

UI NEW HIRE QUICK-START GUIDE

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GUIDE INFORMATION

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ABOUT UI NEW HIRE

As a new hire or returning employee at the University of Illinois, you are required to complete required new hire forms online through the UI New Hire system. This guide describes what UI New Hire is and how to complete the new hire forms. Tips and hints for submitting the forms are also provided in this guide.

You will use the UI New Hire system until your new hire forms have been completed. You will have 60 days from your hire date to complete many of your new hire forms; your UI New Hire login ID and password will expire 60 days after your hire date.

You can access the UI New Hire System on the University of Illinois New Hire System and Resources landing page at:

https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources

Once your new hire forms have been completed, you can use a separate employee website called NESSIE (Net-Drive Employee Self-Service Information Environment):

<https://nessie.uihr.uillinois.edu/cf/index.cfm>. NESSIE will allow you to view or edit your personal information such as birth date, marital status, education information, benefits information, or earnings information.

Different forms have different requirements. Some forms can be submitted multiple times in UI New Hire. With other forms, you will not be able to access them through the UI New Hire system once they have been submitted. In most cases, if you need to make a change to a submitted form, you may go to regular NESSIE to update or add any additional information. In some special cases, you will need to speak with your department HR contact or the University Payroll and Benefits Services Center to correct information or resubmit certain forms. If you are confused about where or how to update your information, your department HR contact should be able to steer you in the right direction!

LOGGING IN TO UI NEW HIRE

Your department HR contact (or another member of the campus HR team) will use the HR Front End (HRFE) to add you and your new job to Banner. When they create a new hire login in HRFE, an email is automatically sent to the address your hiring department has on file for you, which is often the email address you used in your application materials. This email contains a UI New Hire Login ID and UI New Hire Password. If you didn't receive this email or your login ID won't work, please contact your hiring department to have them resend the email or reset your password.

PLEASE NOTE: Your UI New Hire Login ID and UI New Hire Password are different than the username and password you use to access NESSIE or other U of I computer systems. They are unique to UI New Hire. Your Login ID and password are case-sensitive.

Once you have your UI New Hire Login ID and UI New Hire Password, you can access the UI New Hire System on the University of Illinois New Hire System and Resources landing page at:

https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources

IMPORTANT: You will be required to reset your system-generated UI New Hire Password on first login, so make sure to remember your new password after completing this! Choose something you will remember or write it down and keep it in a secure location. Most login issues are due to users not remembering their new password. Your password is case-sensitive.

IMPORTING APPLICATION INFORMATION INTO UI NEW HIRE (HIRETOUCH PULL)

If you have completed an online employment application at any of the University of Illinois Jobs sites, you can import some of that information into UI New Hire to avoid having to reenter it. To do this, you will need to enter the User Name you used *at the application website* on the Password Change page shown on first login before clicking Continue to import your information. This will *not* be your UI New Hire Login name.

If you being hired as a Civil Service Employee (C* or D* employment classes or Extra Help employment), your addresses, Work History, and Driver's License(s) should import into the system.

Both Civil Service and Academic Professional employees will also have certain records and documents from your application imported into Banner (the main employee database at the University of Illinois). You will not have access to these, but your department will.

If you don't have an application user name or don't wish to import your application information or documents, you can leave the box blank.

Change Password

To access newHire, you must change your password. Your password must be 8 characters in length. Please keep your password confidential.

Enter Your New Password:

Re-enter Your New Password:

The hint question and answer below are for additional security purposes.

Hint Question:

Answer:

! Please note: if you have completed an online employment application at any of the [University of Illinois Jobs sites](#), you can import some of that information into newHire to avoid having to reenter it. Please enter the User Name you used at the application website below before clicking Continue to import your information. If you don't have an application user name or don't wish to import your application information, you can leave the box blank and click **Continue** to move forward.

Application User Name:

Continue

NAVIGATION IN UI NEW HIRE

The UI New Hire system was designed to be easy to navigate! The navigation is made of six (6) UI New Hire Steps containing on or more different UI New Hire Forms each. Depending on your job and employee type, you may or may not have forms in each step to complete.

The UI New Hire Steps are divided as follows:

- **Step 1** contains forms required of all employees, paid and unpaid, before their employee record is “applied” or finalized. These items are required to be finished before you can be paid.
- **Step 2** contains additional required notifications and training.
- **Step 3** has forms for paid employees to complete, including W-4 and Direct Deposit. Most non-paid employees will not see this step. This also includes UIUC Email sign-up for some employees and the Civil Service Prior Service form.
- **Step 4** contains notifications and Benefits forms. All paid employees will see this step.
- **Step 5** contains Benefits forms. Only Benefits-eligible employees will need to complete Step 5.
- **Step 6** contains additional Benefits forms and an optional 403(b) enrollment form (offered to all paid employees). Many employees will not see this step, or will only see the 403(b) enrollment form.

If a Form doesn't appear for you or a Step doesn't open for you, you do not have to complete it!

UNIVERSITY OF ILLINOIS Welcome, Mabel [LOGOUT](#)

UI NEW HIRE *Steps to starting at the University* Login ID: @03412342
UIN: 669176150

① 2 3 4 5 6 ← UI New Hire Steps

STEP 1 : EIF Benefits Orientation Loan Default ANCRA I-Card Terms Insurance Marketplace Notice

Introduction UI New Hire Forms

You will now complete Step One. This includes the Employee Information Form (EIF), registration for Benefits Orientation (only Benefits-eligible employees will receive this form), the Education Loan Status form, ANCRA Acknowledgement, and the i-card Terms and Conditions form.

Please click Continue to start the Step One forms.

[Continue](#)

Need Help?
Email your hiring contact

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 333-3111
Fax: (217) 244-3135

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Step One with the forms it contains for a benefits-eligible employee is shown above. You can see that the Employee Information Form (EIF), Benefits Orientation form, Loan Default form, ANCRA Acknowledgement form, I-Card Terms and Conditions form, and the Insurance Marketplace Notice form are all part of Step One. If an employee is not benefits-eligible, he or she will not see the Benefits Orientation form, but all others will appear.

The Steps and Forms will appear differently onscreen, based on their status.

Steps can be Open, Current, Completed, or Unavailable:

- An **Open** step is one that you can navigate to by clicking on it.
- The **Current** step is the step you are in.
- A **Completed** step is one where all of the forms in it are completed. If you choose not to fill out an optional form, the step will not ever show as completed. This is okay.
- An **Unavailable** step is one that you can't navigate to by clicking on it. Some steps start as **Unavailable** and then change to **Open** when you have satisfied the pre-requirements for them.

Forms can also be Open, Current, Completed, or Unavailable:

- An **Open** form is one that you can navigate to by clicking on it.
- The **Current** form is the step you are in.
- A **Completed** form is one a final action has been taken to submit, sign off on, or answer the question the form is asking. Some completed forms can be revisited or resubmitted.
- An **Unavailable** form is one that you can't navigate to by clicking on it. Some forms start as **Unavailable** and then change to **Open** when you have satisfied the pre-requirements for them. Some forms must be done in the step in order (first to last) and some can be done in any order.

UNIVERSITY OF ILLINOIS Welcome, Mabel LOGOUT

UI NEW HIRE Steps to starting at the University

Login ID: @03412342
UIN: 669176150

1 2 3 4 5 6 Current Step is circled and dark blue

STEP 1: EIF Benefits Orientation Loan Default ANCRA I-Card Terms Insurance Marketplace Notice

Current Form is underlined in gold, shows in dark blue text

Employee Information Form: Emergency Contacts

Need Help?
Email your hiring contact

Please enter the people who you would like the University to contact in the event of an emergency. The Priority refers to the order in which the University will contact those listed.

Please note: You may enter more than one phone number or address for an emergency contact by creating two separate entries for the same person with different Types.

This shows **Current** Steps and Forms: Current steps are circled and Current forms are underlined.

UNIVERSITY OF ILLINOIS Welcome, Mabel LOGOUT

UI NEW HIRE Steps to starting at the University

Login ID: @03412342
UIN: 669176150

1 2 3 4 5 6 Unavailable Steps and Forms are faded grey and not clickable

STEP 1: EIF Benefits Orientation Loan Default ANCRA I-Card Terms Insurance Marketplace Notice

Employee Information Form: Emergency Contacts

Need Help?
Email your hiring contact

Please enter the people who you would like the University to contact in the event of an emergency. The Priority refers to the order in which the University will contact those listed.

Please note: You may enter more than one phone number or address for an emergency contact by creating two separate entries for the same person with different Types.

This shows **Unavailable** Steps and Forms: both are faded grey and not clickable.

The screenshot shows the 'UNIVERSITY OF ILLINOIS' header with 'Welcome, Mabel' on the right. Below is the 'UI NEW HIRE' logo and the title 'Steps to starting at the University'. A progress bar shows steps 1 through 6, with step 1 circled in blue. Below the progress bar, 'STEP 1:' is followed by a green checkmark and 'EIF', then 'Benefits Orientation' (underlined), 'Loan Default', 'ANCRA', 'I-Card Terms', and 'Insurance Marketplace Notice'. A green arrow points from the text 'A Completed Form has a green check mark.' to the green checkmark. Below this, the text 'Register for Benefits Orientation' is visible. On the right, there are buttons for 'Need Help?' and 'Email Us'.

A **Completed** form has a green check in front of it.

The screenshot shows the 'UNIVERSITY OF ILLINOIS' header with 'Welcome, Mabel' on the right. Below is the 'UI NEW HIRE' logo and the title 'Steps to starting at the University'. A progress bar shows steps 1 through 6, with step 1 circled in blue and step 2 circled in green. Below the progress bar, 'STEP 2:' is followed by 'Code of Conduct', 'Ethics Orientation', 'Title IX Training', 'SSA Form 1945', and 'Report of Non-Univ Activities'. A green arrow points from the text 'A Completed Step is green' to the green circle around step 2.

A **Completed** step is green, and still clickable.

The screenshot shows the 'UNIVERSITY OF ILLINOIS' header with 'Welcome, Mabel' on the right. Below is the 'UI NEW HIRE' logo and the title 'Steps to starting at the University'. A progress bar shows steps 1 through 6, with step 1 circled in blue and step 2 circled in dark blue. Below the progress bar, 'STEP 2:' is followed by 'Code of Conduct', 'Ethics Orientation', 'Title IX Training', 'SSA Form 1945', and 'Report of Non-Univ Activities'. A green arrow points from the text 'An Available (but not Completed) Step is dark blue and clickable' to the dark blue circle around step 3.

An **Available** step is dark blue and clickable. The same holds true of available forms.

If you need to leave the UI New Hire system before finishing all your forms, don't worry! Your data is saved each time you click Confirm & Continue, so you can pick up where you've left off. A Logout button is available so that you can securely leave the UI New Hire environment. If you are using a shared or public computer, it is also a good idea to also close the browser window when you leave.

The screenshot shows the University of Illinois UI New Hire system interface. At the top, it says 'UNIVERSITY OF ILLINOIS' and 'Welcome, Mabel' with a 'LOGOUT' button. Below this is the 'UI NEW HIRE' logo and 'Steps to starting at the University' with a progress indicator showing steps 1 through 6. The current step is 'STEP 1: EIF', with other steps being 'Benefits Orientation', 'Loan Default', 'ANCRA', 'I-Card Terms', and 'Insurance Marketplace Notice'. The main heading is 'Employee Information Form: Emergency Contacts'. The text explains that users should enter emergency contacts and that data is automatically saved. A green arrow points from the text 'Logout available at any time. Data is automatically saved whenever you click **Confirm & Continue.**' to the 'LOGOUT' button in the top right corner. At the bottom, there is a '< Back' button and a 'Confirm & Continue' button.

You can use the **Logout** button at any time without losing your progress in the system.

USING UI NEW HIRE ON MOBILE TECHNOLOGY

The UI New Hire system has been designed to be mobile-friendly. If you are viewing UI New Hire on a smartphone or small tablet device, the menus will change to fit your screen size.

The screenshot displays the mobile interface for the UI New Hire system. At the top, a dark blue header contains the text 'UNIVERSITY OF ILLINOIS' on the left and 'LOGOUT' on the right. Below the header is the 'UI NEW HIRE' logo, with 'NEW HIRE' in green and 'UI' in blue. To the right of the logo is the tagline 'Steps to starting at the University' in a smaller, italicized font. A horizontal dotted line separates the header from the main content area. The main content area is titled 'STEP 1 OF 6:' and features a dropdown menu with 'EIF' selected. Below this is another horizontal dotted line. The main heading is 'Introduction'. The text below reads: 'You will now complete Step One. This includes the Employee Information Form (EIF), registration for Benefits Orientation (only Benefits-eligible employees will receive this form), the Education Loan Status form, ANCR Acknowledgement, and the i-card Terms and Conditions form.' Below this is a paragraph: 'Step One is complete. Click Continue to go to Step Two.' A green 'Continue' button is centered below the text. At the bottom of the main content area, there is a yellow box with the text 'Need Help?' and 'Email your hiring contact'. The footer is a dark blue bar containing contact information for 'Employee Relations & Human Resources' and 'University Payroll and Benefits', including email addresses and phone numbers. At the very bottom, it says '© 2014 The Board of Trustees of the University of Illinois | Web Privacy'.

UNIVERSITY OF ILLINOIS LOGOUT

UI NEW HIRE *Steps to starting at the University*

STEP 1 OF 6:

EIF

Introduction

You will now complete Step One. This includes the Employee Information Form (EIF), registration for Benefits Orientation (only Benefits-eligible employees will receive this form), the Education Loan Status form, ANCR Acknowledgement, and the i-card Terms and Conditions form.

Step One is complete. Click Continue to go to Step Two.

[Continue](#)

Need Help?

Email your hiring contact

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 333-3111
Fax: (217) 244-3135

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ORDER OF PAGES IN UI NEW HIRE

PRE-STEPS PAGES

Login Page

Password Change page (only shown on first login)

Claiming Your NetID pages (Springfield and Urbana only; only shown on first login)

STEP PAGES (FORMS)

Step One (Forms required for employment at the University of Illinois):

- Employee Information form
- Benefits Orientation Registration form (benefits-eligible only)
- Loan Default form
- ANCRA Acknowledgement form
- I-Card Terms and Conditions form
- Insurance Marketplace Notice form

Step Two (Trainings and Notifications):

- Code of Conduct form (paid only)
- Ethics Orientation form (paid only)
- Title IX Training form
- SSA Form 1945 (SURS-eligible only)
- Drug-Free Workplace form (UIC and UIS only)
- Report of Non-University Activities form (Faculty, Academic Professional, and Postdoctoral appointments)

Step Three (Payroll Forms, Prior Service, and UIUC Email):

- W-4 Withholding Allowance form (paid only)
- Direct Deposit (paid only)
- W-2 Consent form (paid only)
- Prior Service form (Civil Service only)
- Create an Email Account (UIUC only; extra help, graduate assistants, student employees, and hourly graduate employees excluded)

Step Four (Notifications and Benefits Forms):

- Supplemental 403(b) Universal Notice form (paid only)
- Federal Health Care Notification form (benefits-eligible only)
- Coordination of Benefits form (benefits-eligible only)
- SURS Retirement Choice form (SURS-eligible only)

Step Five (Benefits Forms):

- Benefit Enrollment form (benefits-eligible only)

- State Life Beneficiary Designation form (benefits-eligible only)
- Medical Care Assistance Plan Enrollment form (benefits-eligible only)
- Dependent Care Assistance Plan Enrollment form (benefits-eligible only)

Step Six (Benefits Forms and Optional 403(b) Enrollment):

- Supplemental 403(b) Retirement Plan form (paid only)
- University of Illinois Accidental Death and Dismemberment form (benefits-eligible only)
- University of Illinois Long Term Disability form (benefits-eligible only)

POST-STEP PAGES

Campus Orientation page (UIC only; shows when new hire chooses Confirm & Continue on last available page in Step 6)

UI New Hire Final page (shows when new hire chooses Confirm & Continue on last available page)

USER AND CONTACT INFORMATION IN UI NEW HIRE

On all main UI New Hire Steps and Forms pages (every page after the initial login pages and, if applicable, the NetID-claiming pages), you will see information about you and helpful university contacts listed.

Your UI New Hire system Login ID (the one you use to log into UI New Hire with) shows in the upper left corner. Your UIN (University ID Number) that will be displayed on your I-Card (if you receive one) is also displayed at the top. You cannot log into UI New Hire using your UIN, but it will be useful if you run into issues while completing your forms. If you need to call for assistance, most offices will need to know your name and UIN, not your UI New Hire system Login ID.

The screenshot displays the UI New Hire system interface. At the top, the University of Illinois logo is on the left, and the user's name "Welcome, Mabel" and a "LOGOUT" link are on the right. Below the logo, the "UI NEW HIRE" branding is shown, followed by a progress bar for "Steps to starting at the University" with steps 1 through 6. Step 1 is currently active. A green arrow points from the "User Information: UI New Hire Login ID and UIN" section to the user's Login ID (@03412342) and UIN (669176150) displayed in the top right corner. The main content area is titled "Introduction" and includes a "Continue" button. On the right side, there is a gold "Need Help?" box with a link to "Email your hiring contact". The footer contains contact information for Employee Relations & Human Resources and University Payroll and Benefits, along with a copyright notice for 2014.

The UI New Hire system displays information for a number of contacts that may be useful to you when completing your UI New Hire forms. The gold "Need Help?" box on the right side of the screen can be used to email your departmental hiring contact. This is the person who will be helping to add your personal and employment information to the University of Illinois employee systems and is usually the first person you should call if you have a question while onboarding. They will have access to information about your employment that other offices may not.

UNIVERSITY OF ILLINOIS Welcome, Mabel [LOGOUT](#)

UI NEW HIRE *Steps to starting at the University* Login ID: @03412342
UIN: 669176150

STEP 1 : EIF Benefits Orientation Loan Default ANCRA I-Card Terms Insurance Marketplace Notice

Introduction

You will now complete Step One. This includes the Employee Information Form (EIF), registration for Benefits Orientation (only Benefits-eligible employees will receive this form), the Education Loan Status form, ANCRA Acknowledgement, and the i-card Terms and Conditions form.

Please click Continue to start the Step One forms.

Continue

Email your department hiring contact → **Need Help?**
Email your hiring contact

Your Human Resources contact information (based on your hiring organization)

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

Your University Payroll and Benefits contact information (based on your physical campus)

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 333-3111
Fax: (217) 244-3135

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Your main Human Resources Office will also show on the lower left side of the screen. Employees will see a different set of contact information based on whether they are joining University Administration, the University of Illinois at Chicago, the University of Illinois at Springfield, or the University of Illinois at Urbana-Champaign. Certain types of student employees will also see different office's information here. If you run into an issue that your departmental hiring contact cannot help you with, this is the office to call.

If you are benefits-eligible, you will also see the University Payroll and Benefits contact information for your campus on the lower right side of the screen. If you have questions about enrolling in Benefits or terminology on the benefits forms, this office can help.

CLAIMING YOUR NETID (URBANA AND SPRINGFIELD CAMPUS EMPLOYEES ONLY)

If you are an employee located on the Urbana or Springfield campus hired into any of the non-student employment categories (all categories except G – Grad Assistants, S – Students, or HG – Grad Hourlies; Graduate and undergraduate students are granted NetIDs through a separate process that happens prior to employment, so they are excluded from claiming within UI New Hire), you will be asked to claim your NetID before you begin the UI New Hire steps. The NetID is a campus-based ID that you will use to access many of the services on your campus.

***Please note:** If you were previously a member of one of the campuses who had a NetID or Enterprise ID, you will likely be given this ID back during the claiming process. There are a couple of exceptions to this (old IDs that don't conform to current ID standards, situations where reactivating the old ID would create a duplicate ID), so the software will make the correct determination for you. If you have a question about the ID you've been assigned, please contact your campus Technical Services team (contact information specific to you is shown within the UI New Hire NetID Claiming screens) for more information.*

UI New Hire interacts with campus-specific and university ID claiming systems to help you collect your NetID and set your NetID password without leaving the UI New Hire system. Because of these interactions with other systems, there may be rare times when an error occurs and it's necessary for you to contact someone other than your department HR contact for help (someone with specialized technical system access). In these cases, the correct contact phone number will be shown on the screen for you: calling this will put you in touch with someone who has access to the correct systems and information, so you can continue onboarding quickly.

***Please note:** The NetID Claiming screens allow you to claim your NetID and set your NetID password. This is not the same as your UI New Hire Login ID or UI New Hire Login password. The NetID and NetID password allow you to access a wide range of campus services and systems. The UI New Hire Login ID and password allow you to access UI New Hire only. The two are not interchangeable.*

Chicago employees will also be able to claim their NetIDs in UI New Hire in the future. This is tentatively scheduled for late 2016.

SPRINGFIELD NETID CLAIMING

University of Illinois at Springfield-based new hires will go through the following process when claiming their NetID.

The screenshot shows a web page titled "Claim your UIS NetID - Introduction". The page has a dark blue header with "UNIVERSITY OF ILLINOIS" on the left, "Welcome, Mylittle" in the center, and "LOGOUT" on the right. Below the header, the main content area is white. On the right side of the main content, there is a yellow sidebar with the text "Need Help?" and "Email your hiring contact". The main content area contains the following text: "Welcome to the UIS NetID claiming process!", "In this part of the UI New Hire process, you will receive your UIS-assigned NetID, set up the password associated with your new NetID, and set up your password reset options.", and "The first part of the process is the generation of your UIS-assigned NetID. Please click 'Generate NetID' to start this process." Below this text is a yellow-bordered box containing a red exclamation mark icon and the text: "Please be patient! The generation of your NetID has to happen across a number of University systems and can take up to 20 seconds to complete. Please only click the button once!". Below the box is a green button labeled "Generate NetID". Below the button, it says "If you have any problems during the NetID claiming process, please contact Client Services at 217-206-6000." At the bottom of the page, there is a dark blue footer with contact information for Employee Relations & Human Resources and University Payroll and Benefits, and a copyright notice: "© 2014 The Board of Trustees of the University of Illinois | Web Privacy".

*When a new hire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the UIS campus. Clicking **Generate NetID** will start the communication between UI New Hire and Springfield's campus IT group that will allow a NetID to be generated based on the employee's name.*

Claim your UIS NetID - Introduction

Please wait while we generate your NetID. Do **NOT** log out or close your web browser.

Generating your UIS NetID...



If you have any problems during the NetID claiming process, please contact Client Services at 217-206-6000.

Need Help?

Email your hiring contact

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 206-7144
Fax: (217) 244-3135

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Once **Generate NetID** is clicked, the new hire will see this screen. UI New Hire has sent the user's UIN to Springfield's campus IT group, and is waiting for that group to generate and send us back the NetID. If a new hire runs into problems on this screen, he or she will need to call 217-206-6000 to get assistance from UIS Client Services.

Claim your UIS NetID - Introduction

[Need Help?](#)[Email your hiring contact](#)

Congratulations!

Your UIS NetID has been assigned. Your NetID is:

Please record your NetID now in a place you will not lose it. Then, click **Continue** to set your Reset Options.

[Continue](#)

If you have any problems during the NetID claiming process, please contact Client Services at 217-206-6000.

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 206-7144
Fax: (217) 244-3135

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Once UI New Hire receives the generated NetID for the new hire, it displays the NetID it has received to the new hire. It's a very good idea for the new hire to record this somewhere! If the new hire forgets their NetID, he or she will need to contact UIS Client Services at 217-206-6000 to get assistance. UI New Hire does not store the NetID anywhere its own records, so neither the departmental HR person nor the UI New Hire team will be able to assist if this is forgotten.

Password Reset Options

Please take a moment to set up your password reset options. This step is optional, but highly recommended. In the event you forget the NetID password you create, these will allow you to reset that password without visiting the Help Desk in person. If you don't want to set your options at this time, you can leave the following fields black and click **Skip this step**.

Non-University Email Address:

 ✓

Text-Enabled Non-University Phone Number:

 ✓

Voice CallBack Non-University Phone Number:

Please click **Continue** to submit your password reset options and move to the next screen where you will set your password.

[Continue](#)[Skip this step](#)[Need Help?](#)[Email your hiring contact](#)

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 206-7144
Fax: (217) 244-3135

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The next step in the process is to set up the NetID password reset options, which allows the new hire to reset a forgotten or expired password using an automated password reset tool (contact UIS Client Services if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the UIS Client Services.

[Need Help?](#)[Email your hiring contact](#)

Set Your NetID Password

You will now set up your password associated with your new NetID:

Your password must meet the following criteria:

- Must be at least 8 characters and less than 15 characters in length. ✓
- Must contain one (1) uppercase letter. ✓
- Must contain one (1) lowercase letter. ✓
- Must contain one (1) number or one (1) special character (no spaces). ✓
- Password and confirm password must match.
- Must NOT contain four (4) sequential characters from your NetID (checked on submission).
- Must NOT contain a four (4) character or longer dictionary word (checked on submission).

Password:

 ✓

Confirm Password:

Please click **Continue** to submit your password.

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 206-7144
Fax: (217) 244-3135

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After setting the NetID password reset options, the new hire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the UIS Client Services code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.

NetID and Password Confirmation

Congratulations! Your NetID has been successfully claimed and your password has been set.

Please write down your password somewhere you won't lose it and remember not to share your password with others!

Please click **Continue** to move to the next step in the newHire process.

Continue

Need Help?

Email your hiring
contact

Employee Relations & Human Resources
Email: erhr@uillinois.edu
Phone: (217) 333-2600

University Payroll and Benefits
Email: benefits@uillinois.edu
Phone: (217) 206-7144
Fax: (217) 244-3135

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*That's it! The new hire has now claimed their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.*

URBANA NETID CLAIMING

University of Illinois and Urbana-Champaign-based new hires will see the following screens when claiming their NetID.

UNIVERSITY OF ILLINOIS

Welcome, Tomato

LOGOUT

Create Your Illinois NetID

You will now establish a Network ID (NetID) and password to allow you to use many of the University's online systems. Your NetID will also serve as your login to many of the campus computer systems.

UI New Hire will communicate with Technology Services at Illinois (the University of Illinois at Urbana-Champaign IT group) software to help you create your NetID.

If you have problems during your NetID creation process, please contact the Technology Services at Illinois Help Desk (217-244-7000 or 800-531-2531) for assistance.

! Please be patient! We're going to help you create a your Illinois NetID by generating a list of potential NetIDs for you to choose from. This might take us a little time. Please be patient and only click the button once!

Continue

Need Help?
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Phone: (217) 333-2600

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When a new hire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the Urbana campus. Clicking **Continue** will start the communication between UI New Hire and Urbana's campus IT group that will allow a NetID to be generated based on the employee's name.

UNIVERSITY OF ILLINOIS

Welcome, Tomato

LOGOUT

Create Your Illinois NetID

Please wait while we generate a list of NetIDs for you to choose from. Do **NOT** log out or close your web browser.

Generating your NetID list...

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Email your hiring contact

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Once **Continue** is clicked, the new hire will see this screen. UI New Hire has sent the user's UIN to Urbana's campus IT group, and is waiting for that group to generate and send us back a list of NetIDs from the new hire to choose from. If a new hire runs into problems on this screen, he or she will need to call Technology Services at Urbana to get assistance. The correct phone number will display on the screen.

UNIVERSITY OF ILLINOIS

Welcome, Tomato

LOGOUT

Choose Your Illinois NetID

Please choose from the following suggestions, or enter a preferred NetID.

If you enter your own NetID:

- It must be between three and eight characters in length
- Start with a letter
- Contain only lowercase letters and numbers (a-z, 0-9)
- Should express parts of your name and be somewhat unique
- Should not be related to your title or position with the University

Example: Good NetID choices for John Doe would include johndoe, jdoe, jrdoe, jrd, or just doe.

Choose or enter your NetID and click Continue*

- grumpyca
- grumpyct
- tgrumpyca
- tgrumpyct
- grumpyc

Enter your proposed NetID:

If you have problems during your NetID creation process, please contact the Technology Services at Illinois Help Desk (217-244-7000 or 800-531-2531) for assistance.

Continue

Need Help?
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Once UI New Hire receives the generated possible NetIDs for the new hire, it displays the NetIDs it has received to the new hire. The new hire may choose one of the generated NetIDs or propose one of his/her

own. If the new hire proposes their own NetID, it will be checked on submission for uniqueness across the campuses.

The screenshot shows a web page titled "Choose Your Illinois NetID". At the top, there is a dark blue header with "UNIVERSITY OF ILLINOIS" on the left, "Welcome, Tomato" in the center, and "LOGOUT" on the right. Below the header, the main content area has a white background. On the right side of this area, there is a yellow box with the text "Need Help?" and "Email your hiring contact". The main content area contains the heading "Choose Your Illinois NetID" and the text "You have chosen the NetID:". Below this text is a text input field containing the value "grumpyct". Underneath the input field, there is a line of text: "Click Back to choose a different NetID. Click 'Register NetID' to proceed and register this NetID as your University of Illinois NetID." At the bottom of this section, there are two buttons: a green button with a left-pointing arrow and the text "< Back", and a blue button with the text "Register NetID". At the bottom of the page, there is a dark blue footer containing the text "Employee Relations & Human Resources", "Email: erhr@uillinois.edu", "Phone: (217) 333-2600", and "© 2014 The Board of Trustees of the University of Illinois | Web Privacy".

Once the new hire selects a NetID (and if it was proposed, checks it for uniqueness), it confirms what was chosen with the new hire (so he/she can check for spelling and make sure it's really what they want). If the new hire is satisfied with this NetID, they can click **Register NetID** to move forward. There is no way to change the NetID within UI New Hire after this point.

Choose Your Illinois NetID

You have requested the following NetID:

grumpyct

Your NetID is in the process of being registered. This process usually takes 1-2 minutes to complete, but may take slightly longer during times of high load. When your NetID has been created additional instructions will appear along with a "Continue" button that will take you to the next step. **DO NOT** navigate away from this page while the NetID creation process is underway.

If you have problems during your NetID creation process, please contact the Technology Services at Illinois Help Desk (217-244-7000 or 800-531-2531) for assistance.

Please wait while we register the NetID you requested. Do NOT log out or close your web browser.

Registering your NetID...



Need Help?

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Once **Register NetID** is clicked, UI New Hire first communicates with the Urbana Technology Services code to complete the registration process of the NetID to the new hire. If this completes successfully, UI New Hire communicates with the AITS-supported MidPoint password tool to ask that the new hire and their NetID be registered here. If there is an error on this page with either integrated service (Urbana Technology Services or AITS MidPoint), the new hire will receive an error to the screen indicating what the issue is and which technology support team to call (based on which integration the error occurred with).

Choose Your Illinois NetID

[Need Help?](#)[Email your hiring contact](#)

The NetID you requested:

was successfully created for you.

The next step is to set up your password reset options.

[Continue](#)

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If registration with both systems is successful, UI New Hire displays the registered NetID for the new hire. It's a very good idea for the new hire to record this somewhere! If the new hire forgets their NetID, he or she will need to contact Urbana's Technology Services for assistance. UI New Hire does not store the NetID anywhere its own records, so neither the departmental HR person nor the UI New Hire team will be able to assist if this is forgotten.

Password Reset Options

Please take a moment to set up your password reset options. This step is optional, but highly recommended. In the event you forget the NetID password you create, these will allow you to reset that password without visiting the Help Desk in person. If you don't want to set your options at this time, you can leave the following fields black and click **Skip this step**.

Non-University Email Address:

✓

Text-Enabled Non-University Phone Number:

✓

Voice CallBack Non-University Phone Number:

Please click **Continue** to submit your password reset options and move to the next screen where you will set your password.

Continue

Skip this step

Need Help?

Email your hiring contact

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Phone: (217) 333-2600

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The next step in the process is to set up the NetID password reset options, which allows the new hire to reset a forgotten or expired password using an automated password reset tool (contact Urbana Technology Services if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the Urbana Technology Services Help Desk.

Set Your NetID Password

You will now set up your password associated with your new NetID:

Your password must meet the following criteria:

- Must be at least 8 characters and less than 15 characters in length.
- Must contain one (1) uppercase letter. ✓
- Must contain one (1) lowercase letter. ✓
- Must contain one (1) number or one (1) special character (no spaces). ✓
- Password and confirm password must match.
- Must NOT contain four (4) sequential characters from your NetID (checked on submission).
- Must NOT contain a four (4) character or longer dictionary word (checked on submission).

Password:

Confirm Password:

Please click **Continue** to submit your password.

Continue

Need Help?

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After setting the NetID password reset options, the new hire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the AITS MidPoint password code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.

NetID and Password Confirmation

Congratulations! Your NetID has been successfully claimed and your password has been set.

The following resources might be useful for future reference:

- The Technology Services Web Site - <http://techservices.illinois.edu/>
Help and information from Technology Services, the central campus computing organization.
- Technology Services Help - <http://techservices.illinois.edu/get-help>
A good source for answers about campus services.
- Guide to Email - <http://techservices.illinois.edu/services/email>
A guide to help you use and understand the basic email services Technology Services provides to students, staff, and faculty on the Urbana campus.
- Illinois Directory Search - <http://illinois.edu/ds/search>
Used to look up phone numbers and addresses.

Continue

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*That's it! The new hire has now claimed their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.*

NEED ADDITIONAL HELP?

If your questions aren't answered here, please see our extended UI New Hire System Guide, which provides a more comprehensive look at each Step and Form in UI New Hire. You will need your campus NetID or Enterprise ID and password to access this. If you don't have a campus NetID or Enterprise ID, your departmental HR person should be able to help with your question or steer you in the right direction!