

## New Staff Member to the University

Steps	Action	By Whom
1	Goes to H/R to complete an I-9 form. A SU ID # will be generated if necessary.	Employee
2	Submits iJAN to H/R. H/R must approve it to start the process.	Dept Office Support
3	Creates NetIDs in the Enterprise Directory. This process runs several times a day.	System generated
4	Creates an Active Directory account using the NetID for the employee's access to their PC.	Dept (D)istributed (S)taff (P)erson
5	Sets up the Outlook email account	Dept DSP – if that person is the System Administrator for the department Post Office. Or, a Service Desk Request can be submitted or Call the ITS Call Center on x 2677.
6	Activates the NetID by going to this URL: <a href="http://its.syr.edu/netid/">http://its.syr.edu/netid/</a> . This will enable access to MySlice.	Employee
7	Adds the NetID to FAST, <b>only</b> if the employee will need access to the Enterprise-Wide Software, i.e., Peoplesoft, Hyperion.	Dept Information Coordinator See Pg. 7 in the IC Training Manual
8	Verifies or adds the business phone # in <a href="http://myslice.syr.edu">myslice.syr.edu</a> using the Personal Svcs pagelet.	Employee