1.1 **NAVIGATION**

1. Click on UAccess Employee: [UAccess.arizona.edu](http://UAccess.arizona.edu)
2. Enter NetID and password
3. Navigate to Main Menu > Self Service > Campus Colleagues > Campus Colleague Relationships

1.2 **INSTRUCTIONS**

1. Make sure your **Web browser pop-up blocker** is turned off
2. Click on the **View Agreement** link (if applicable)
   a. A DCC Agreement will appear in a new window
   b. Carefully review the agreement and close the window after reading the entire document
3. Click on the **Enter Personal Info** link
   a. Contact Information:
      i. Home Address: **USA** will default as the Country
      ii. If you are residing outside the USA, click on the **Change Country** link next to the **Country** field to select the appropriate country
   b. Click on the **Edit Address** link
      i. Complete the information
      ii. Click the **Ok** button
   c. Complete the **Phone** and **Emergency Contact** information
   d. Complete the **Additional Information** section
      i. Highest Education
      ii. Answer all questions (required)
   e. Click on the **Submit** button
4. Click on **Accept** button on the main Campus Colleague Relationships page to complete the final step of the DCC Self Service process.

Detailed Instructions are available at [http://syscon.arizona.edu/sites/default/files/DCC_Detail_Guide.pdf](http://syscon.arizona.edu/sites/default/files/DCC_Detail_Guide.pdf)

1.3 **QUESTIONS???

If you have questions or would like assistance with the DCC Self Service process, contact Systems Control at [The University of Arizona – Self Service](http://The University of Arizona – Self Service) or by phone at (520)621-3664.