

***Designated Campus Colleague (DCC) Emails***

DCCs will receive (3) three emails which will be sent to their personal email addresses:

*The first two emails provide the Emplid, PIN and instructions for creating a NetId and a University of Arizona email account*

- Human Resources – Important University of Arizona Account Information (1 of 2)
  - Includes the individuals newly assigned Emplid
- Human Resources – Important University of Arizona Account Information (2 of 2)
  - Includes the individuals assigned PIN and a link for creating a NetId

*The third email provides instructions for finalizing the DCC relationship in UAccess Employee-Self Service. The NetId steps should be completed before advancing to this last email*

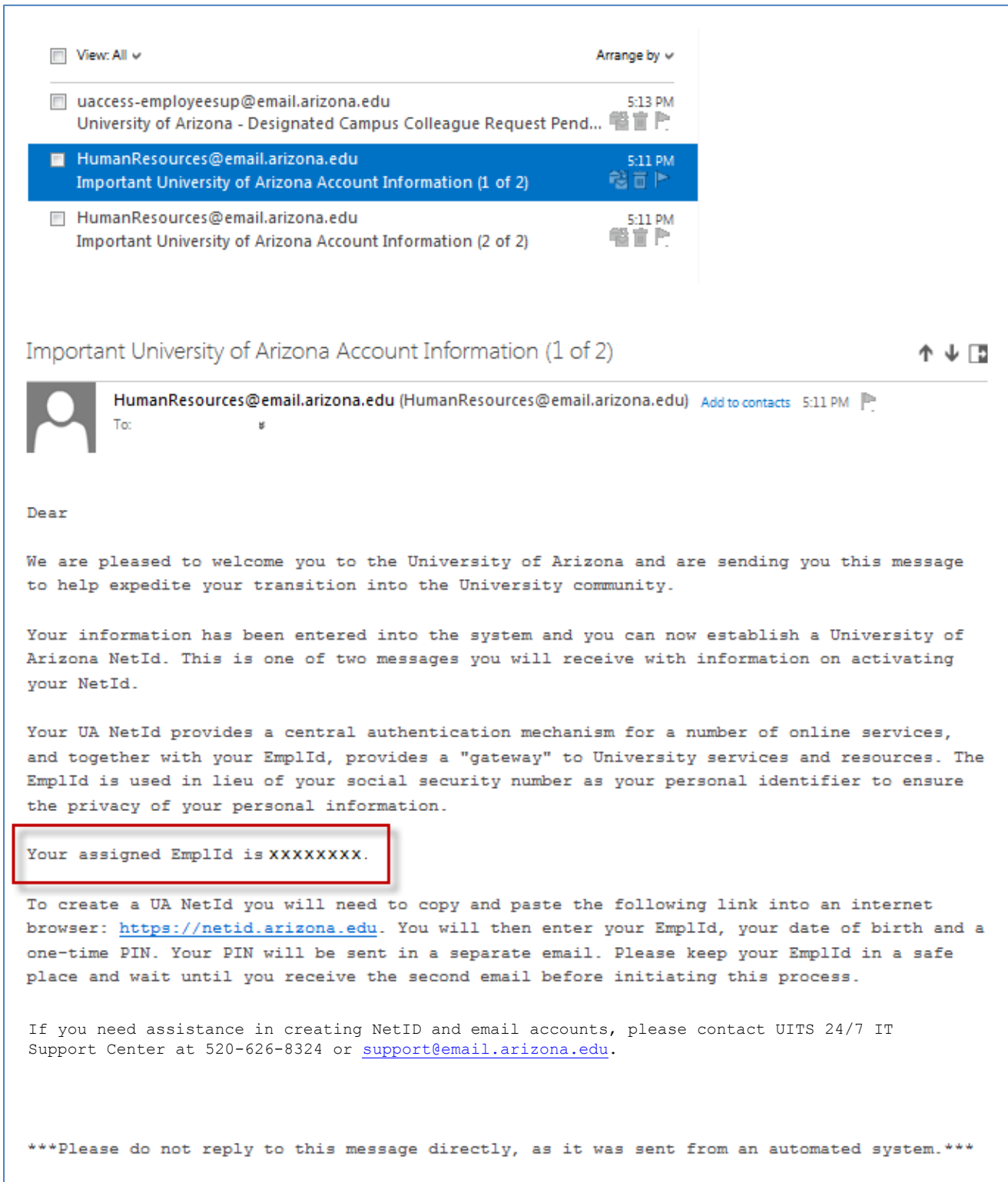
- UAccess-employee – Designated Campus Colleague (DCC) Request Pending
  - Includes a link to Uaccess Employee – Self Service
    - The DCC can access, complete and save Personal Information, and
    - Review and accept the DCC Agreement

*Examples provided below:*

**EmplId Email**

The EmplId is included in the "Important University of Arizona Account Information (1 of 2)"

- The EmplId in this email will be used to establish a NetID



The screenshot shows an email inbox with three messages. The selected message is from HumanResources@email.arizona.edu, titled "Important University of Arizona Account Information (1 of 2)", dated 5:11 PM. Below the inbox, the email content is displayed. The sender is HumanResources@email.arizona.edu. The body of the email contains the following text:

Dear

We are pleased to welcome you to the University of Arizona and are sending you this message to help expedite your transition into the University community.

Your information has been entered into the system and you can now establish a University of Arizona NetId. This is one of two messages you will receive with information on activating your NetId.

Your UA NetId provides a central authentication mechanism for a number of online services, and together with your EmplId, provides a "gateway" to University services and resources. The EmplId is used in lieu of your social security number as your personal identifier to ensure the privacy of your personal information.

Your assigned EmplId is xxxxxxxx.

To create a UA NetId you will need to copy and paste the following link into an internet browser: <https://netid.arizona.edu>. You will then enter your EmplId, your date of birth and a one-time PIN. Your PIN will be sent in a separate email. Please keep your EmplId in a safe place and wait until you receive the second email before initiating this process.

If you need assistance in creating NetID and email accounts, please contact UITS 24/7 IT Support Center at 520-626-8324 or [support@email.arizona.edu](mailto:support@email.arizona.edu).

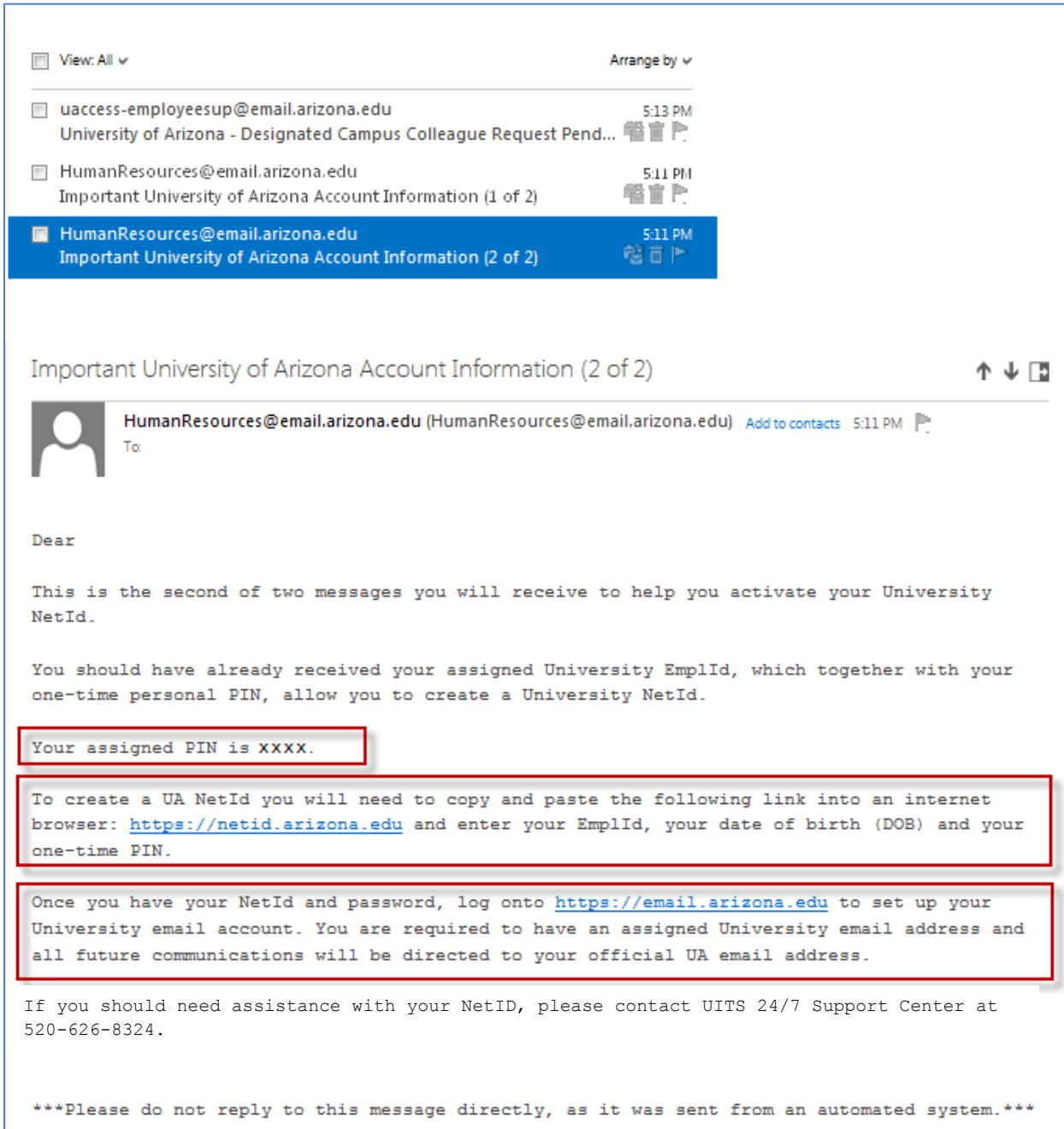
\*\*\*Please do not reply to this message directly, as it was sent from an automated system.\*\*\*

### Pin Email and NetId Link

A Pin number and instructions for creating a NetId and email account are included in the “Important University of Arizona Account Information (2 of 2)” message.

- Copy and paste <https://netid.arizona.edu> into an internet browser
  - This link will provide direct access to the “UA NetID” page on the UITS website

*Note: Keep your EmplId and Pin number handy—you will be entering them in the next step of the process.*



The screenshot shows an email inbox with three messages. The selected message is from HumanResources@email.arizona.edu, titled "Important University of Arizona Account Information (2 of 2)", dated 5:11 PM. Below the inbox, the email content is displayed. It includes a header with the sender's name and email address, a "To:" field, and a "Dear" salutation. The main body of the email contains instructions for activating a University NetId, mentioning the assigned EmplId and one-time personal PIN. Three key pieces of information are highlighted with red boxes: the assigned PIN (XXXX), the link to create a UA NetId (<https://netid.arizona.edu>), and the link to set up the University email account (<https://email.arizona.edu>). The email concludes with contact information for UITS 24/7 Support Center and a disclaimer to not reply directly.

View: All ▾ Arrange by ▾

uaccess-employeesup@email.arizona.edu 5:13 PM  
University of Arizona - Designated Campus Colleague Request Pend...

HumanResources@email.arizona.edu 5:11 PM  
Important University of Arizona Account Information (1 of 2)

**HumanResources@email.arizona.edu 5:11 PM**  
**Important University of Arizona Account Information (2 of 2)**

Important University of Arizona Account Information (2 of 2) ↑ ↓

HumanResources@email.arizona.edu (HumanResources@email.arizona.edu) Add to contacts 5:11 PM

To:

Dear

This is the second of two messages you will receive to help you activate your University NetId.

You should have already received your assigned University EmplId, which together with your one-time personal PIN, allow you to create a University NetId.

Your assigned PIN is XXXX.

To create a UA NetId you will need to copy and paste the following link into an internet browser: <https://netid.arizona.edu> and enter your EmplId, your date of birth (DOB) and your one-time PIN.

Once you have your NetId and password, log onto <https://email.arizona.edu> to set up your University email account. You are required to have an assigned University email address and all future communications will be directed to your official UA email address.

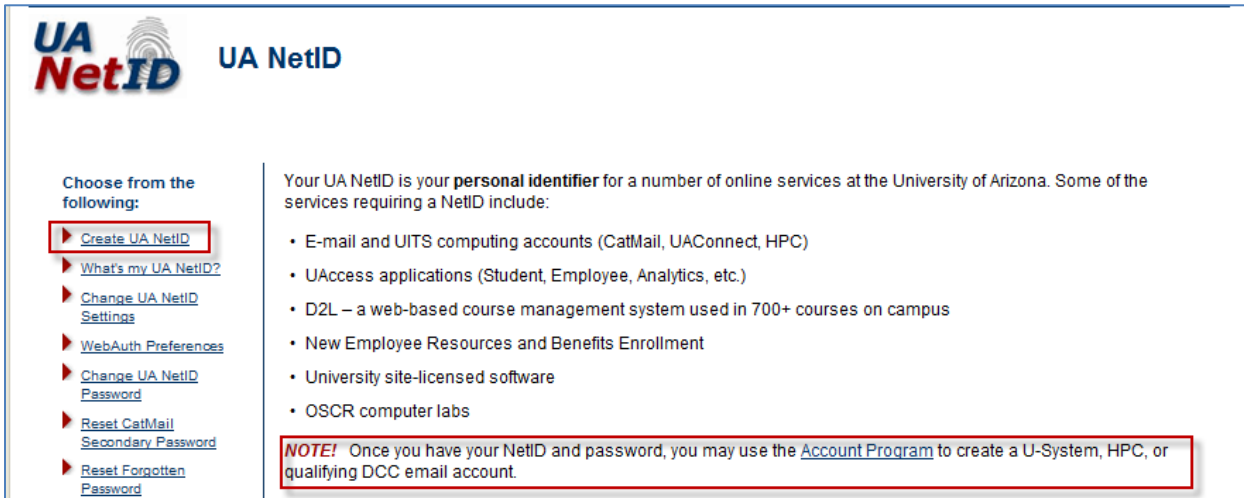
If you should need assistance with your NetID, please contact UITS 24/7 Support Center at 520-626-8324.

\*\*\*Please do not reply to this message directly, as it was sent from an automated system.\*\*\*

*Note: You will return to your personal email to access the instructions and links from the third email after your NetID is assigned (see instructions below).*

## NetID Instructions

- Click on the “Create UA NetID” link on the left side of the page
  - You may create a University of Arizona email account from this page once you have established a NetId



The screenshot shows the UA NetID homepage. On the left, there is a navigation menu with the following links: "Create UA NetID" (highlighted with a red box), "What's my UA NetID?", "Change UA NetID Settings", "WebAuth Preferences", "Change UA NetID Password", "Reset CatMail Secondary Password", and "Reset Forgotten Password". The main content area on the right explains that a UA NetID is a personal identifier for various services. A list of services includes E-mail and UITS computing accounts, UAccess applications, D2L, New Employee Resources, University site-licensed software, and OSCR computer labs. A red-bordered note at the bottom states: "NOTE! Once you have your NetID and password, you may use the Account Program to create a U-System, HPC, or qualifying DCC email account."

- Select the “UA Designated Campus Colleague (DCC) radio button
- Click on the “Next” button and follow the instructions provided on the screen



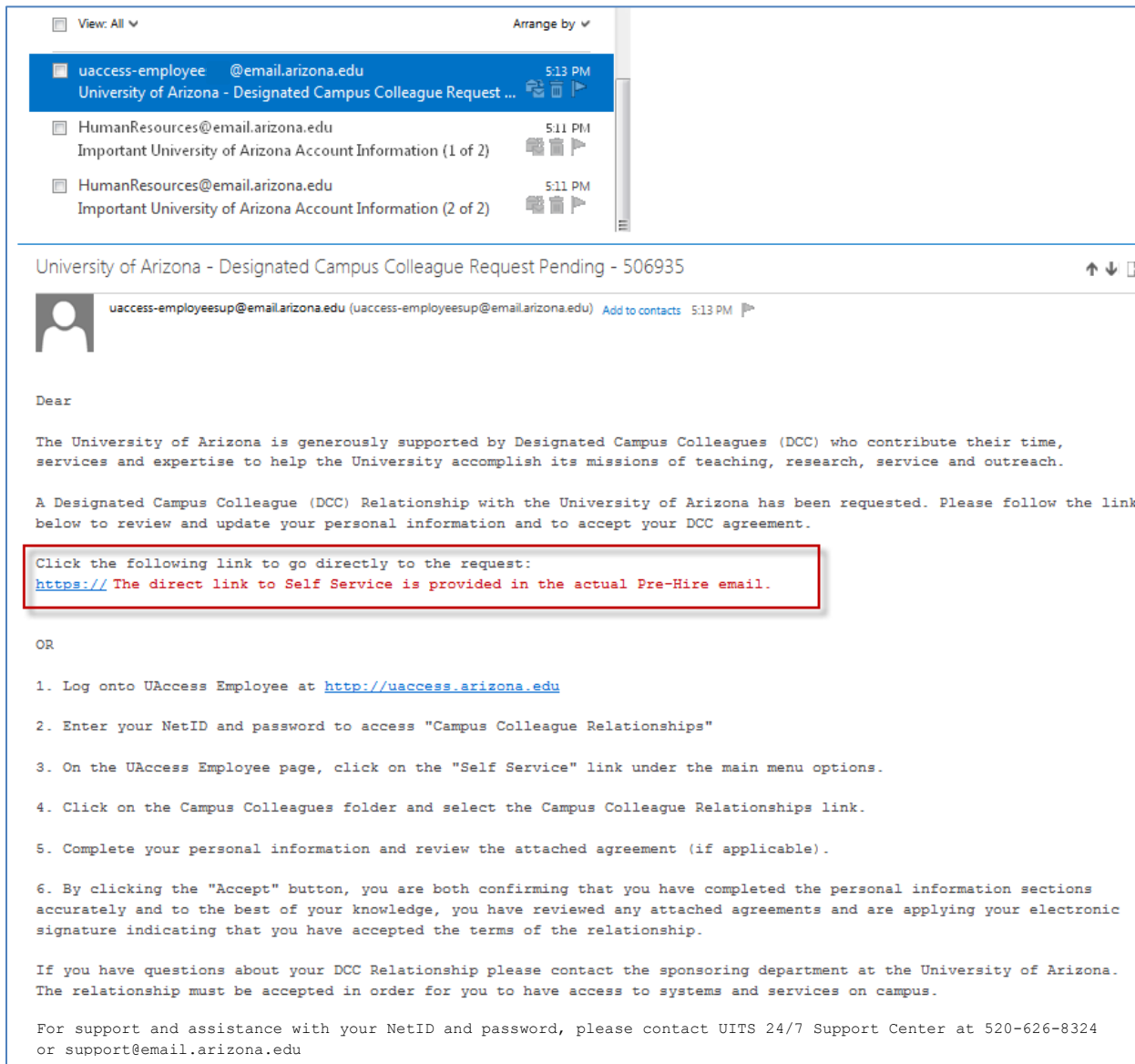
The screenshot shows the "Create your UA NetID" page. On the left, there is a "Steps" list: 1. Affiliation, 2. Identification, 3. UA NetID, 4. Password, 5. Security Settings, 6. WebAuth, 7. Confirmation. The main content area is titled "Select Affiliation" and asks the user to check the button that best describes their primary affiliation with UA. Three radio button options are listed: "UA Student (current or former)", "UA Employee (Faculty Staff Appointed)", and "UA Designated Campus Colleague (DCC)" (highlighted with a red box). A "Next >" button is located at the bottom of the options.

**Return to Personal Email**

Once a NetID is established, return to your personal email and complete the final steps below.

The last email will include a process to complete a personal information form, and to acknowledge and accept a DCC Agreement

- Click on the link provided in the "University of Arizona – Designated Campus Colleague Request" email (section outlined below)

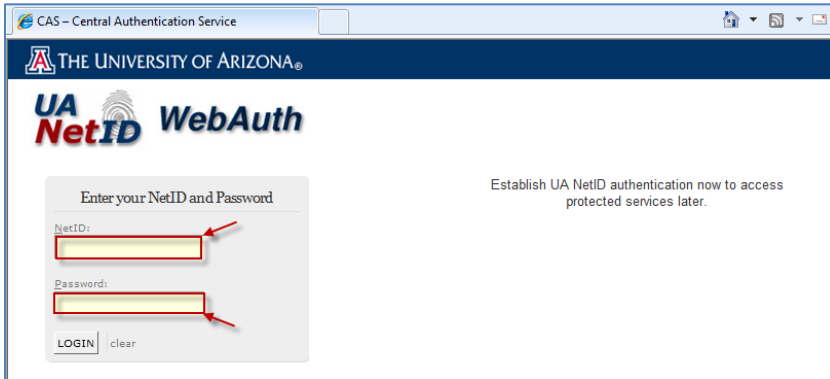


The screenshot shows an email inbox with three messages. The top message is from uaccess-employee@email.arizona.edu with the subject "University of Arizona - Designated Campus Colleague Request ...". Below the inbox, the content of the email is displayed. The email is from uaccess-employeesup@email.arizona.edu and is titled "University of Arizona - Designated Campus Colleague Request Pending - 506935". The body of the email starts with "Dear" and explains that the University of Arizona is supported by Designated Campus Colleagues (DCC). It states that a DCC relationship has been requested and asks the recipient to follow a link to review and update personal information and accept the DCC agreement. A red box highlights the following text: "Click the following link to go directly to the request: <https://> The direct link to Self Service is provided in the actual Pre-Hire email." Below this, it says "OR" and provides a numbered list of steps to follow: 1. Log onto UAccess Employee at <http://uaccess.arizona.edu>; 2. Enter your NetID and password to access "Campus Colleague Relationships"; 3. On the UAccess Employee page, click on the "Self Service" link under the main menu options; 4. Click on the Campus Colleagues folder and select the Campus Colleague Relationships link; 5. Complete your personal information and review the attached agreement (if applicable); 6. By clicking the "Accept" button, you are both confirming that you have completed the personal information sections accurately and to the best of your knowledge, you have reviewed any attached agreements and are applying your electronic signature indicating that you have accepted the terms of the relationship. The email concludes with contact information for the sponsoring department and the UITS 24/7 Support Center.

**UAccess Employee – Self Service Login**

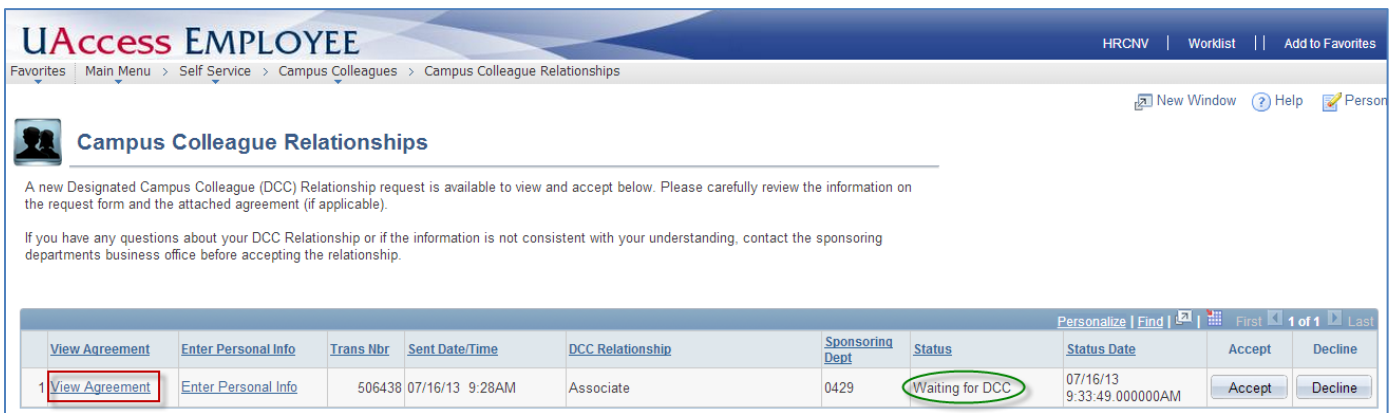
The Self Service link will activate the UAccess Employee authentication window (see below)

- Enter NetID and Password



The “Campus Colleague Relationships” window will open and display a “Waiting for DCC” status

- Click on the “View Agreement” Link



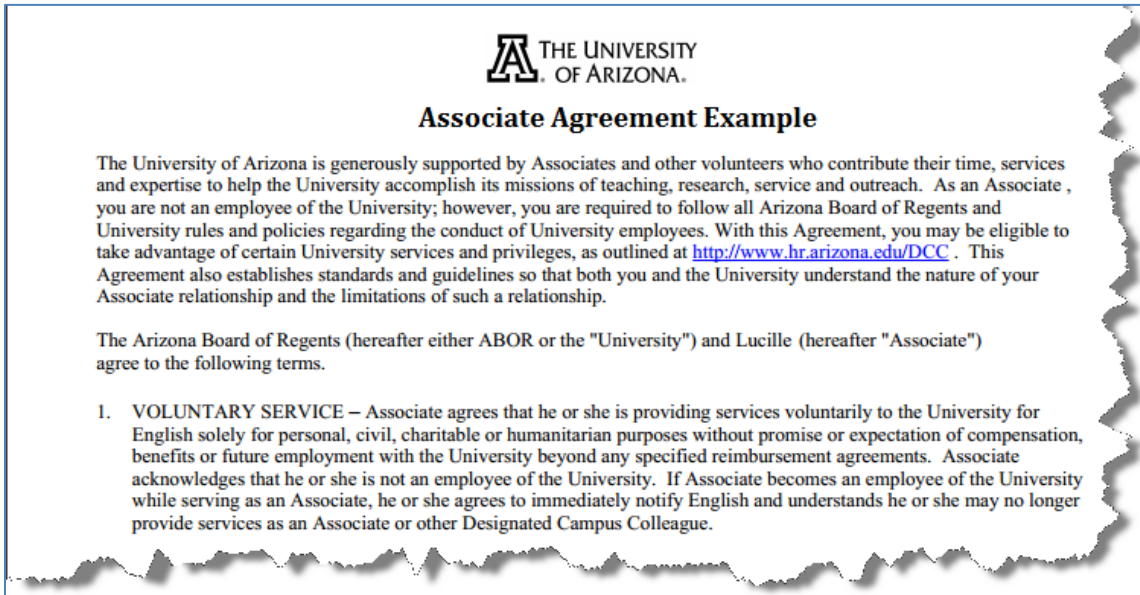
*Note: The web browser pop-up blocker may have to be turned off to access the “View Agreement” and “Enter Personal Info”*

- Perform a “help” search to access information for turning off “pop-ups” within your specific browser if the personal information or agreement are not activated when the links are clicked.

**DCC Agreement**

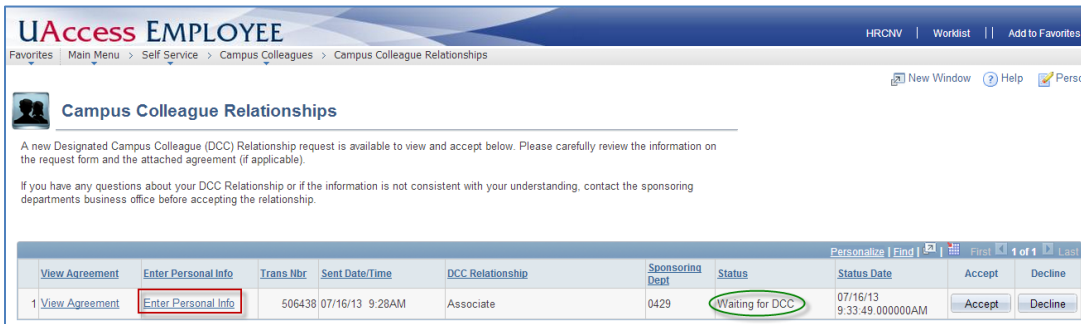
A DCC agreement will display in a separate window.

- Carefully review the agreement and close the window upon completion



**Campus Colleague Relationship Window**

- Click on the “Enter Personal Info” link on the Self Service page



***Personal Information***

The “Personal Information” form appears and is available for completion

- Carefully review and update the “Contact Information” and “Additional Information” sections
- Click on the “Edit Address” link to add your home/ mailing address information
- Click on the “Save” button
- This will navigate back to the “Campus Colleague Relationships” page

*Note: Exiting the form prior to saving will not retain completed information*

**Personal Information Form**

**Contact Information**

**Address Information:** Address Type: Home

Country:  United States

Address:  [Edit Address](#)

**Edit Address**

Country:  [Change C...](#)

Address 1:

Address 2:

Address 3:

City:  State:

County:

**Phone Numbers:**

Phone Type:    Preferred

**Emergency Contact Information:**

Contact Name:

Phone:   Preferred

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**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.)

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**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.

My signature below affirms that the above information is true, complete and accurate. I understand that a "yes" response will NOT automatically exclude me from consideration, but falsification, misrepresentation, and/or omission of a criminal conviction on my employment application and/or this consent and disclosure form is grounds for excluding me from further consideration, withdrawal of a job offer, and if working, termination of my employment.

**Request Comments (2000 char)**

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Submitted By:  Last Updated By:

Submitted Dt: 07/16/2013 9:28AM Last Updated: 07/16/2013 9:33:49.000000AM

Attachments			
	View Attachment	Description	Attached File
<input checked="" type="radio"/>	<a href="#">View Attachment</a>	DCC_Self_Service_Ste	DCC_Self_Service_Steps.docx

[Add Attachment](#)  [Delete Attachment](#)

By clicking this box you are confirming that the Affiliate/Associate meets the qualifications for this assignment and have attached a copy of their CV.

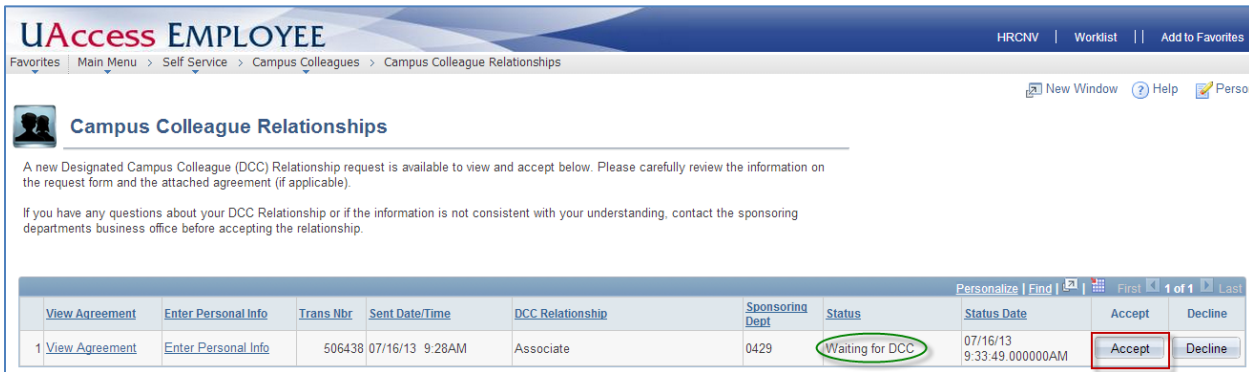
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**Approve:**

**Save:**

**Campus Colleague Relationships (Self Service) Page**

- Click on the “Accept” button to complete the final step of the DCC Self Service process



UAccess EMPLOYEE

HRCNW | Worklist | Add to Favorites

Home > Self Service > Campus Colleagues > Campus Colleague Relationships

New Window | Help | Person

### Campus Colleague Relationships

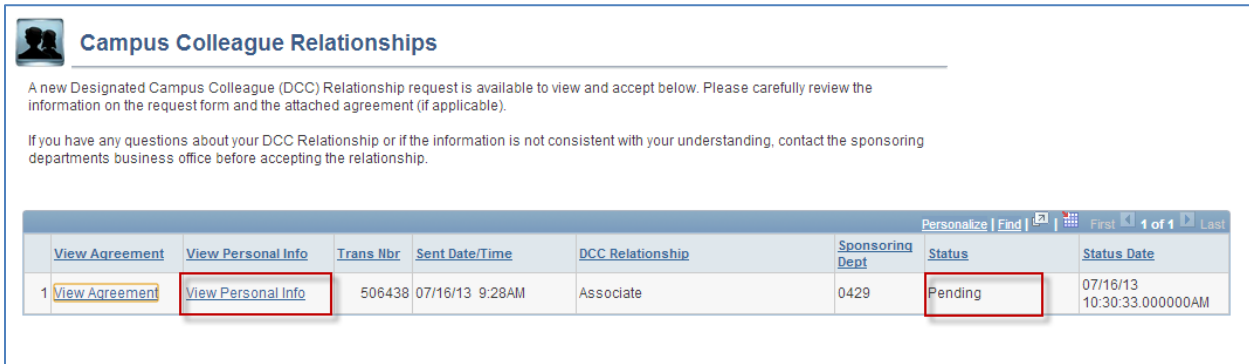
A new Designated Campus Colleague (DCC) Relationship request is available to view and accept below. Please carefully review the information on the request form and the attached agreement (if applicable).

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

	<a href="#">View Agreement</a>	<a href="#">Enter Personal Info</a>	<a href="#">Trans Nbr</a>	<a href="#">Sent Date/Time</a>	<a href="#">DCC Relationship</a>	<a href="#">Sponsoring Dept</a>	<a href="#">Status</a>	<a href="#">Status Date</a>	<a href="#">Accept</a>	<a href="#">Decline</a>
1	<a href="#">View Agreement</a>	<a href="#">Enter Personal Info</a>	506438	07/16/13 9:28AM	Associate	0429	Waiting for DCC	07/16/13 9:33:49.000000AM	<b>Accept</b>	Decline

The Campus Colleague Relationships Status will change from “Waiting for DCC” to “Pending”

- The DCC Agreement will display your electronic signature, and
- The “Enter Personal Info” link will change to “View Personal Info”



### Campus Colleague Relationships

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	<a href="#">View Agreement</a>	<a href="#">View Personal Info</a>	<a href="#">Trans Nbr</a>	<a href="#">Sent Date/Time</a>	<a href="#">DCC Relationship</a>	<a href="#">Sponsoring Dept</a>	<a href="#">Status</a>	<a href="#">Status Date</a>
1	<a href="#">View Agreement</a>	<a href="#">View Personal Info</a>	506438	07/16/13 9:28AM	Associate	0429	Pending	07/16/13 10:30:33.000000AM

The status will change to “Approved” when Systems Control submits and finalizes the transaction in UAccess Employee.