Completing the Designated Campus Colleague

Cooperative Extension
2020-2021
Tips for both new and returning folks

- Volunteer agreement needs pop-up function, so turn off your pop-up blocker (see next slides)
- Complete the steps in the order presented for best results
- Emails are frequently caught in the spam/junk/unwanted filters in email
- We can provide you with the date they were sent, so you can find them easily.
Turning off pop-up blockers in Firefox

1.1 FIREFOX (WINDOWS):
- Click on “Tools” in menu bar
- Select “Options”
- Click on “Content” tab
- Uncheck “Block pop-up windows”
- Click “OK” to save changes

1.2 FIREFOX (MAC):
- Click on “Firefox” in menu bar
- Click on “Preferences”
- Click on “Content” tab
- Uncheck “Block pop-up windows”
1.3 INTERNET EXPLORER

- Click on “Tools” in menu bar
- Select “Internet Options”
- Click on “Privacy” tab
- Uncheck “Turn on Pop-up Blocker”
- Click “OK” to save changes

1.4 GOOGLE CHROME

- If pop-ups have been blocked you will see a small icon in your address bar
- Click on the icon and click the link for the UA ACCESS system
- For additional information on how to manually manage chrome pop-ups click [here](#)

1.5 SAFARI (MAC):

- Click on “Safari” in menu bar
- Click “Block Pop-up Windows” or command “K”
- Make sure “Block Pop-up Windows is unchecked”
Beginning the DCC

• Go to UAccess (link in email 3 for new volunteers, email 2 for returning folks)
• Log in using your NetID and the password you set up
• Select the Manager Employee Self Service tile, and from that page, the Campus Colleague tile
First DCC screen

- Instructions for completing this process are linked here
- Pop-up blocker instructions are linked here
Read the volunteer agreement

- Please read the agreement 1st
- If it doesn’t open, shut off your pop-up blocker and try again
- Close the document after reading

This is what the document header should look like:

![Example Image]

**VOLUNTEER AGREEMENT**

The University of Arizona is generously supported by Volunteers and other volunteers who contribute their time, services
Select the personal information

Welcome to the University of Arizona! We hope you find your UA experience enriching and fulfilling.

Your new Designated Campus Colleague Relationship with the University of Arizona is important to us. Therefore, to formalize the arrangement, we ask that you take a few minutes to complete the activities as instructed below:

To accept the DCC relationship, please complete the following steps: (Tip: Web browser pop-up blocker must be turned off)
1. Click on the "View Agreement" link if applicable.
2. Click on the "Enter Personal Info" link.
3. Click on the "Accept" button below to complete the final step of the DCC self-service process.

Additional information available at:
- DCC Self-Service Instructions
- Browser Pop Up Instructions

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

<table>
<thead>
<tr>
<th>View Agreement</th>
<th>Enter Personal Info</th>
<th>Sent Date/Time</th>
<th>DCC Relationship</th>
<th>Sponsoring Dept</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Agreement</td>
<td>Enter Personal Info</td>
<td>07/20/16 10:16AM</td>
<td>Volunteer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Buttons:
- View Agreement
- Enter Personal Info
- Accept
- Decline
Enter or change personal information as needed

- Change country if you live outside the US
- Select edit address
- Select OK when all the red areas are filled in
Enter Phone numbers

- Select Mobile or Home using the magnify glass icon
- Enter phone number (XXX)XXX-XXXX
- Use the + sign to add more phone numbers
- Provide an emergency contact: name and phone number
**Additional information**

**Additional Information**

*Highest Education Level: Not Indic

*Have you ever worked in a paid position for the University of Arizona? [Yes] [No]

If yes, what department(s)?

Under what name, if different

Date

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.)
Submit (save) your personal data

- The Submit button is on the bottom left side of the page
- Save before exiting so you don’t have to do this again!!!!

- When you save, the Campus Colleague Relationship page will open again

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.

Approve:

Save:

Submit  Exit
Signing the agreement that you read earlier

- Select the Accept button
View or print your information

• Once you have accepted the agreement terms, you can view (and print) either the personal information or the agreement for your records
Congratulations!!
You are now an official Designated Campus Colleague of
The University of Arizona!!