

# NESSIE New Hire

*Urbana Supplement*

## Net ID and Email

**Urbana employees:** The first time you logon to NESSIE New Hire, you will be prompted to create your University Net ID and email address. The following three steps will help guide you through this process.

### STEP 1: Access NESSIE New Hire

1. Access NESSIE New Hire with your web browser at <http://newhire.uihr.uillinois.edu/>. Review the information provided and select the **Continue** button.
2. Enter your **New Hire Logon ID** and **Password** (provided to you by your department), then select the **Continue** button.
3. The first time you access NESSIE New Hire, you will be prompted to change your Password.
4. Your employment data will be displayed. Review it for accuracy and select **Continue**.
5. Next, you will be asked to provide your address and other demographic data. If this information is already populated, review it to be sure it is correct, then select the **Continue** button.
6. Read the next few screens carefully. Select the **Continue** button to advance to each new screen.

### STEP 2: Net ID Creation

Your Net ID is your electronic identity on campus. NESSIE New Hire will provide possible Net ID choices or you may create your own.

Net IDs must be between 3 and 8 characters in length, and contain only lowercase letters and numbers (a-z, 0-9).

### STEP 3: Set Up An Email Account

1. If you would like a free University of Illinois Staff email account, select **Yes, please sign me up**. The following screen provides additional information on Staff accounts.
2. If your department has instructed you to register a department email account, or you would like to receive University email at another account you already have, select **No, not at this time**, and go on to the next screen. The following screen will let you provide a department or alternate email address, or gives you the option to go back and request a Staff account.

A final screen will display your Net ID and other useful information for future reference. To print this screen, go to your browser's **File** menu in the upper left corner of your screen, and select **Print**.

**You may now continue on to complete your Human Resources forms in NESSIE New Hire.**

**For questions about NESSIE,**  
contact the HR Help Desk at  
(217) 265-5620 or  
(866) 669-4772  
or send email to  
hric-urbana@uillinois.edu

**NESSIE is Available**  
24 hours a day, except on Sunday.  
On Sunday, the secure transaction areas  
of NESSIE are not available between  
6:00 AM and noon for regular maintenance.