NEW EMPLOYEE’S GUIDE TO ACCESSING SERVICES

As a new University of Nebraska–Lincoln (UNL) employee, you may set up your access to services right away. Services may be physical (NUID card, parking tag, etc.) or electronic (email, wifi, etc.). After your department enters your hiring information into the employee management system, you can complete these steps, even before you arrive on campus. Services will be activated in 24–48 hours.

1. Get your NUID
   An NUID is an 8-digit identification number assigned to you. Your supervisor or department coordinator will provide an NUID to you on or before your first day.

   **My NUID:**

2. Claim your identity
   Activate your TrueYou and MyUNL logins by going to trueyou.nebraska.edu.
   TrueYou credentials are used at all University of Nebraska campuses and Nebraska State Colleges to access the Student Information System, SAP and Firefly.
   Your MyUNL login is used to accesses online services provided by UNL (e.g. email). If you need assistance, call the Huskertech Help Center at 402-472-3970.

   **MyUNL username:**

3. Get your NCard
   The NCard is the University’s multifunctional campus card. It serves the official identification card as well as provides access to services on campus.
   The day after your NUID has been generated, you can get your NCard in the Nebraska Union on city campus. A government issued photo identification is required to pick up your NCard.
   You can go to ncard.unl.edu, and under the Fac/Staff & Affiliates heading, click to Obtain Your NCard to submit your photo online. You can also get your photo taken when you pick up your card at the NCard Office.

4. Activate your email
   Visit email.unl.edu to activate your Microsoft Office 365 account. You can activate your email two hours after your NUID is generated.
   Use your MyUNL credentials to access your Office 365 account online at office.com or through Outlook on your desktop.

Plan your commute

**Parking & Transit Services, parking.unl.edu**

- Purchase a parking permit and view maps where to park on campus.
- Purchase a StarTran bus pass and view the bus routes and schedules.
- Cyclists are encouraged to register their bike with the UNL Police Department at bike.unl.edu/bike-registration. Utilize BikeLNK.bcycle.com bicycle sharing.

Additional Services

- **Building and Door Access**
- **WiFi (wireless network)**
- **wireless.unl.edu**

Enroll in Benefits

If eligible for benefits, you may enroll prior to your first day. **You must submit your completed benefits forms within 31 days of your hire date.**

You may complete the benefits enrollment process online through Firefly at firefly.nebraska.edu. Firefly is the employee portal for benefits enrollment, leave balances, payroll and more.

Academic & Learning Services

Canvas is the learning management system (LMS) at the University of Nebraska on all four campuses (UNK, UNL, UNMC, UNO) for teaching and learning.

**MyRED** is the student information system at UNL. It allows students to manage their enrollment and application information as well as faculty and staff to manage students’ records.

Huskertech

Visit huskertech.unl.edu for all your technology and cellular service needs. While there, please download the **Tech Guide** for more technology related resources available to you.