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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 about 90 minutes.

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. This will trigger 3 e-mail messages to be sent to you.</p> <p style="padding-left: 40px;"><i>This message will contain your assigned Employee ID (EmplId).</i> From: UASelfService@fso.arizona.edu Subject: Important University of Arizona Account Information (1 of 2)</p> <p style="padding-left: 40px;"><i>This message will contain your assigned PIN.</i> From: UASelfService@fso.arizona.edu Subject: Important University of Arizona Account Information (2 of 2)</p> <p><i>You will receive a 3rd message, which you may ignore.</i> Follow the steps below – do not follow the instructions in the e-mail messages.</p>
2	<p><u>Receive Employee ID and PIN</u> Enter your EmplID (Employee ID) and your PIN from the e-mail messages received: Employee ID (EmplID) _____ PIN _____</p>



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3	<p><u>Create Net ID</u></p> <ol style="list-style-type: none">a. Log onto https://netid.arizona.edub. Click on Create UA NetIDc. You will be asked to enter your Employee ID (EmplID), DOB, and PIN; see Step 2 for your EmplID and PINd. Click Nexte. Choose your NetID from the system generated options given, or create your ownf. Write your NetID here _____g. Click Nexth. 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 Nextk. If your password is not accepted, you will receive a screen messagel. When your password is accepted you will receive a screen asking for your Secret Hint. Follow the instructions.m. Click Nextn. You will be asked about a Mobile number - select appropriate option & click Nexto. You will click on the “send text message” button and will receive a passcode that you need to enter.p. You will be asked about Web Auth – you can select the default and click Nextq. You will receive a Confirmation and Agreement screen. Read the Agreement and check the box at the bottom of the screen and click Nextr. You will receive a Confirmation screen.s. Your UA e-mail address will be shown on your screen – write it down: _____@email.arizona.edus. Click Next
4	<p><u>Create NetID+ (Two factor authentication)</u></p> <ol style="list-style-type: none">a. Log onto https://netid.arizona.edu/b. Click on Manage NetID+ – last item in the 2nd columnc. Follow the steps to set up NetID+ (https://netid-plus.arizona.edu)<ol style="list-style-type: none">1. Login with NetID and password you just created2. Click Enroll3. Answer the questions (when given the choice, select cell phone or landline)4. Click Submit5. <i>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.</i>6. <i>If you receive an “Internal Error has Occurred” message, ignore it.</i>



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5	<p><u>Personal Information</u></p> <ol style="list-style-type: none">Log onto UAccess - http://uaccess.arizona.eduClick on Employee/Manager Self ServiceEnter your NetID and password (from Step 3), and click Log InClick on Campus Colleagues and select Campus Colleague Relationships link.When you get to the Campus Colleague Relationships screen, View AgreementAfter you view the agreement, close that window and go back to Campus Colleague Relationships screenClick on Enter Personal Info<ol style="list-style-type: none">Scroll down to "Contact Information" and enter requested infoClick on Edit Address to add your home/ mailing address infoClick OKEnter phone and emergency contact informationScroll down to Additional Information and enter requested infoClick on the Submit at the bottom of screen.Click Accept 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>To Sign Out, click on the 3-dot 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. <p>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.</p>
6	<p><u>University E-mail Account</u></p> <p>Official U of A communications will be directed to your UA email address. Unless you tell us differently, all MG Program messages will continue to be sent to your personal e-mail.</p> <p>Forwarding E-mail</p> <p>You may have your UA e-mail forwarded to your personal email account.</p> <ol style="list-style-type: none">Log onto http://office.comClick Sign-in and enter your UA e-mail address (See Step 3, item r.)Log-in with your NetID and password and follow instructions for NetID+Click on OutlookClick 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)Under Settings (column on right) click on "All Outlook Settings"On the left side of your screen click on Forwarding; enter your personal e-mail address <p>If you want to access your UA e-mail directly in the future, the link is http://office.com ; click on Outlook.</p>



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7	<p><u>Preventing Discrimination and Harassment Training</u> is required for all UA employees and Designated Campus Colleagues. <i>The training takes about 30 minutes.</i></p> <p>Log onto http://equity.arizona.edu/training/online-training (Title IX) Submit an online training request:</p> <ul style="list-style-type: none">NameNet-IDEmployee (UA) emailTelephone#Dept# (1538)Employee Job Title (Volunteer - Master Gardener) <p>Answers to the next selections:</p> <ul style="list-style-type: none">• Role you are seeking: “employee”• Athletic Staff: no• Supervisor role: no• DCC (Designated Campus Colleague): yes <p>An email will be sent to you before you can continue. If you completed Step 6 the email will be forwarded to your personal email. It could take up to 5 days. If you don't receive it you may call 520-621-7287 or send an email to: TapUA@email.arizona.edu</p> <p>When you receive the email, click on Preventing Discrimination and Harassment for Nonsupervisory Employees Log in with your Net-ID and password.</p> <p>Please print out certificate of completion when done and turn it in to Amy Nickel.</p>



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



THE UNIVERSITY OF ARIZONA

Cooperative Extension



Coconino County
Mohave County
Yavapai County

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Additional Notes:

1. If you misplace your Employee ID before you start the above process, contact Amy Nickel; 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:

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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.

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

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

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