

# Designated Campus Colleagues (DCC)

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## SELF SERVICE GUIDE



Workforce Systems

University Services Building, Rm. 401

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## 1. GUIDE OVERVIEW

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

## 2. EMAILS

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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

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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

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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.

**Email #1 Text:**

Dear John Doe,

Welcome to the University of Arizona! This is the first 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.

Your assigned EmplID is:

**\*\*Please save this email—it contains your EmplID which is required for current and future reference\*\***

NEED ASSISTANCE???

*EmplID question(s) - Contact Systems Control by replying to this message*

*University of Arizona affiliation question(s) – Contact your department business office representative*

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#### EMAIL TWO

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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 EmplID, 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: <https://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://uits.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

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**EMAIL THREE**

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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](#)

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**2.2 INDIVIDUALS WITH PREVIOUSLY ASSIGNED NETID**

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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

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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.

**Email #1 Text:**

Dear John Doe,

Welcome to the University of Arizona! This is the first of two separate emails necessary to establish your current relationship with the University.

Our records indicate that you were previously assigned the following University NetId:

Your UA NetID and password provide a gateway to University services and resources, and are necessary for completing Self Service activities.

NEED HELP RESETTING YOUR PASSWORD???

Contact the UITS 24/7 IT Support Center at 520-626-8324 or [support@email.arizona.edu](mailto:support@email.arizona.edu).

COMPLETE SELF SERVICE ACTIVITIES

Follow instructions included in the second email to finalize your affiliation with the University.

## EMAIL TWO

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

**Email #2 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](#)

## 3. CREATING YOUR NETID

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To create a NetID if you haven't already done so, navigate to <https://netid.arizona.edu/>

Detailed instructions are located at: <http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf>

## 4. COMPLETING SELF SERVICE ACTIVITIES

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

### 4.1 POPUP BLOCKER

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

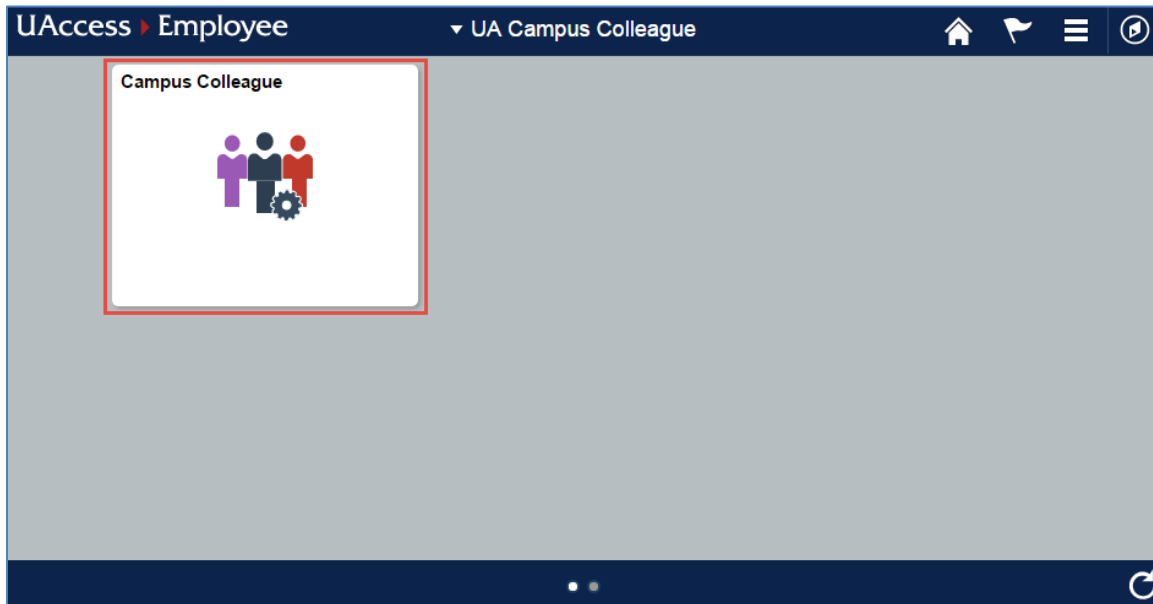
### 4.2 UACCESS EMPLOYEE – UA CAMPUS COLLEAGUE HOMEPAGE

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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)

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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.*

**Campus Colleague SS Tile**

**Campus Colleague Relationships**

Welcome to the University of Arizona! We hope you find your UA experience enriching and fulfilling.

Your new Designated Campus Colleague Relationship with the University of Arizona is important to us; therefore, to formalize the arrangement, we ask that you take a few minutes to complete the activities as instructed below:

To accept the DCC relationship, please complete the following steps: (Tip: Web browser pop-up blocker must be turned off)


1. Click on the "View Agreement" link- if applicable
2. Click on the "Enter Personal Info" link
3. Click on "Accept" button below to complete the final step of the DCC self-service process.

Additional information available at:  
[DCC Self-Service Instructions](#)  
[Browser Pop Up Instructions](#)

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

View Agreement	Enter Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept	Accept	Decline
<b>View Agreement</b>	Enter Personal Info	07/20/16 10:16AM	Volunteer		Accept	Decline

- A DCC Agreement will appear in a new window
- Carefully review the agreement and close the window after reading the entire document



**THE UNIVERSITY OF ARIZONA**

**VOLUNTEER AGREEMENT**

The University of Arizona is generously supported by Volunteers and other volunteers who contribute their time, services

#### 4.4 ENTER PERSONAL INFORMATION

- Click on the 'Enter Personal Info' link

**Campus Colleague SS Tile**

**Campus Colleague Relationships**

Welcome to the University of Arizona! We hope you find your UA experience enriching and fulfilling.

Your new Designated Campus Colleague Relationship with the University of Arizona is important to us; therefore, to formalize the arrangement, we ask that you take a few minutes to complete the activities as instructed below:

To accept the DCC relationship, please complete the following steps: (Tip: Web browser pop-up blocker must be turned off)

1. Click on the "View Agreement" link- if applicable
2. Click on the "Enter Personal Info" link
3. Click on "Accept" button below to complete the final step of the DCC self-service process.

Additional information available at:  
[DCC Self-Service Instructions](#)  
[Browser Pop Up Instructions](#)

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

View Agreement	Enter Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept	Accept	Decline
View Agreement	<b>Enter Personal Info</b>	07/20/16 10:16AM	Volunteer		Accept	Decline

- 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)



- Fill in the Emergency Contact Phone using the following format: (XXX)XXX-XXXX

**Contact Information**

**Address Information:**

Address Type: Home

Country United States [Change Country](#)

Address [Edit Address](#) [<= Click link to add Address](#)

**Phone Numbers:**

\*Phone Type    Preferred

**Emergency Contact Information:**

\*Contact Name

\*Phone   Preferred

#### 4.5 COMPLETE ADDITIONAL INFORMATION

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

**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.)

#### 4.6 SAVE THE PERSONAL INFORMATION SECTION

- Click on the Save button (bottom left side of the page)  
*Note: Information is not stored if you exit before successfully saving the form.*
- The Campus Colleague Relationships page will appear once the information is saved

**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.

\_\_\_\_\_

\_\_\_\_\_

**Approve:**

**Save:**

## 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

The screenshot shows the 'Campus Colleague SS Tile' interface. The main content area displays a welcome message and instructions for accepting the DCC relationship. A table at the bottom lists the relationship details, with the 'Accept' button highlighted in a red box.

View Agreement	Enter Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept	Accept	Decline
1 View Agreement	Enter Personal Info	07/20/16 10:16AM	Volunteer		<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

## 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.

View Agreement	View Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept
1 View Agreement	<input type="button" value="View Personal Info"/>	09/11/14 9:08AM	Volunteer	0020

## 5. REVISION HISTORY

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### Document Contributors

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### Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	09/30/2014	Initial Draft	PRis Cantu
1.0.1	11/24/2014	Updated links	PRis Cantu
1.0.2	02/11/2016	Updated screenshots	PRis Cantu
2.0.0	07/20/2016	Updated for PeopleTools 8.55 release	Hannah Gacey