As a new 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 HR 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, also known as your TrueYou account. Your department will provide an NUID to you or you may look it up at trueyou.nebraska.edu

2. Claim your Identity
Visit trueyou.nebraska.edu to claim your identity and set passwords for two accounts: TrueYou and My.UNL. Both accounts are needed to access services at UNL.

3. Activate your email
Visit its.unl.edu/emailhome to activate your Microsoft Office 365 email account.

4. Get your NCard
After your NUID has been generated, please allow for overnight processing of the NUID before going to the NCard Office. Go to: https://ncard.unl.edu/obtain-ncard-facultystaff-and-affiliates to submit your photo online or get photo taken when you pick up your card at the NCard Office in the Nebraska Union – City Campus. A government issued photo identification is required to get your NCard.

5. Enroll in Benefits
If you are eligible for benefits, you may enroll prior to your first day and benefits will become effective on the first day of the month following your start date. You must submit your completed benefits forms to your Campus Benefits Office within 31 days of your hire date. Go to hr.unl.edu/benefits

6. Get More Services

- Building and Door Access
  See your department

- Wi-Fi
  Access UNL’s wireless network
  its.unl.edu/services/wi-fi

- Parking & Transit
  parking.unl.edu

Use NUID for:
- DUO two-factor authentication adds a second layer of security to your online accounts.
  fireflyhelp.nebraska.edu/fireflyhelp/Duo/TrueYouDuo.html

Use MyUNL for:
- Students & faculty use Canvas to manage assignments and digital course work
  canvas.unl.edu

7. Attend Orientation
New Employee Orientation sessions are offered monthly. Find a session at hr.unl.edu/general/neo.shtml

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