

New Employee IT Checklist

Welcome to UAS! Here is a quick checklist of IT related things to help streamline your first few days of work. If you were previously affiliated with the university, we advise reviewing these steps to ensure you have access to the correct resources. **Note that each department manages their resources slightly differently.** Remember to consult with someone in your department if you don't know what resources you need access to or how to gain access.

- If you haven't already done so, access ELMO at elmo.uas.alaska.edu to find your UA (University of Alaska) username and set your password. Employees new to the UA system can search for their account. Employees with a pre-existing account can log in using Option 1. Your UA password is valid for up to 400 days.
- You may also be prompted during a sign-in to set up your Multi-Factor Authentication (MFA) powered through DUO during initial sign-in. Other DUO settings can be updated at ELMO in the Security Settings.
- Sign into your primary computer with your UA Username/password. Please note that initial access for most computers requires a wired connection to the network. Most workstations are set up with a wired network connection by default. Computer access is managed by your active employee assignments and other roles.
- Access Google Resources as needed: uas.alaska.edu/pub/gresemp. Departmental Google resources (delegate emails, fileshares, and resource calendars) are managed by designated individuals within the department, using the **Group Security Manager** tool.
- Map (connect to) departmental network drives as needed: uas.alaska.edu/pub/fileshare. Access to network drives is managed by designated individuals within the department, using the **Group Security Manager** tool.
- Map (connect to) printers through the print server as needed: uas.alaska.edu/pub/print.
- Access your UA email by visiting google.alaska.edu.
- If you have a primary work phone, verify with the departmental Phone Manager that a request to reassign the phone line has been submitted. Once a phone has been assigned, visit the **Phones** page to learn more: uas.alaska.edu/pub/phones.
- Some roles require the use of the Outlook desktop app for compatibility with devices or software such as ScanSnap scanners. If this applies to you, contact the Helpdesk for assistance.
- Stay in the know about IT announcements and security information by signing up to receive Helpdesk Notifications at uas.alaska.edu/pub/hdreport.

If you have any questions pertaining to Information Technology, feel free to contact the UAS IT Helpdesk at uas.helpdesk@alaska.edu, 907-796-6400, or drop by Hendrickson Building 101A. We are also available for scheduling individual or group training sessions with Helpdesk staff. Guidance for email best practices, UAS Online tools, UA phone features, and more, is available for you and your team.