DCC Self-Service Guide

QUICK REFERENCE GUIDE
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1. EMAILS

Three (3) separate emails are sent to your personal email address to establish your relationship with the University of Arizona.

1.1 *ACTION REQUIRED* EMAILS ONE AND TWO

The first two (2) Emails you receive, with the subject line *Action Required* University of Arizona Self Service, provide your EmplID and single-use Pin for creating your UA NetID.

Email #1

Dear John Doe:
Welcome to the University of Arizona! This is the first of three (3) emails that provide information and instructions to establish your relationship with the University. The separate emails are necessary 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
NetID online instructions - Available by clicking on the hyperlink
EmplID questions(s) - Contact Systems Control by replying to this message
University of Arizona affiliation question(s) – Contact your department business office representative

Email #2

Dear John Doe:

Welcome to the University of Arizona! This is the second of three (3) emails that provide instructions to establish your relationship with the University. The separate emails are necessary to protect access to your personal information.

This message includes your single-use Pin (below) that you will use along with your EmplID (from the first email) to create your mandatory UA NetId (username). The UA NetID validates your UA status and provides 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 the “Create UA NetID” option located on the left side of the page.

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

NEED ASSISTANCE
NetID online instructions - Available by clicking on the hyperlink
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
1.2 *ACTION REQUIRED* EMAIL THREE

The third (3) 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 (Employee):**

Dear John Doe,

Welcome to the University of Arizona! This is the last of three (3) emails that provides instructions for completing required online New Employee Work Center activities to finalize your employment.

***You must complete the online New Employee Work Center activities before your official start date***

COMPLETE REQUIRED WORK CENTER TASKS AND ACTIVITIES
1. Click on the following link: [http://directlinktouaccessnewhireworkcenter (add copy and paste)]
2. Enter your UA NetID [username] and password
3. Complete and submit all required New Employee Work Center activities

NEED ASSISTANCE
Detailed online self-service instructions—Available by clicking on the hyperlink
NetID, password and New Employee Work Center activity question(s) – Contact Systems Control by replying to this message
University of Arizona affiliation question(s) – Contact your department business office representative

2. CREATING YOUR NETID

Click here for detailed instructions for creating your Netid

3. COMPLETING SELF SERVICE ACTIVITIES

*Please complete the self-service activities in the order presented below:*

3.1 POPUP BLOCKER

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

3.2 VIEW AGREEMENT

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

2. Carefully review the agreement and close the window upon completion.
3.3 ENTER PERSONAL INFORMATION

3. Click on the Enter Personal Info link.

<table>
<thead>
<tr>
<th>View Agreement</th>
<th>Enter Personal Info</th>
<th>Sent Date/Time</th>
<th>DCC Relationship</th>
<th>Sponsoring Dept</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 View Agreement</td>
<td>Enter Personal Info</td>
<td>09/11/14 9:08AM</td>
<td>Volunteer</td>
<td>0020</td>
<td>Accept</td>
<td>Decline</td>
</tr>
</tbody>
</table>

4. Click on the Edit Address link.

Contact Information:
Address Information:
Country: United States
Address: Edit Address
Address Type: Home
Change Country

5. Click on the Change Country link and select the appropriate country if you reside outside the United States.

6. Enter your home address (*Note: the form cannot be saved unless this section is completed*).

7. Click OK.

8. Select the Phone Type

9. 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*

10. Complete the Emergency Contact Name (first name last name)

11. Fill in the Emergency Contact Phone (XXX)XXX-XXXX
3.4 COMPLETE ADDITIONAL INFORMATION

1. Complete the Additional Information section.

   Additional Information
   *Highest Education Level [Not indic] ▼
   *Have you ever worked in a paid position for the University of Arizona? [Yes] [No]
   If yes, what department(s)?
   Under what name, if different?

   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.)

3.5 SAVE THE DOCUMENT

To save the Personal Information, complete all fields with asterisks (*). Note: Information is not stored if you exit before successfully saving the form.

2. Click on the Save button (bottom left side of the page).
3. The Campus Colleague Relationship page will appear once the information is saved.
3.6 ACCEPT THE AGREEMENT

1. Click on the Accept button to complete the DCC Self Service activities.

3.7 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.

*DCC Agreements are available for DCC Affiliates, Associates, and Volunteers.

Note: DCC Agreements do not apply to OLLI Affiliates
4. REVISION HISTORY

Document Contributors

<table>
<thead>
<tr>
<th>Contributors</th>
<th>Department</th>
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<tbody>
<tr>
<td>PRis Cantu</td>
<td>Systems Control</td>
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Change Control Log

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<td>09/30/2014</td>
<td>Initial Draft</td>
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<td>11/24/2014</td>
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