

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”



Turning off pop-up blockers in Explorer, Chrome, and Safari


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

The screenshot shows a web interface for 'Campus Colleague Relationships'. The main content area contains the following text:

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 "Accept" button below to complete the final step of the DCC self-service process.

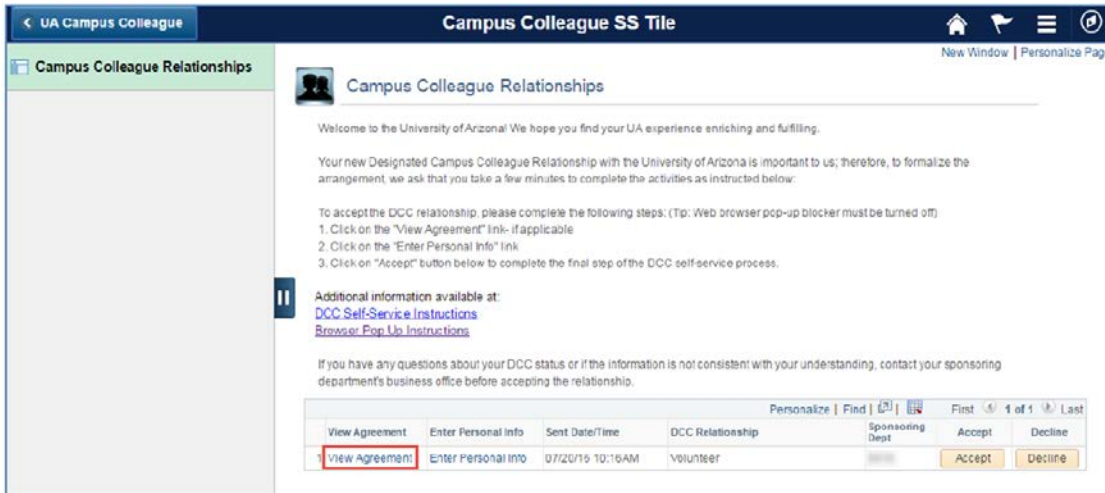
Additional information available at:
[DCC Self-Service Instruction](#)
[Browser Pop Up Instructions](#)

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.

At the bottom, there is a table with the following data:

View Agreement	Enter Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept	Accept	Decline
1 View Agreement!	Enter Personal Info	07/20/16 10:16AM	Volunteer		<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

Read the volunteer agreement



The screenshot shows the 'Campus Colleague SS Tile' interface. The main content area is titled 'Campus Colleague Relationships' and contains a welcome message and instructions for accepting a DCC relationship. A table at the bottom lists the relationship details, with the 'View Agreement' link highlighted in red.

View Agreement	Enter Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept	Accept	Decline
View Agreement	Enter Personal Info	07/20/15 10:16AM	Volunteer		Accept	Decline

- 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



VOLUNTEER AGREEMENT

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

Select the personal information

UA Campus Colleague

Campus Colleague SS Tile

New Window | Personalize Page

Campus Colleague Relationships

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1	View Agreement	Enter Personal Info	07/20/16 10:16AM	Volunteer		Accept	Decline

Enter or change personal information as needed

- Change country if you live outside the US
- Select edit address

Campus Colleague SS Tile | **Campus Colleague SS Tile** | New Window

Manage Campus Colleague Request

Transaction: [redacted] | Transaction Status: **Waiting for DCC**
Empid: [redacted] | Wilber Wildcat
Email Sent: [redacted]

*Start Date: [redacted] | *Expiration Date: [redacted]
*DCC Type: **Volunteer**
DCC Category: **Departmental Volunteers** | Annual Review - UA Vitae
*Sponsor Deptid: [redacted]
*UA Title: **Volunteer**

Person Information

First Name: **Wilber** | Gender: [redacted]
Middle Name: [redacted] | Date of Birth: [redacted]
Last Name: **Wildcat**

*Personal Email: [redacted]
UA Directory Phone: [redacted]

Sponsor/Building Information

*UA Staff Empid: [redacted] | Phone: [redacted] | Email: [redacted]
Empid of the UA staff who will direct and control services performed
Building: [redacted] | Room: [redacted]

Will the visitor be collaborating on research activities with a UA faculty member or research scientist? Yes No
(i.e. engaged in research activities beyond office and library use)

Is the person a US Citizen or Permanent Resident? Yes No

*Provide the duties and responsibilities of this person's DCC relationship. (250 char)
The duties and responsibilities listed below will appear on the DCC agreement. (if applicable)

*Average Hours: **10** Please indicate the average hours per week that services will be provided.

Contact Information

Address Information: | Address Type: **Home**

Country: **United States** | [Change Country](#)
Address: [redacted] | [Edit Address](#) | ← Click link to add Address

Edit address

UA Campus Colleague

Campus Colleague SS Tile

Campus Colleague Relationships

Edit Address

Country United States

Address 1

Address 2

Address 3

City State

Postal

County

- Select OK when all the red areas are filled in

Enter Phone numbers

Contact Information

Address Information:

Country United States [Change Country](#) Address Type: Home

Address [<= Click link to add Address](#)

Phone Numbers:

*Phone Type Preferred

Emergency Contact Information:

*Contact Name

*Phone Preferred


- 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

*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

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

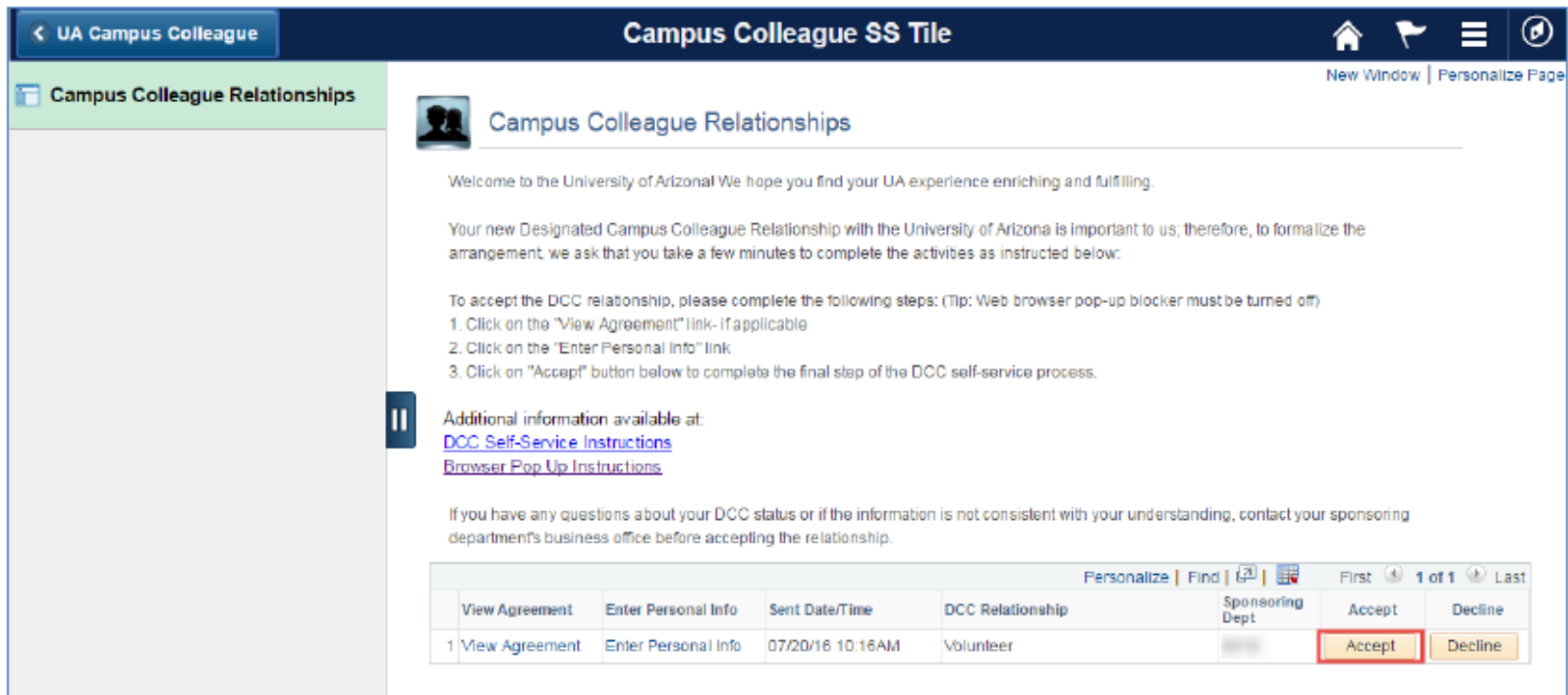
Acknowledgment

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:

Signing the agreement that you read earlier



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



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1	View Agreement	Enter Personal Info	07/20/16 10:16AM	Volunteer		Accept	Decline

- 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

Personalize Find   First  1 of 1  Last					
	View Agreement	View Personal Info	Sent Date/Time	DCC Relationship	Sponsoring Dept
1	View Agreement	View Personal Info	09/11/14 9:08AM	Volunteer	0020



Congratulations!!
You are now an official
Designated Campus Colleague
of
The University of Arizona!!

