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

Benefits of the Designated Campus Colleague designation:
- Legally protects you and the university
- Identifies you as a representative of U of A for insurance purposes
- Provides you with a U of A 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
- Allows you free access to U of A computer based training

The following process will take about 60 minutes.

Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague	
Step	**Activity** *The steps can be confusing; check each activity off as you perform it.*
1	Your name, personal e-mail address, and DOB will be entered into the DCC (Designated Campus Colleague) database by Extension personnel. **This will trigger 3 e-mail messages to be sent to you.** *This message will contain your assigned Employee ID (EmplId).* From: HumanResources@email.arizona.edu Subject: Important University of Arizona Account Information **(1 of 2)** *This message will contain your assigned PIN.* From: HumanResources@email.arizona.edu Subject: Important University of Arizona Account Information **(2 of 2)** *You will receive a 3rd message, which you may ignore.* **Follow the steps below – do not follow the instructions in the e-mail messages.**

Step	Activity
2	**Receive Employee ID and PIN** Enter your EmplID (Employee ID) and your PIN from the e-mail messages received: 　　Employee ID (EmplID) _____ 　　PIN _____
3	**Create Net ID** 　a.　Log onto https://netid.arizona.edu 　b.　Click on **Create UA NetID** 　c.　You will be asked to enter your Employee ID (EmplID), DOB, and PIN; see Step 2 for your EmplID and PIN 　d.　Click **Next** 　e.　Choose your NetID from the system generated options given, or create your own 　f.　Write your NetID here _____ 　g.　Click **Next** 　h.　You will be asked to create a password. Hint: it likes passwords that are phrases – read the suggestions. 　i.　Write your password here _____ 　j.　Click **Next** 　k.　If your password is not accepted, you will receive a screen message 　l.　When your password is accepted you will receive a screen asking for your Secret Hint. Follow the instructions. 　m.　Click **Next** 　n.　You will be asked about a Mobile number - select appropriate option & click **Next** 　o.　You will be asked about Web Auth – you can select the default and click **Next** 　p.　You will receive a Confirmation and Agreement screen. Read the Agreement and check the box at the bottom of the screen and click **Next** 　q.　You will receive a Confirmation screen**.** 　r.　Your U of A e-mail address will be shown on your screen – write it down: 　　　　_____ @email.arizona.edu 　s.　Click **Home**
4	**Create NetID+** 　a.　Log onto https://netid.arizona.edu/ 　b.　Click on Manage NetID+ – last item in the 2nd column 　c.　Follow the steps to set up NetID+ (https://netid-plus.arizona.edu) 　　1.　Login with NetID and password you just created 　　2.　Click **Enroll** 　　3.　Answer the questions 　　4.　Click **Add a Device** 　　5.　*Note: You will see a message about needing an APP – you don't need one. Just enter the name of the phone you are using, e.g. cell. Some people have multiple cell phones, thus the need for the APP and name of the phone, like personal cell, work cell, etc.* 　　6.　*If you receive an "Internal Error has Occurred" message, ignore it.*

Step	Activity
5	**Personal Information** a. Log onto UAccess - http://uaccess.arizona.edu b. Click on **Employee/Manager Self Service** c. Enter your NetID and password (from Step 3), and click **Log In** d. Click on **Campus Colleagues** and select **Campus Colleague Relationships** link. e. When you get to the Campus Colleague Relationships screen, View Agreement f. After you view the agreement, close that window and go back to Campus Colleague Relationships screen g. Click on **Enter Personal Info** 1. Scroll down to "Contact Information" and enter requested info 2. Click on **Edit Address** to add your home/mailing address info 3. Click **OK** 4. Enter phone and emergency contact information 5. **Scroll** down to Additional Information and enter requested info 6. Click on the **Submit** at the bottom of screen. h. Click **Accept** on bottom right side of screen. *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. To **Sign Out,** click on the 3-bar icon (≡) on the right side of the blue strip on the top of the page. After that, click on **Yes** to log out of WebAuth. **Try going directly to Step 6. 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.**
6	**University E-mail Account** Official U of A communications will be directed to your UA email address (there should not be very many messages). **Unless you tell us differently, all of our Master Gardener Program communication will continue to be sent to your personal e-mail address.** **Forwarding E-mail** You may have your UA e-mail forwarded to your personal email account. a. Log onto http://office.com b. Click **Sign-in** and enter your U of A e-mail address (See Step 3, item r.) c. Log-in with your NetID and password and following instructions for NetID+ d. Click on Email e. Click on round tool icon on the upper right of your screen (in the red bar to the left of your name) f. Under Settings (column on right) click on Mail g. On the left side of your screen under Accounts click on Forwarding; enter your personal e-mail address If you want to access your UA e-mail directly in the future, the link is http://office.com click on Outlook. This is also where you will access Word, PowerPoint, Excel, etc.
7	**Preventing Discrimination and Harassment Trainings** is required for all U of A employees and Designated Campus Colleagues. • Log onto http://equity.arizona.edu/training/online-training • Click on Preventing Discrimination and Harassment for Nonsupervisory Employees *The training takes about 30 minutes.*

Step	Activity

8	**Risk Management** (You will need your Driver's License for this step.)
	NOTE: This step is not currently working. Please ignore until further notice.
	Because your travel time to and from volunteer activities is considered volunteer time, you will need to complete the Driver's Registration Form on the Risk Management website.
	
	   a. Log onto http://risk.arizona.edu/forms
	   b. Under **Fleet Safety**, click on **Driver Registration & Motor Vehicle Record Check**
	   c. Enter NetId and password
	   d. Click **Login** and enter Driver's License information.
	      Mohave County – Supervisor is Andrew Brischke, 928-753-3788
	   e. Click **Yes** on I Authorize
	   f. Click **Agree – Yes**
	   g. Scroll down and click **YES** for Fleet Safety Policy
	   h. Click on **Submit Form**
	   i. Click on **Logout**
	   j. Log out of Web Auth

9	**Retain for Future Use** Keep this document as a record of your Employee ID, PIN, NetID, and Password. You will not need to go through this process again, but you will need to change your password in the future. You will probably receive an e-mail annually to change your password.

Additional Notes:

1. If you misplace your Employee ID before you start the above process, contact the Extension Office; they 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. Note: If you have had an Arizona Driver's license for less than 39 months, you will receive a Candidate Consent and Disclosure Form; please fill out and submit upon receipt. If you have a Driver's License in another state that has not expired, you may get the candidate consent and disclosure form via email from UA. Please call the extension office and let us know.

Computer Based Training

As a Designated Campus Colleague, you have access to free Computer Based Training.

http://uits.arizona.edu/services/uacbt-computer-based-training

Click on "Login to UACBT" on the right side of the screen.

Access to Word, Excel, and Powerpoint

With NetID+, you have access to Word, Excel, and Powerpoint at http://office.com. To access documents you created in Word, Excel, or Powerpoint - log onto http://office.com and click on OneDrive