



**As a University of Arizona volunteer, some steps are required to establish yourself as a Designated Campus Colleague (DCC).**

Benefits of the Designated Campus Colleague designation:

- a. Legally protects you and the university
- b. Identifies you as a representative of UA for insurance purposes
- c. Provides you with a UA e-mail address which can be used when communicating with clients, e.g. you give a talk and tell someone you will get an answer and get back to them
- d. Allows you free access to UA computer-based training
- e. Provides free access to Microsoft Outlook, Word, Excel and Powerpoint.

*The following process will take 1 ½ to 2 hours.*

**Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague**  
*The steps can be confusing; check each activity off as you perform it.*

Step	Activity
1	<p>Your name, personal e-mail address, and DOB will be entered into the DCC (Designated Campus Colleague) database by Extension personnel. <b>This will trigger 3 e-mail messages to be sent to you.</b></p> <p><i>This message will contain your assigned Employee ID (EmplId).</i> From: <a href="mailto:UASelfService@fso.arizona.edu">UASelfService@fso.arizona.edu</a> Subject: Important University of Arizona Account Information (1 of 2) <b>You are only making a note of your EmplID – see Step 2. Do not follow any instructions provided on the email message.</b></p> <p><i>This message will contain your assigned PIN.</i> From: <a href="mailto:UASelfService@fso.arizona.edu">UASelfService@fso.arizona.edu</a> Subject: Important University of Arizona Account Information (2 of 2) <b>You are only making a note of your PIN – see Step 2. Do not follow any instructions provided on the email message.</b></p> <p><i>You will receive a 3rd message, which you will ignore. Do not follow any instructions provided on the email message. Instead, follow the steps below.</i></p>

Step	Activity
2	<p><b><u>Receive Employee ID and PIN</u></b>  Enter your EmplID (Employee ID) and your PIN from the e-mail messages received:</p> <p>Employee ID (EmplID) _____</p> <p>PIN _____</p>

3	<p><b><u>Create Net ID</u></b></p> <ol style="list-style-type: none"> <li>a. Log onto <a href="https://netid.arizona.edu">https://netid.arizona.edu</a></li> <li>b. Click on <b>Create UA NetID</b></li> <li>c. You will be asked to enter your Employee ID (EmplID), DOB, and PIN; see Step 2 for your EmplID and PIN</li> <li>d. Click <b>Next</b></li> <li>e. Choose your NetID from the system generated options given, or create your own</li> <li>f. Write your NetID here _____</li> <li>g. Click <b>Next</b></li> <li>h. You will be asked to create a password. Hint: it likes passwords that are phrases with upper &amp; lower case, spaces, numbers, symbols, e.g. dogS have earS#4</li> <li>i. Write your password here _____</li> <li>j. Click <b>Next</b></li> <li>k. If your password is not accepted, you will receive a screen message</li> <li>l. When your password is accepted you will receive a screen asking for your Secret Hint. Follow the instructions.</li> <li>m. Click <b>Next</b></li> <li>n. You will be asked about a Mobile number - select appropriate option &amp; click <b>Next</b></li> <li>o. You will click on the “send text message” button and will receive a passcode that you need to enter.</li> <li>p. You will be asked about Web Auth – you can select the default and click <b>Next</b></li> <li>q. You will receive a Confirmation and Agreement screen. Read the Agreement and check the box at the bottom of the screen and click <b>Next</b></li> <li>r. You will receive a Confirmation screen.</li> <li>s. Your UA e-mail address will be shown on your screen – write it down:  _____ @email.arizona.edu</li> <li>t. Click <b>Next</b></li> </ol>
---	---

Step	Activity
4	<p><b><u>Next Layer of Authentication</u></b></p> <p>Accessing UA systems is a 2-step process. After entering your NetID and Password you will be asked to use a 2<sup>nd</sup> layer of authentication (NetID+). When you set this up you will have some options, depending on what device you will use to access the systems.</p> <div data-bbox="235 415 1156 772" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; padding: 5px;"> <p style="text-align: center;"><b>Smartphone</b></p>  <p>When you use a smartphone with NetID+, you can use the <b>Duo Mobile</b> app to approve your second-step login or to generate passcodes. You can also have passcodes sent to your smartphone in a Text Message, or through a phone call. The Duo Mobile app is available for Apple iOS and Android devices.</p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 2px;">+ Add a Smartphone</p> </div> <div style="width: 30%; padding: 5px;"> <p style="text-align: center;"><b>Cell Phone (SMS)</b></p>  <p>When you use a cell phone (non-smartphone cellular device) with NetID+, you can receive passcodes through your <b>text messaging service</b>.</p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 2px;">+ Add a Phone WITH Text Messaging</p> </div> <div style="width: 30%; padding: 5px;"> <p style="text-align: center;"><b>Tablet or iPod</b></p>  <p>When you use a tablet with NetID+, you can use <b>Duo Mobile</b> app to approve your second-step login or to generate passcodes. The Duo Mobile app is available for Apple iOS and Android devices.</p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 2px;">+ Add a Tablet</p> </div> </div> </div> <p>If you register your Smartphone you may use the Duo Mobile or passcode option. If you register your device as a Cell Phone you will receive passcodes. If you want to use the Duo Mobile option download it now.</p> <p>You can download Duo Mobile from the App Store (iphones) or Google Play Store (androids). To view tutorial with instructions:</p> <ol style="list-style-type: none"> <li>1. <a href="https://netid.arizona.edu">https://netid.arizona.edu</a></li> <li>2. See Related Links on lower right of the screen</li> <li>3. Select “Manage NetID+ Settings</li> <li>4. Select “Tutorials”</li> <li>5. Select “NetID+ Tutorial Videos</li> <li>6. The first video will show you how to download Duo Mobile</li> </ol> <p>If you are using the Duo Mobile option, you must complete that download before proceeding to Step 5.</p>
5	<p><b><u>Create NetID+ (Two factor authentication)</u></b></p> <p>FYI -If you want to see a video with instructions <a href="https://youtu.be/QJmyncYVH9g">https://youtu.be/QJmyncYVH9g</a></p> <ol style="list-style-type: none"> <li>a. Log onto <a href="https://netid.arizona.edu/">https://netid.arizona.edu/</a></li> <li>b. Click on Manage NetID+ – last item in the 2<sup>nd</sup> column</li> <li>c. Follow the steps to set up NetID+ (<a href="https://netid-plus.arizona.edu">https://netid-plus.arizona.edu</a>) <ol style="list-style-type: none"> <li>1. Login with NetID and password you just created</li> <li>2. Click <b>Enroll</b></li> <li>3. Answer the questions (when given the choice, select cell phone or landline)</li> <li>4. Click <b>Submit</b></li> </ol> </li> </ol>

Step	Activity
6	<p data-bbox="219 258 505 289"><b><u>Personal Information</u></b></p> <ol style="list-style-type: none"> <li data-bbox="267 317 976 348">a. Log onto UAccess - <a href="http://uaccess.arizona.edu">http://uaccess.arizona.edu</a></li> <li data-bbox="267 359 846 390">b. Click on <b>Employee/Manager Self Service</b></li> <li data-bbox="267 401 1114 432">c. Enter your NetID and password (from Step 3), and click <b>Log In</b></li> <li data-bbox="267 443 1312 474">d. Click on <b>Campus Colleagues</b> and select <b>Campus Colleague Relationships</b> link.</li> <li data-bbox="267 485 1333 516">e. When you get to the Campus Colleague Relationships screen, View Agreement</li> <li data-bbox="267 527 1398 590">f. After you view the agreement, close that window and go back to Campus Colleague Relationships screen</li> <li data-bbox="267 600 1230 852">g. Click on <b>Enter Personal Info</b> <ol style="list-style-type: none"> <li data-bbox="365 632 1222 663">1. Scroll down to "Contact Information" and enter requested info</li> <li data-bbox="365 674 1195 705">2. Click on <b>Edit Address</b> to add your home/ mailing address info</li> <li data-bbox="365 716 516 747">3. Click <b>OK</b></li> <li data-bbox="365 758 1044 789">4. Enter phone and emergency contact information</li> <li data-bbox="365 800 1230 831">5. <b>Scroll</b> down to Additional Information and enter requested info</li> <li data-bbox="365 842 984 873">6. Click on the <b>Submit</b> at the bottom of screen.</li> </ol> </li> <li data-bbox="267 873 1430 1010">h. Click <b>Accept</b> on bottom right side of screen. <i>By clicking the "Accept" button you are both confirming that you have completed the personal information sections accurately and that you have reviewed the attached agreement. This is your electronic signature, indicating that you have accepted the terms of the relationship.</i></li> <li data-bbox="267 1020 1414 1083">i. To <b>Sign Out</b>, click on the 3-dot icon (☰) on the right side of the blue strip on the top of the page. After that, click on <b>Yes</b> to log out of WebAuth.</li> </ol> <p data-bbox="219 1115 1430 1178"><b>Try going directly to Step 7. You may be able to access it immediately, or it could take up to 48 hours. If you cannot access it in 48 hours call 24/7 IT Support - 520-626-8324.</b></p>

7	<p data-bbox="219 1236 824 1268"><b>Forwarding UA E-mail to Your Personal E-mail</b></p> <p data-bbox="219 1278 1393 1383">U of A will send messages to your UA e-mail address, but you may want to have those messages forwarded to your personal email. <i>Note: the following will take you to Microsoft Office, which is how UA email is accessed.</i></p> <ol style="list-style-type: none"> <li data-bbox="267 1415 764 1446">a. Log onto <a href="https://www.office.com/">https://www.office.com/</a></li> <li data-bbox="267 1457 1179 1488">b. Click <b>Sign-in</b> and enter your UA e-mail address (See Step 3, item s.)</li> <li data-bbox="267 1499 1243 1530">c. Log-in with your NetID and password and follow instructions for NetID+</li> <li data-bbox="267 1541 532 1572">d. Click on <b>Outlook</b></li> <li data-bbox="267 1583 1422 1646">e. Click on round tool icon on the upper right of your screen that looks like a gear (in the red bar to the left of your name)</li> <li data-bbox="267 1656 1130 1688">f. Under Settings (column on right) click on "All Outlook Settings"</li> <li data-bbox="267 1698 1430 1719">g. On the left side of your screen click on Forwarding; enter your personal e-mail address</li> </ol> <p data-bbox="219 1751 1455 1814">If you want to access your UA e-mail directly in the future, the link is <a href="http://office.com">http://office.com</a> ; click on <b>Outlook</b>.</p> <p data-bbox="219 1845 1422 1908"><b>Unless you tell us differently, all Mohave County MG Program messages will continue to be sent to your personal e-mail.</b></p>
---	--

Step	Activity
8	<p><b>Preventing Discrimination and Harassment Training</b> is required for all UA employees and Designated Campus Colleagues. <i>The training takes about 60 minutes.</i></p> <ol style="list-style-type: none"> <li>a. Log onto Log onto UAccess - <a href="http://uaccess.arizona.edu">http://uaccess.arizona.edu</a></li> <li>b. Click on EDGE Learning</li> <li>c. Log in with your Net-ID and password</li> <li>d. In the search bar, type "Preventing Harassment and Discrimination: Gateway"</li> <li>e. When the course comes up, click on 'Register'</li> <li>f. Click on COMPLETE REGISTRATION</li> <li>g. Close Registration Notice</li> <li>h. Click ✓ next to Actions and select Launch</li> <li>i. When you review the Policy it will open in another tab. Close that tab when finished reading – a pop-up will ask you to Esign. Then proceed with the course.</li> <li>j. You will receive an email stating that you have completed the training. Please forward that email to Savannah Voss, <a href="mailto:SavannahVoss@arizona.edu">SavannahVoss@arizona.edu</a></li> </ol>



Congratulations, and thank you for your patience through this process!!!!

Additional Notes:

1. If you misplace your Employee ID before you start the above process, contact Savannah Voss; she will provide you with your Employee ID and then you will need to call the 24/7 helpline (520-626-8324) to obtain your PIN. Tell them you are trying to establish your NET ID and need a PIN. They will ask for your Employee ID, and DOB. If they ask for your Department:  
Mohave County - 1538
2. If you established your NetID and forgot your password (i.e. didn't write it down on Step 3), access <https://netid.arizona.edu/> and click on Reset Forgotten Password.
3. Computer Based Training  
As a Designated Campus Colleague, you have access to free Computer Based Training. <https://it.arizona.edu/service/ua-computer-based-training>
4. Access to Outlook, Word, Excel, and Powerpoint  
With NetID+, you have access to Outlook, Word, Excel, and Powerpoint. <http://office.com>  
To access documents you created in Word, Excel, or Powerpoint - log onto <http://office.com> and click on OneDrive