

## Set up a new employee?



John Landes on January 29, 2020

1. First, please reference the new employee checklist <sup>[1]</sup>
2. **You need a valid employee ID number in order for any accounts to be created.**  
(Check with your HR Service Center on how to obtain the Employee Identification Number (EIN)):

All new employees will need the following accounts.

- Active Directory and Email Account Creation <sup>[2]</sup>
  - Create a Medical Center AD account <sup>[3]</sup>
  - Create a Campus AD account <sup>[4]</sup>
- VPN <sup>[5]</sup>
  - Medical Center <sup>[6]</sup>
  - Campus <sup>[6]</sup>
- MyAccess <sup>[7]</sup>

If you are requesting desktop support, please submit a General Request <sup>[8]</sup> with the following additional information:

- Name of Computer to be used
  - Submit request <sup>[8]</sup> to purchase if a net new one (JACS Standards <sup>[9]</sup>)
- Onsite Start Date
- Location: Campus, Building, Room #
- First & Last Names
- Employee Identification Number (EIN)
- User Account information
- List of File Shares they will need access/permission to

- List of Mission Critical Applications

## Contact the IT Service Desk

- Phone: 415-514-4100
- Web: <https://ucsf.service-now.com/ess/> [10]
- Email: [ITServiceDesk@ucsf.edu](mailto:ITServiceDesk@ucsf.edu) [11]

**GET IT HELP.** Contact the Service Desk online, or phone 415.514.4100

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**Source URL:** [https://it.ucsf.edu/how\\_do/set-new-employee](https://it.ucsf.edu/how_do/set-new-employee)

### Links

[1] <http://ucsfhr.ucsf.edu/index.php/pubs/hrguidearticle/new-employee-checklist/>

[2] <https://ucsf.service-now.com/ess/>

[3] <https://ucsf.service->

[now.com/ess/com.glideapp.servicecatalog\\_cat\\_item\\_view.do?sysparm\\_id=45c0305b7b92d000e2dc8180984d4ddd](https://ucsf.service-now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=45c0305b7b92d000e2dc8180984d4ddd)

[4] <https://ucsf.service->

[now.com/ess/com.glideapp.servicecatalog\\_cat\\_item\\_view.do?sysparm\\_id=ebfd39df87c1d0009b5428676d434d01](https://ucsf.service-now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=ebfd39df87c1d0009b5428676d434d01)

[5] [http://security.ucsf.edu/EIS/services\\_products/RemoteAccessVPN/GettingVPNAccess.html](http://security.ucsf.edu/EIS/services_products/RemoteAccessVPN/GettingVPNAccess.html)

[6] <https://vpn.ucsf.edu/>

[7] <https://myaccess.ucsf.edu/eai/UCAlias/jsp/newuser.jsp>

[8] <https://ucsf.service->

[now.com/ess/com.glideapp.servicecatalog\\_cat\\_item\\_view.do?sysparm\\_id=7b2a04177b92d000e2dc8180984d4dc1](https://ucsf.service-now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=7b2a04177b92d000e2dc8180984d4dc1)

[9] [http://cpbc.ucsf.edu/how\\_to\\_buy/jacs](http://cpbc.ucsf.edu/how_to_buy/jacs)

[10] [https://mail.ucsf.edu/owa/14.2.283.3/scripts/premium/redir.aspx?C=PJq-JF3Ht0isb1ccAgu-](https://mail.ucsf.edu/owa/14.2.283.3/scripts/premium/redir.aspx?C=PJq-JF3Ht0isb1ccAgu-BWRx68LW6s4I5yZO1PLOA3KOaC6HXIQdjQbXEOGsSxmXttmSaOHFSwY.&URL=https%3a%2f%2fucsf.ser)

[now.com%2fess%2f](https://mail.ucsf.edu/owa/14.2.283.3/scripts/premium/redir.aspx?C=PJq-JF3Ht0isb1ccAgu-BWRx68LW6s4I5yZO1PLOA3KOaC6HXIQdjQbXEOGsSxmXttmSaOHFSwY.&URL=https%3a%2f%2fucsf.service-now.com%2fess%2f)

[11] [https://mail.ucsf.edu/owa/14.2.283.3/scripts/premium/redir.aspx?C=PJq-JF3Ht0isb1ccAgu-](https://mail.ucsf.edu/owa/14.2.283.3/scripts/premium/redir.aspx?C=PJq-JF3Ht0isb1ccAgu-BWRx68LW6s4I5yZO1PLOA3KOaC6HXIQdjQbXEOGsSxmXttmSaOHFSwY.&URL=mailto%3aITServiceDesk)

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