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1. EMAILS

Two (2) or three (3) separate emails are sent to your personal email address to establish your Designated Campus Colleague relationship with the University of Arizona.

INDIVIDUALS NEW TO THE UNIVERSITY

DCCs who have not previously held a job or another designated campus colleague relationship will receive emails 1 – 3 below.

1.1 EMAIL ONE

The first email with the subject line *Action Required* University of Arizona Self Service provides your EmplID which will be used with your single-use Pin (email two) to create your UA NetID.

Email #1 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the first of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

Your assigned EmplID is:

**Please save this email—it contains your EmplID which is required for current and future reference**

NEED ASSISTANCE???
EmplID question(s) - Contact Systems Control by replying to this message
University of Arizona affiliation question(s) – Contact your department business office representative

1.2 EMAIL TWO

The second email with the subject line *Action Required* University of Arizona Self Service provides your EmplID which will be used with your single-use Pin (email two) to create your UA NetID.

Email #2 Text:

Dear John Doe,

Welcome to the University of Arizona! This is the second of three separate emails necessary to establish your relationship with the University. Each message contains unique information and instructions which must be sent independently to protect access to your personal information.

This message includes your single-use Pin that you will use along with your EmplID, which is provided in a separate email, to create your mandatory UA NetID (username). The UA NetID validates your UA status and is your gateway to University services and resources.

Your assigned single-use Pin is:

CREATE UA NetID (username)
1. Copy and paste the following link into an internet browser: https://netid.arizona.edu
2. Select and complete the steps in the Create UA NetID option located on the left side of the page. Detailed instructions to create a UA NetID are available at:

Note: The UA NetID will be part of your official UA email address (netid@email.arizona.edu)

COMPLETE SELF SERVICE ACTIVITIES
1. Follow instructions included in the third email to finalize your affiliation with the University.

NEED ASSISTANCE???
NetID and password question(s) – Contact Systems Control by replying to this message
University of Arizona affiliation question(s) – Contact your department business office representative
1.3 EMAIL THREE
The third email contains a direct link to the UAccess Employee system where you will complete and submit online documents after your UA NetID is created.

INDIVIDUALS WITH PREVIOUSLY ASSIGNED NETID

1.1 EMAIL ONE
The email with the subject line *Action Required* University of Arizona Self Service provides a link to UAccess Employee which may be used along with your NetID and password to access the DCC Self Service activities.
1.2 EMAIL TWO
The second email contains a direct link to the UAccess Employee system where you will complete and submit online documents.

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1. **CREATING YOUR NETID**

To create a NetID, go to [https://netid.arizona.edu/](https://netid.arizona.edu/). Instructions are located at: [http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf](http://uits.arizona.edu/sites/default/files/NetIDcreationV2.pdf)

2. **COMPLETING SELF SERVICE ACTIVITIES**

*Please complete the Self Service activities in the order presented below:*

2.1 **POPUP BLOCKER**

The web browser pop-up blocker must be turned off in order to accept your agreement—[click here](#) for additional information.

2.2 **VIEW AGREEMENT**

1. Click on the View Agreement link (if applicable)

<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>
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<tbody>
<tr>
<td>View Agreement</td>
<td>Enter Personal Info</td>
<td>09/11/14 9:08AM</td>
<td>Volunteer</td>
<td>0020</td>
<td>Accept</td>
<td>Decline</td>
</tr>
</tbody>
</table>

2. Carefully review the agreement and close the window after reading the complete document.

---

Example

**VOLUNTEER AGREEMENT**

The University of Arizona is generously supported by Volunteers and other volunteers who contribute their time, services
2.3 **ENTER PERSONAL INFORMATION**

3. Click on the **Enter Personal Info** link

4. Click on the **Edit Address** link.

5. Click on the **Change Country** link and select the appropriate country if you reside outside the United States

6. Enter your home address *(Note: the form cannot be saved unless this section is completed)*

7. Click **OK**

8. Select the **Phone Type**

9. Enter your 10-digit phone number using the following format (XXX)XXX-XXXX
   *(Note: Click on the + sign to add more than one phone type)*

10. Complete the **Emergency Contact Name** (first name last name)

11. Fill in the **Emergency Contact Phone** (XXX)XXX-XXXX
2.4 **COMPLETE ADDITIONAL INFORMATION**

1. Complete the Additional Information section.

![Additional Information Form](image)

2.5 **SAVE THE DOCUMENT**

*The Personal Information page may be saved once all fields with asterisks (*) are completed.*

*Note: Information is not stored if you exit before successfully saving the form.*

1. Click on the **Save** button (bottom left side of the page).
2. The **Campus Colleague Relationship** page will appear once the information is saved.

![Save Button](image)

2.6 **ACCEPT THE AGREEMENT**

1. Click on the **Accept** button to complete the DCC Self Service activities.

![Accept Button](image)

2.7 **VERIFY SELF SERVICE STATUS**

*The Personal Info link on the Campus Colleague Relationships page changes from **Enter** to **View**, and the **Accept** and **Decline** buttons no longer appear once the Self Service activities are complete. The DCC Agreement* with your electronic signature is available for both viewing and printing.*

![Personal Info Link](image)
*DCC Agreements are available for DCC Affiliates, Associates, and Volunteers. 

Note: DCC Agreements do not apply to OLLI Affiliates
3. **Revision History**

**Document Contributors**

<table>
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<tr>
<th>Contributors</th>
<th>Department</th>
</tr>
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<tbody>
<tr>
<td>PRis Cantu</td>
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**Change Control Log**

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