

# Designated Campus Colleagues (DCC)

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## SELF SERVICE QUICK REFERENCE GUIDE



Workforce Systems

University Services Building, Rm. 401

LAST UPDATE: JULY 21, 2016

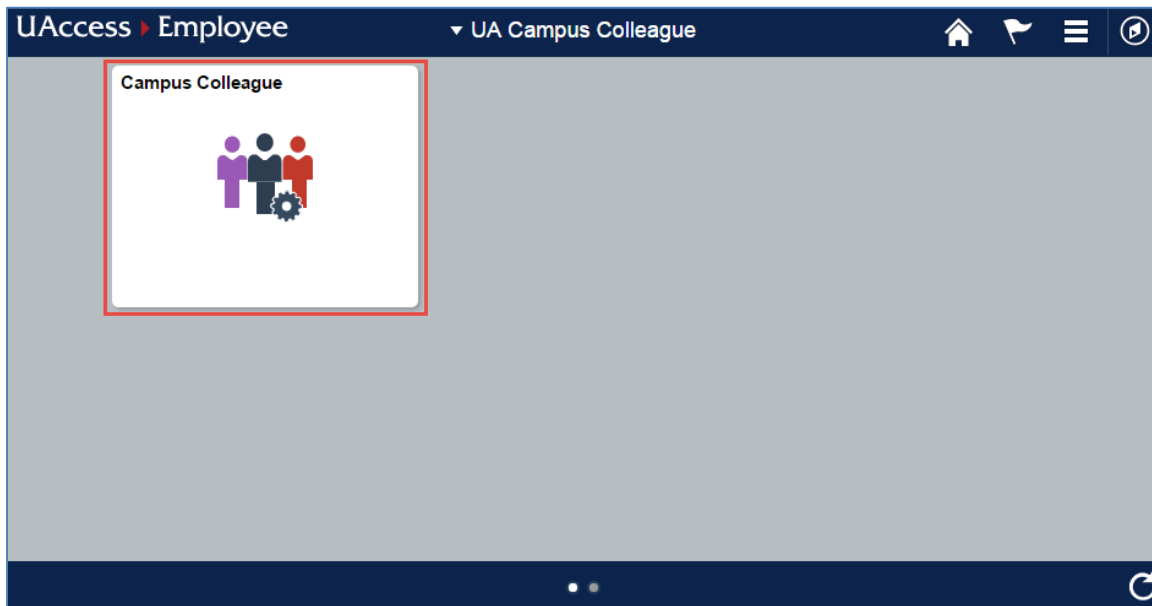
## 1. NAVIGATE TO UACCESS EMPLOYEE

1. Click on UAccess Employee: <http://uaccess.arizona.edu>
2. Enter NetID and password

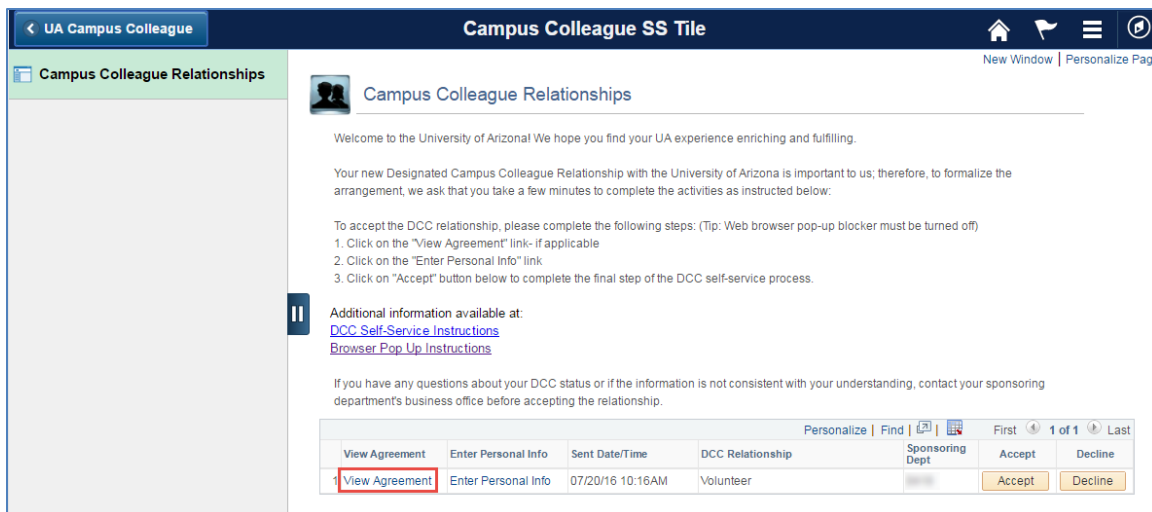
### 1.1 COMPLETE YOUR DCC ACTIVITIES

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

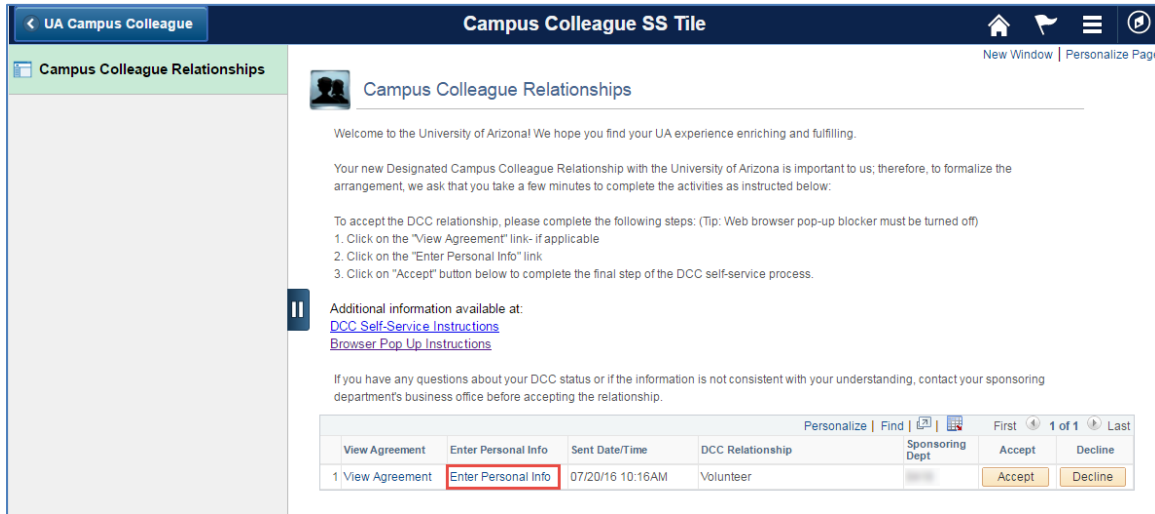
1. Click on the Campus Colleague tile



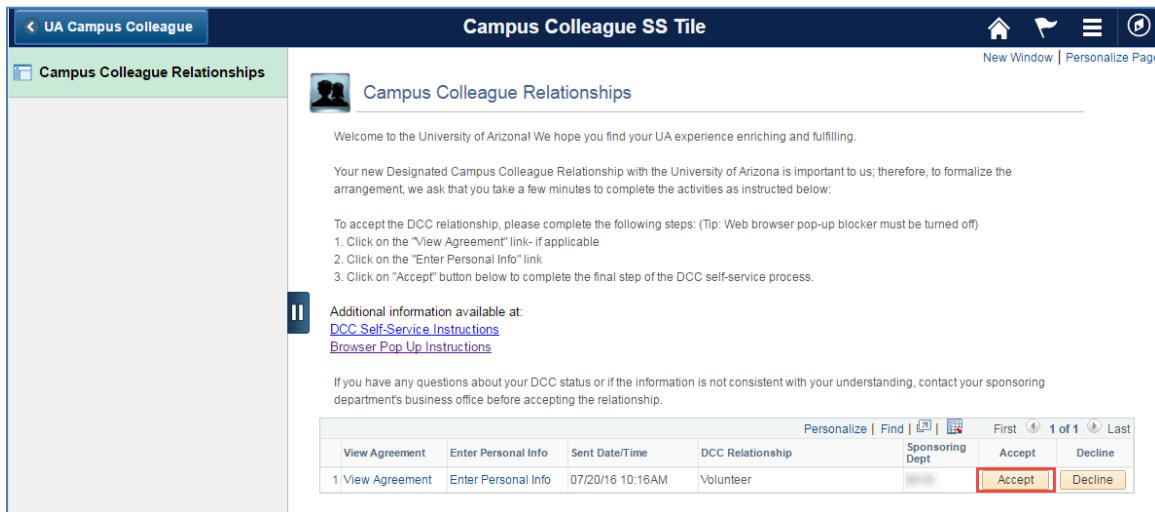
2. Click on the 'View Agreement' link (if applicable)
  - a. A DCC Agreement will appear in a new window
  - b. Carefully review the agreement and close the window after reading the entire document



3. Click on the 'Enter Personal Info' link



- a. Enter your contact Information:
    - i. Home Address: USA will default as the Country
    - ii. If you are residing outside the USA, click on the Change Country link next to the Country field to select the appropriate country
  - b. Click on the 'Edit Address' link
    - i. Complete the information
    - ii. Click the Ok button
  - c. Complete the Phone and Emergency Contact Information
  - d. Complete the Additional Information section
    - i. Highest Education
    - ii. Answer all questions (required)
  - e. Click on the Submit button
4. Click on Accept button on the main Campus Colleague Relationships page to complete the final step of the DCC Self Service process.



## **2. QUESTIONS???**

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For detailed instructions, please visit: [http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC\\_Self\\_Service\\_Guide.pdf](http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/DCC_Self_Service_Guide.pdf)

If you have questions or would like assistance with the DCC Self Service process, contact Workforce Systems at [The University of Arizona – Self Service](#) or by phone at (520)621-3664.

### 3. REVISION HISTORY

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#### Document Contributors

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#### Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	02/11/2016	Initial Draft	PRis Cantu
2.0.0	07/20/2016	Updated for PeopleTools 8.55 release	Hannah Gacey