



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:

- a. Legally protects you and the university
- b. Identifies you as a representative of U of A for insurance purposes
- c. 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
- d. Allows you free access to U of A computer-based training
- e. Provides free access to Microsoft Word, Excel and Powerpoint.

*The following process will take about 90 minutes.*

<b>Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague</b>	
<b>Step</b>	<b>Activity</b>
	<i><b>The steps can be confusing; check each activity off as you perform it.</b></i>
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 style="text-align: center;"><i>This message will contain your assigned Employee ID (EmplId).</i>            From: <a href="mailto:HumanResources@email.arizona.edu">HumanResources@email.arizona.edu</a>            Subject: Important University of Arizona Account Information <b>(1 of 2)</b></p> <p style="text-align: center;"><i>This message will contain your assigned PIN.</i>            From: <a href="mailto:HumanResources@email.arizona.edu">HumanResources@email.arizona.edu</a>            Subject: Important University of Arizona Account Information <b>(2 of 2)</b></p> <p><i>You will receive a 3rd message, which you may ignore.</i></p> <p><b>Follow the steps below – do not follow the instructions in the e-mail messages.</b></p>
<b>Step</b>	<b>Activity</b>



## Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague

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: Employee ID (EmplID) _____ PIN _____</p>
3	<p><b><u>Create Net ID</u></b></p> <ol style="list-style-type: none"><li>Log onto <a href="https://netid.arizona.edu">https://netid.arizona.edu</a></li><li>Click on <b>Create UA NetID</b></li><li>You will be asked to enter your Employee ID (EmplID), DOB, and PIN; see Step 2 for your EmplID and PIN</li><li>Click <b>Next</b></li><li>Choose your NetID from the system generated options given, or create your own</li><li>Write your NetID here _____</li><li>Click <b>Next</b></li><li>You will be asked to create a password. Hint: it likes passwords that are phrases – read the suggestions.</li><li>Write your password here _____</li><li>Click <b>Next</b></li><li>If your password is not accepted, you will receive a screen message</li><li>When your password is accepted you will receive a screen asking for your Secret Hint. Follow the instructions.</li><li>Click <b>Next</b></li><li>You will be asked about a Mobile number - select appropriate option &amp; click <b>Next</b></li><li>You will be asked about Web Auth – you can select the default and click <b>Next</b></li><li>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>You will receive a Confirmation screen.</li><li>Your U of A e-mail address will be shown on your screen – write it down: _____@email.arizona.edu</li><li>Click <b>Home</b></li></ol>
4	<p><b><u>Create NetID+</u></b></p> <ol style="list-style-type: none"><li>Log onto <a href="https://netid.arizona.edu/">https://netid.arizona.edu/</a></li><li>Click on Manage NetID+ – last item in the 2<sup>nd</sup> column</li><li>Follow the steps to set up NetID+ (<a href="https://netid-plus.arizona.edu">https://netid-plus.arizona.edu</a>)</li></ol>



## Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague

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 Occured" message, ignore it.*

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.**



## Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague

6	<p><b>University E-mail Account</b> Official U of A communications will be directed to your UA email address (there should not be very many messages). <b>Unless you tell us differently, all of our Master Gardener Program communication will continue to be sent to your personal e-mail address.</b></p> <p><b>Forwarding E-mail</b> You may have your UA e-mail forwarded to your personal email account.</p> <ol style="list-style-type: none"><li>Log onto <a href="http://office.com">http://office.com</a></li><li>Click <b>Sign-in</b> and enter your U of A e-mail address (See Step 3, item r.)</li><li>Log-in with your NetID and password and following instructions for NetID+</li><li>Click on Email</li><li>Click on round tool icon on the upper right of your screen (in the red bar to the left of your name)</li><li>Under Settings (column on right) click on Mail</li><li>On the left side of your screen under Accounts click on Forwarding; enter your personal e-mail address</li></ol> <p>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 Mail.</p>
7	<p><b>Preventing Discrimination and Harassment Training</b> is required for all U of A employees and Designated Campus Colleagues.</p> <p>Log onto <a href="http://equity.arizona.edu/training/online-training">http://equity.arizona.edu/training/online-training</a></p> <p>Click on <a href="#">Preventing Discrimination and Harassment for Nonsupervisory Employees</a></p> <p><i>The training takes about 30 minutes.</i></p>
8	<p><b>Risk Management</b> (You will need your Driver's License for this step.) <i>Sometimes you can perform this step immediately after Step 7; if you receive a message stating you are not in the database, wait a few hours. It can take up to 1 week after establishing your NetID.</i></p> <p>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.</p> <ol style="list-style-type: none"><li>Log onto <a href="http://risk.arizona.edu/forms">http://risk.arizona.edu/forms</a></li></ol>



## Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague

- b. Under **Fleet Safety**, click on **Driver Registration & Motor Vehicle Record Check**
- c. You will be taken to a youtube video describing how to log in to the Defensive Driving course. The steps below describe this process:
- d. After viewing the video, log in to uaccess.arizona.edu using your Netid and password. Click on Learning.
- e. Click on Find Learning.
- f. Key the word "defensive" into the search bar and click on search. If nothing comes up, you will need to wait 24 hours. After 24 hours log in to UAccess Learning again, click on Find Learning, key in Defensive in to the search bar and click on search.
- g. Highlight Certification: UA Requirements & Defensive Driving (RMSCRTDRV) and click expand.
- h. Click Register. A new screen will come up. Click Submit Registration.
- i. You will receive a message stating "Congratulations You're Enrolled".
- j. Click the Home Icon in the upper right corner
- k. Click on My Learning
- l. Click on Driving: UA Requirements & Defensive Driving
- m. Select Driver Registration. Click Driver Registration link - this will take you to another login screen.
- n. Click **Login** and enter Driver's License information.
  - i. Coconino County – Supervisor is Hattie Braun, 928-773-6100
  - ii. Mohave County – Supervisor is Amy Nickel, 928-753-3788
  - iii. Yavapai County – Supervisor is Jeff Schalau, 928-445-6590
- o. Click **Yes** on I Authorize
- p. Click **Agree – Yes**
- q. Scroll down and click **YES** for Fleet Safety Policy
- r. Click on **Submit Form**
- s. Note - If after logging in you receive a message stating that you have completed this requirement, continue on to the the elearning modules.  
Note - If you receive a message stating you are not in the database, call Risk Management at (520) 621-1790 to register your license
- t. Click on **Logout**
- u. Return to UAccess to continue to the Defensive Driving modules by selecting "return to previous page" to access the remaining modules.
- v. Select "launch" for part 1. Select "launch" again. A new window should open. If nothing happens, you need to disable your browser pop-up blocker.



<b>Steps for Establishing Master Gardener Volunteer as Designated Campus Colleague</b>	
--	--

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>w. Continue through the modules and be sure to press “finish” at the end, or your progress will not be recorded.</li><li>x. When you have completed all modules, your learning certificate will be available to print/save.<br/>Log out of Web Auth</li></ul> |
|  |   |