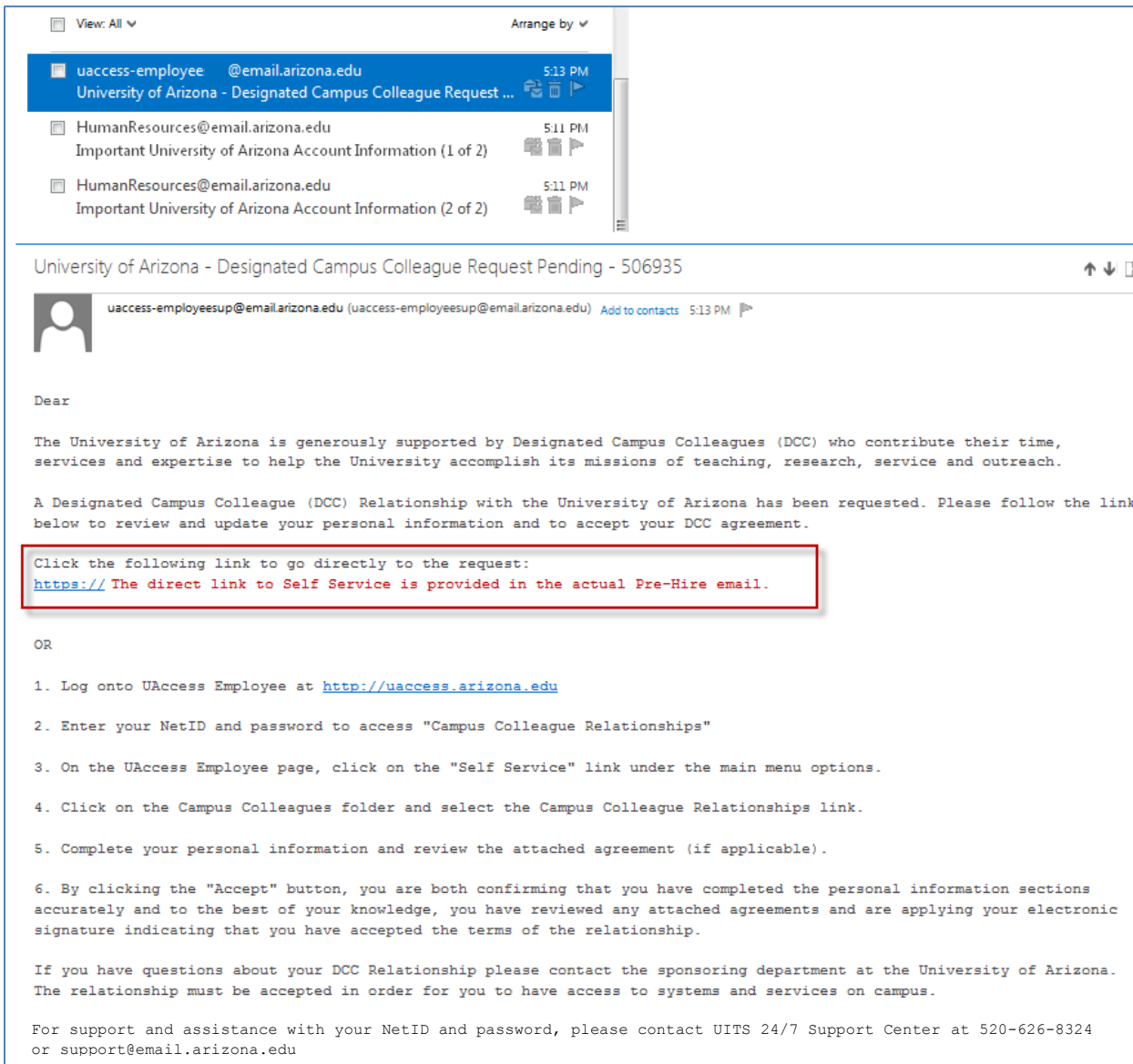
[Next >](#)

**Return to Personal Email**

Once a NetID is established, return to your personal email and complete the final steps below.

The last email will include a process to complete a personal information form, and to acknowledge and accept a Pre-Hire (DCC) relationship.

- Click on the link provided in the “University of Arizona – Designated Campus Colleague Request” email (section outlined below)



The screenshot shows an email inbox with three messages. The selected message is from 'uaccess-employee @email.arizona.edu' with the subject 'University of Arizona - Designated Campus Colleague Request ...' and a timestamp of 5:13 PM. Below the inbox, the email content is displayed. The sender is 'uaccess-employeesup@email.arizona.edu' (uaccess-employeesup@email.arizona.edu) with a timestamp of 5:13 PM. The email body starts with 'Dear' and explains that a Designated Campus Colleague (DCC) Relationship has been requested. A red box highlights the following text: 'Click the following link to go directly to the request: <https://> The direct link to Self Service is provided in the actual Pre-Hire email.' Below this, the word 'OR' is used, followed by a numbered list of six steps for logging onto UAccess Employee and completing the DCC relationship. The email concludes with contact information for support and assistance.

View: All ▾ Arrange by ▾

uaccess-employee @email.arizona.edu 5:13 PM  
University of Arizona - Designated Campus Colleague Request ...

HumanResources@email.arizona.edu 5:11 PM  
Important University of Arizona Account Information (1 of 2)

HumanResources@email.arizona.edu 5:11 PM  
Important University of Arizona Account Information (2 of 2)

University of Arizona - Designated Campus Colleague Request Pending - 506935

uaccess-employeesup@email.arizona.edu (uaccess-employeesup@email.arizona.edu) Add to contacts 5:13 PM

Dear

The University of Arizona is generously supported by Designated Campus Colleagues (DCC) who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach.

A Designated Campus Colleague (DCC) Relationship with the University of Arizona has been requested. Please follow the link below to review and update your personal information and to accept your DCC agreement.

Click the following link to go directly to the request:  
<https://> The direct link to Self Service is provided in the actual Pre-Hire email.

OR

1. Log onto UAccess Employee at <http://uaccess.arizona.edu>
2. Enter your NetID and password to access "Campus Colleague Relationships"
3. On the UAccess Employee page, click on the "Self Service" link under the main menu options.
4. Click on the Campus Colleagues folder and select the Campus Colleague Relationships link.
5. Complete your personal information and review the attached agreement (if applicable).
6. By clicking the "Accept" button, you are both confirming that you have completed the personal information sections accurately and to the best of your knowledge, you have reviewed any attached agreements and are applying your electronic signature indicating that you have accepted the terms of the relationship.

If you have questions about your DCC Relationship please contact the sponsoring department at the University of Arizona. The relationship must be accepted in order for you to have access to systems and services on campus.

For support and assistance with your NetID and password, please contact UITS 24/7 Support Center at 520-626-8324 or support@email.arizona.edu

**UAccess Employee – Self Service Login**

The Self Service link will activate the UAccess Employee authentication window (see below)

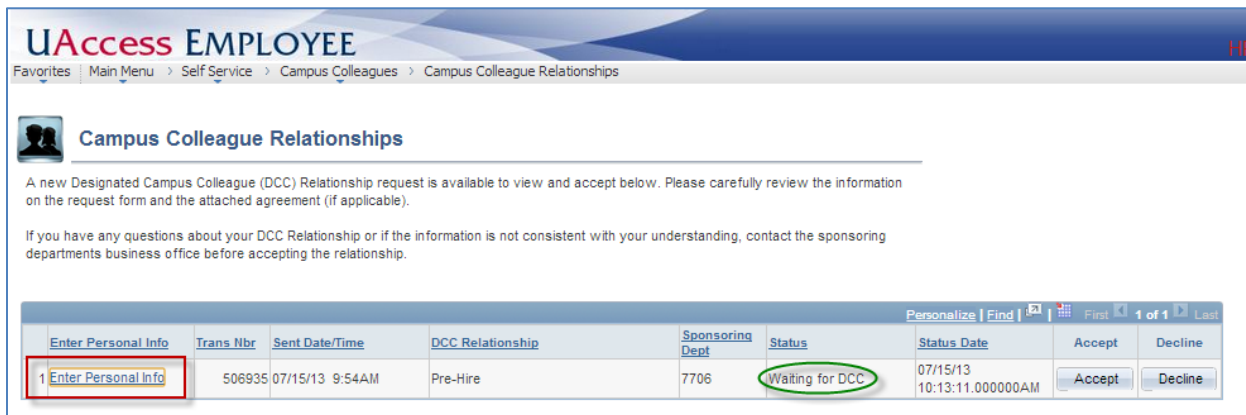
- Enter NetID and Password



**Campus Colleague Relationship Window**

The “Campus Colleague Relationships” window will open and display a “Waiting for DCC” status

- Click on the “Enter Personal Info” link on the Self Service page



*Note: The web browser pop-up blocker may have to be turned off to access the “View Agreement” and “Enter Personal Info”*

- Perform a “help” search to access information for turning off “pop-ups” within your specific browser if the personal information or agreement are not activated when the links are clicked.

***Personal Information***

The “Personal Information” form appears and is available for completion

- Carefully review and update the “Contact Information” and “Additional Information” sections
- Click on the “Edit Address” link to add your home/ mailing address information
- Click on the “Save” button
- This will navigate back to the “Campus Colleague Relationships” page

*Note: Exiting the form prior to saving will not retain completed information*

**Personal Information Form**

**Contact Information**

**Address Information:** Address Type: Home

Country:  United States

Address:  [Edit Address](#)

**Edit Address**

Country:  [Change C](#)

Address 1:

Address 2:

Address 3:

City:  State:

County:

Phone Numbers:

Phone Type    Preferred

**Emergency Contact Information:**

Contact Name

Phone   Preferred

**Additional Information**

Highest Education Level

Have you ever worked in a paid position for the University of Arizona?  Yes  No

If yes, what department(s)?  Date

Under what name, if different

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Note: Certain DCC relationships are subject to successful background checks. Additional information may be required from Human Resources.

Have you ever been convicted of or plea bargained to a misdemeanor offense?  Yes  No

If yes, you must provide criminal conviction information and dates: (You are responsible for knowing traffic violations or other citations received that were classified as a misdemeanor.)

Have you ever been convicted of or plea bargained to a felony offense?  Yes  No

If yes, you must provide criminal conviction information and dates: (You are responsible for knowing traffic violations or other citations received that were classified as a felony.)

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**Acknowledgment:**

By clicking the Accept button I am indicating that all the information provided on this form is accurate to the best of my knowledge. I also affirm and acknowledge that as a non-employee, I serve at the pleasure of the University and my relationship with the University carries no promise of continuation and can be terminated at any time, without cause, without notice and without recourse.

My signature below affirms that the above information is true, complete and accurate. I understand that a "yes" response will NOT automatically exclude me from consideration, but falsification, misrepresentation, and/or omission of a criminal conviction on my employment application and/or this consent and disclosure form is grounds for excluding me from further consideration, withdrawal of a job offer, and if working, termination of my employment.

**Request Comments (2000 char)**

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Submitted By:  Last Updated By:

Submitted Dt: 07/16/2013 9:28AM Last Updated: 07/16/2013 9:33:49.000000AM

**Attachments** Personalize | Find | View All | First 1 of 1 Last

	View Attachment	Description	Attached File
<input type="radio"/>	<a href="#">View Attachment</a>	DCC_Self_Service_Ste	DCC_Self_Service_Steps.docx

Add Attachment  Delete Attachment

By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV.

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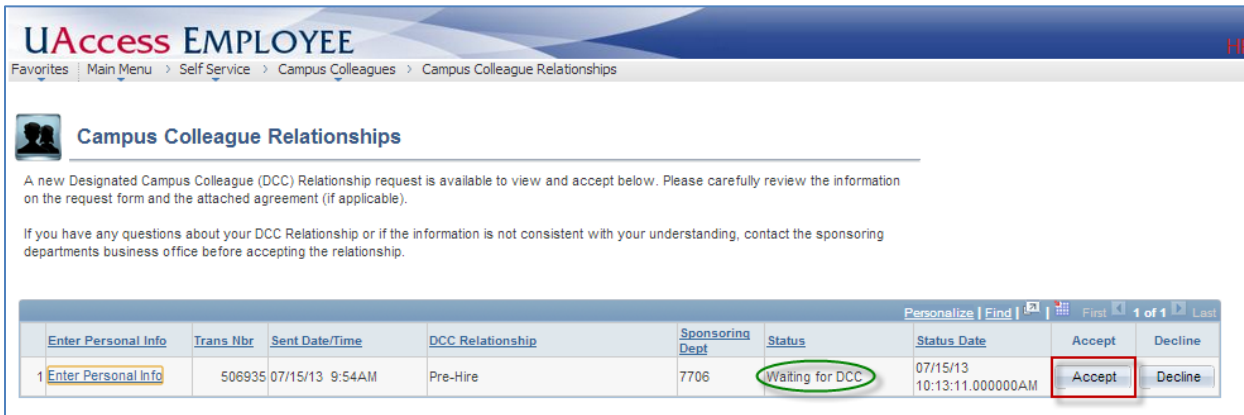
**Approve:**

**Save:**



**Campus Colleague Relationships (Self Service) Page**

- Click on the “Accept” button to complete the final step of the Pre-Hire DCC Self Service process



**UAccess EMPLOYEE**

Favorites | Main Menu > Self Service > Campus Colleagues > Campus Colleague Relationships

**Campus Colleague Relationships**

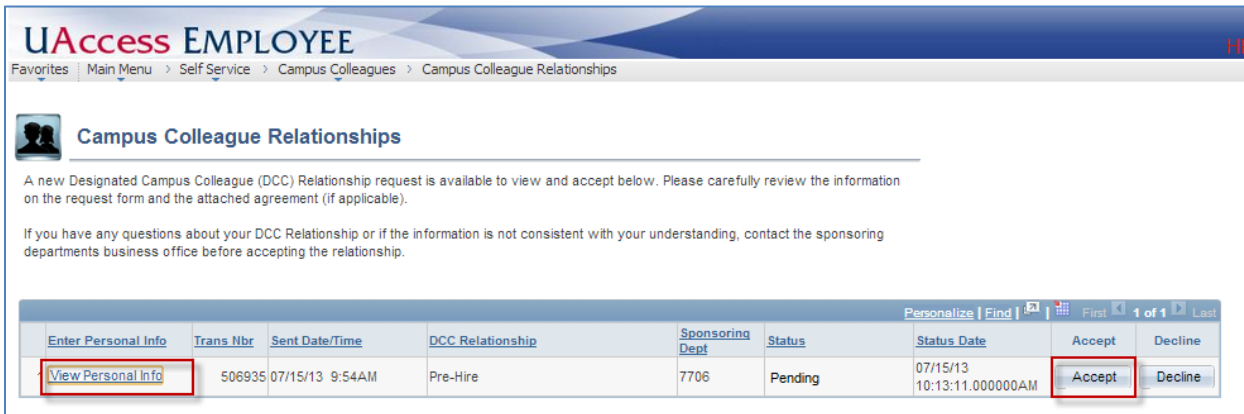
A new Designated Campus Colleague (DCC) Relationship request is available to view and accept below. Please carefully review the information on the request form and the attached agreement (if applicable).

If you have any questions about your DCC Relationship or if the information is not consistent with your understanding, contact the sponsoring departments business office before accepting the relationship.

Enter Personal Info	Trans Nbr	Sent Date/Time	DCC Relationship	Sponsoring Dept	Status	Status Date	Accept	Decline
1 <a href="#">Enter Personal Info</a>	506935	07/15/13 9:54AM	Pre-Hire	7706	Waiting for DCC	07/15/13 10:13:11.000000AM	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

The Campus Colleague Relationships Status will change from “Waiting for DCC” to “Pending”

- The “Enter Personal Info” link will change to “View Personal Info”



**UAccess EMPLOYEE**

Favorites | Main Menu > Self Service > Campus Colleagues > Campus Colleague Relationships

**Campus Colleague Relationships**

A new Designated Campus Colleague (DCC) Relationship request is available to view and accept below. Please carefully review the information on the request form and the attached agreement (if applicable).

If you have any questions about your DCC Relationship or if the information is not consistent with your understanding, contact the sponsoring departments business office before accepting the relationship.

Enter Personal Info	Trans Nbr	Sent Date/Time	DCC Relationship	Sponsoring Dept	Status	Status Date	Accept	Decline
<a href="#">View Personal Info</a>	506935	07/15/13 9:54AM	Pre-Hire	7706	Pending	07/15/13 10:13:11.000000AM	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

The status will change to “Approved” when Systems Control submits and finalizes the transaction in UAccess Employee.