

NEW EMPLOYEE RESOURCE/SYSTEMS ACCESS CHECKLIST

Completion of New Hire Paperwork, including the Confidentiality Form, and input by HR generates CSUB Employee ID, NetID. To find out your NetID and set your initial password, go to <https://netid.csub.edu/accounts/>

1. [] Welcome to CSUB
<https://www.csub.edu/>
2. [] To log into myCSUB (Find your NetID - Account Lookup)
<https://netid.csub.edu/lookup/>
3. [] Voicemail & Phone
Call Help Desk to reset voicemail and update the on-line directory (x4357)
4. [] Email (Office 365)
Call Help Desk and request an account, x4357 (use Net ID for access) Your email becomes active when you are in the system.
Assistance to setup your email on your device:
<https://csub.service-now.com/sp/>
Online portal: <https://o365.csub.edu>
5. [] Blackboard website support (use Net ID and password for access)
http://www.csub.edu/tlc/tech_assistance/blackboard_home/index.html
6. [] PeopleSoft HR Access Request Form (Absence Management, Time & Labor System) This will only be required if the new hire has Absence Management and/or Time Labor administrative responsibilities. AM and TL self-service access is automatically granted based on HR job code classification.
<http://www.csub.edu/bas/hr/ files/ PeopleSoft/CSUB HR AM TL 2012 01 04 .pdf>
7. [] If you will be operating a motor vehicle for state business
<https://www.csub.edu/BAS/srm/Defensive%20Driving%20Training/index.html>
8. [] Shared Folder Access
<https://its.csub.edu/forms>
9. [] Common Finance System
This will only be required if the new hire has need to access department budget information, or ProCard user. <http://www.csub.edu/bas/fiscal/procurement/procard%20/index.html>
10. [] PeopleSoft Student Administration Access Request Forms
Standard faculty access to student information is automatically granted upon starting date of the faculty appointment. There is no need for faculty to submit this form for standard faculty access.
http://www.csub.edu/cms/SA_forms.shtml

11. [] Chartfield Request/Signature Authorization Form
<https://www.csub.edu/asi/files/Chartfield-Request-Form-Current.pdf>
12. [] Key Request
<http://www.csub.edu/bas/police/files/Key%20Request%20Form.pdf>
13. [] ProCard Application
ProCard users will also be required to submit PeopleSoft Finance Request Form to report ProCard usage. Item number 8.
<http://www.csub.edu/bas/fiscal/procurement/files/Pro-Card%20App.pdf#Pro-Card>
14. [] CSUBUY Campus Marketplace
<https://www.csub.edu/bas/fiscal/procurement/CSUBUY-Marketplace/index.html>
15. [] Faculty/Staff Photo ID
https://its.csub.edu/sites/its.csub.edu/files/2019-09/faculty-staff-photo-id-application_fill.pdf

Listing of all ITS services: <https://csub.service-now.com/sp>