



# 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 online identity

- Activate your TrueYou and MyUNL logins at [trueyou.nebraska.edu](http://trueyou.nebraska.edu) and click Claim Your ID.
- Enter your NUID provided by your department and the email you provided for your application. Click Next.
- Set your password and answer the authentication questions. Before you Submit, write down your MyUNL username from the bottom.

MyUNL username:

**TrueYou** credentials are used at all University of Nebraska campuses and Nebraska State Colleges to access the Student Information System, SAP and Firefly.

**MyUNL** credentials are used to access online services provided by UNL (e.g. email).

*For assistance, call Huskertech Help Center at 402-472-3970.*

## 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.

Go to [ncard.unl.edu](http://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](http://email.unl.edu) to activate your Microsoft Office 365 account. Use your MyUNL credentials to access your Office 365 account online at [office.com](http://office.com) or through Outlook on your desktop.

*If you have a student or alumni @huskers.unl.edu account it will merge with your new faculty/staff @unl.edu account upon activation of your appointment. If you do not want these accounts combined, contact the Huskertech Help Center at 402-472-3970 before activating your Office 365 account.*

## Academic & Learning Services

Talk to your department coordinator about enabling instructor access to course.

**Canvas** is the course management system at the University of Nebraska on all campuses for teaching and learning.

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

## Additional Services



Building & Door Access  
*See your department*




WiFi (Eduroam) instructions at [wireless.unl.edu](http://wireless.unl.edu)



UNL Alert is a system that allows the UNL Police Department to send text message and email alerts about emergencies to cell phones or email account. [unlalert.unl.edu](http://unlalert.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](http://firefly.nebraska.edu). 

**Firefly** is the employee portal for benefits enrollment, leave balances, payroll and more.

## Plan your commute

Parking & Transit Services, [parking.unl.edu](http://parking.unl.edu) to purchase parking permits and/or StarTran bus passes.

Cyclists should register their bike on campus at [bike.unl.edu/bike-registration](http://bike.unl.edu/bike-registration).

## Huskertech

Visit [huskertech.unl.edu](http://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.