Systems

Control

THE UNIVERSITY
OF ARIZONA®

Pre-Hires

NetID and UAccess Employee Self Service Instructions

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)
    - o Includes the individuals newly assigned EmplId
- Human Resources – Important University of Arizona Account Information (2 of 2)
    - o 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
    - o Includes a link to Uaccess Employee – Self Service
        - ▪ The Pre-Hire can access, complete and save Personal Information, and
        - ▪ Acknowlege 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

Last Updated: July 30, 2013

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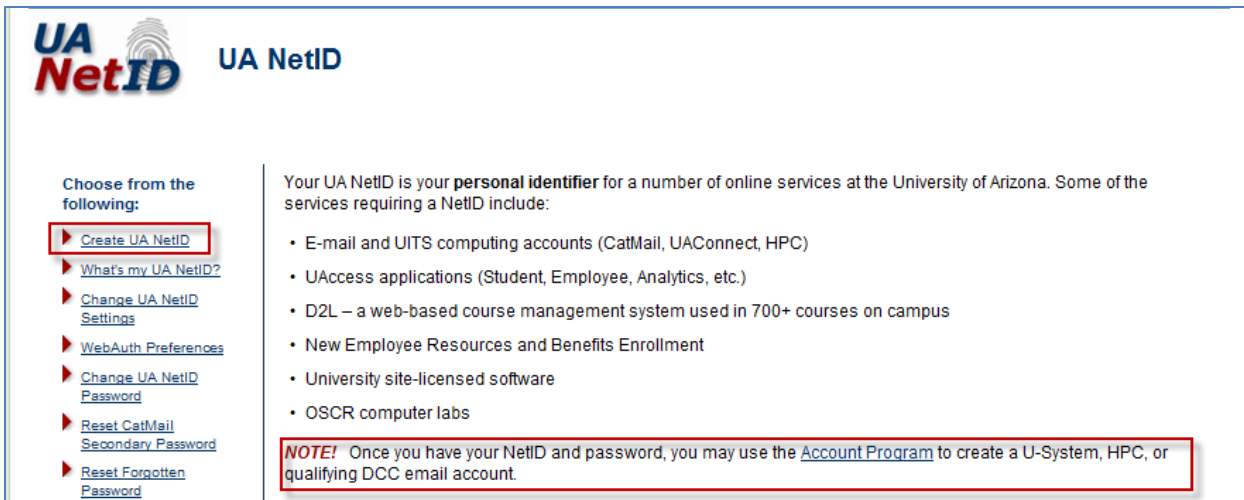
Note: You will return to your personal email to access the instructions and links from the third email after your NetID is assigned (see instructions below).

NetID Instructions

o 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*
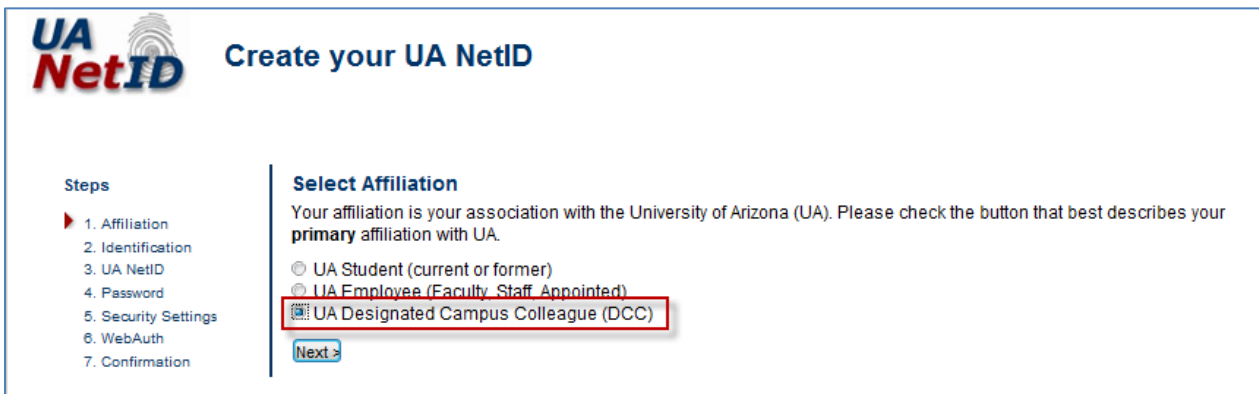

- Select the "UA Designated Campus Colleague (DCC) radio button
- Click on the "Next" button and follow the instructions provided on the screen
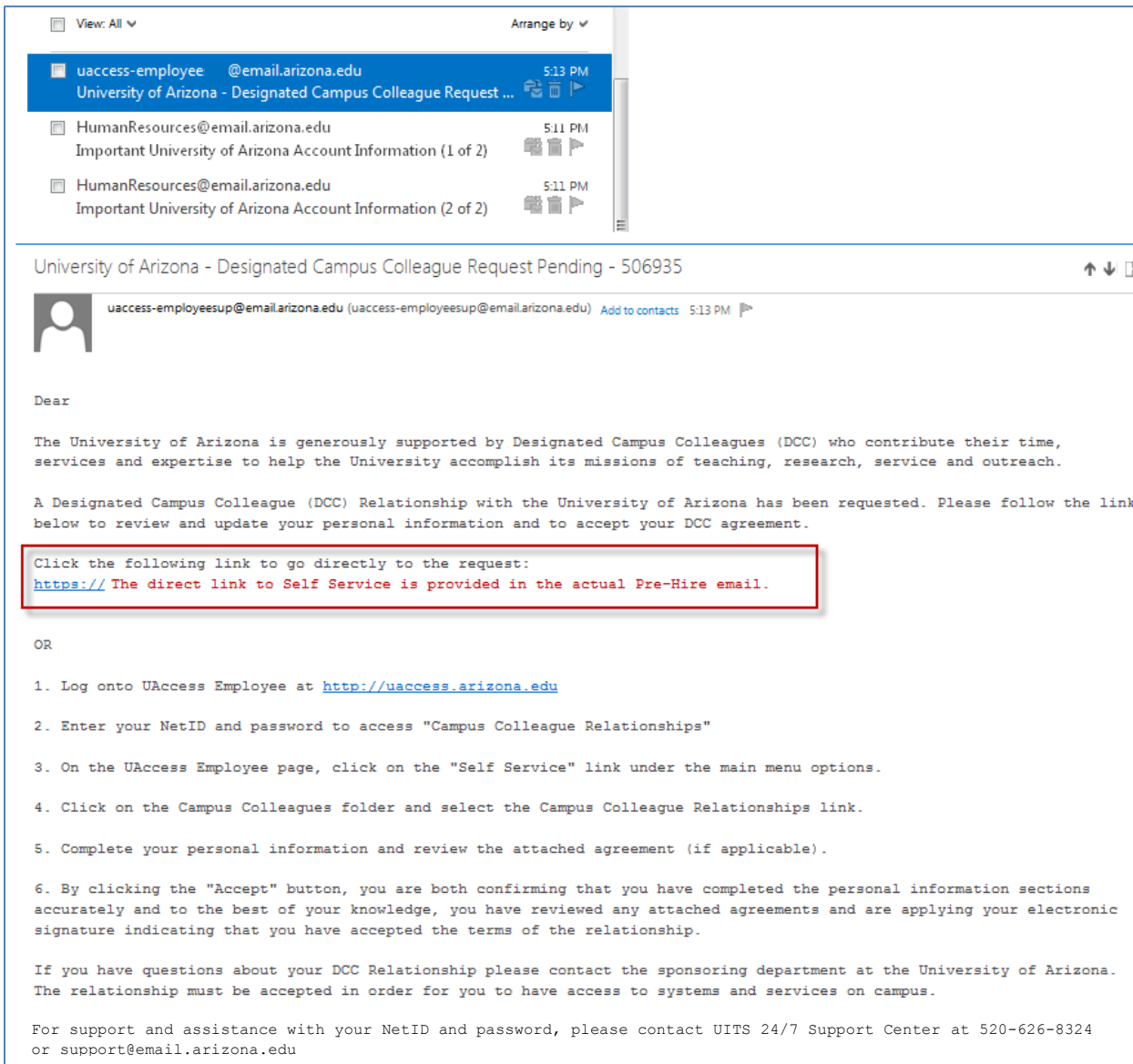
Last Updated: July 30, 2013

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 acknowlege 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)

Last Updated: July 30, 2013

UAccess Employee – Self Service Login

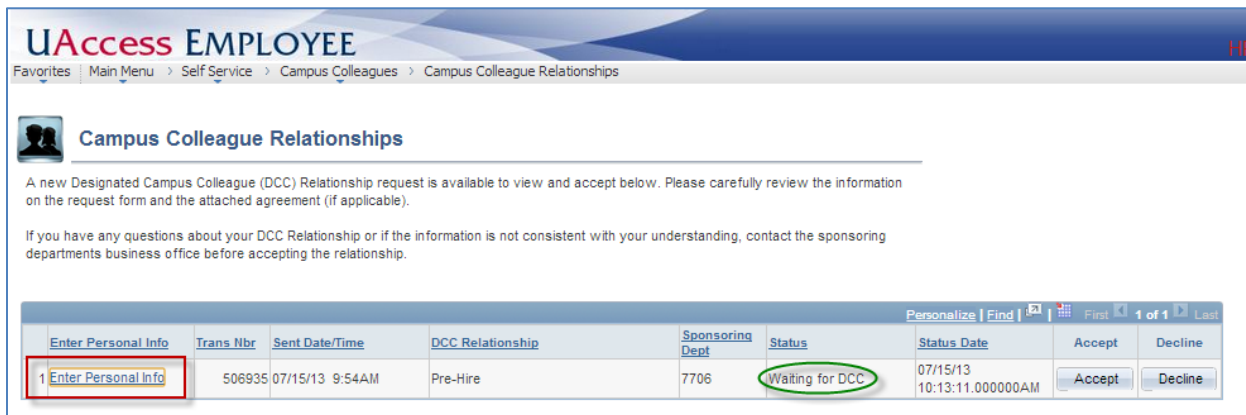The Self Service link will activate the UAccess Employee authentication window (see below)

- 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

Last Updated: July 30, 2013

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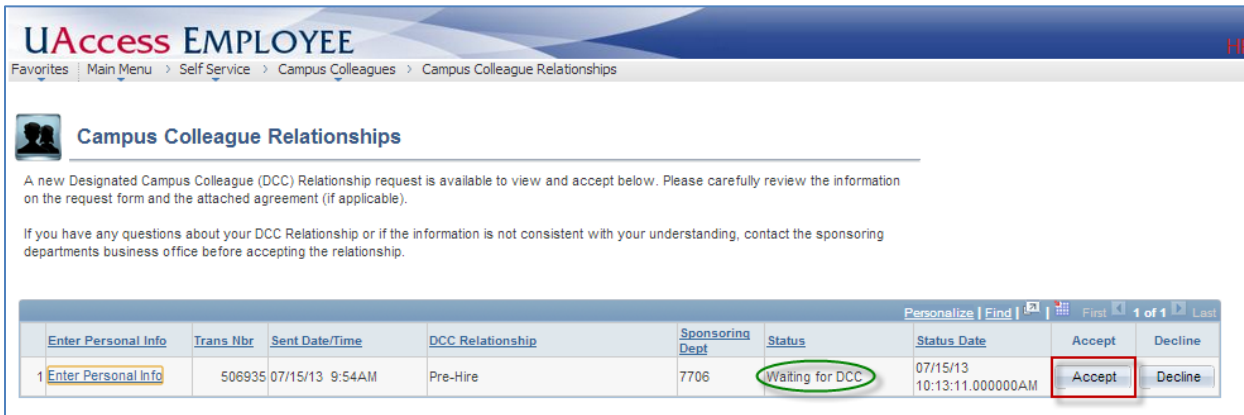
Campus Colleague Relationships (Self Service) Page

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

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

- The "Enter Personal Info" link will change to "View Personal Info"

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

Last Updated: July 30, 2013