

NetID and NetID+ are required for completion of the following!

Sign up for [NetID+](#) (not the same as NetID)

- Human Resources will send you information to set up your NetID.
- NetID+ is 2-factor authentication and is required in addition to your NetID.
- This needs to be done first!

Your email account will be based on your NetID, yournetid@email.arizona.edu

- You can get your email at <http://portal.office365.com>.
- Once you have an MCCE account you can use Outlook desktop for email and calendaring.

Information Security Awareness training (Required to get an MCCE account)

- Go to <http://uaccess.arizona.edu> and click on Learning.
- Log in using your NetID and NetID+.
- Click on Find Learning.
- Enter *Certification: Information Security Awareness* in the search box.
- Click the triangle by Certification and click *register*
- Once registration is complete go to *My Learning*.
- Two Information Security Awareness items will be listed – Certification and Training.
- Click to start the Training module.
- Once you've completed the training module you will earn the certificate.
- Let Cathy Munger know when the training is complete.
- You do not need to print the completion certificate.

MCCE account (After completing the Information Security Awareness training)

- Get this logon account from Cathy Munger.
- IT orientation (local network setup, printers, server shares, etc.).

Voicemail – You will receive an email with instructions when this account is ready.

Sign up for Google Drive and Box accounts at <https://account.arizona.edu>

Strategic Visioning

- Review the Strategic Visioning teams at <https://cals.arizona.edu/mcce/mcce-strategic-visioning-teams>.
- All employees need to be on one team.
- Tell Cathy Munger which team you would like to join and she will notify the team's co-chairs, add you to their email list and give you access to their cloud spaces.

Box

- Log in at <http://box.arizona.edu> using your NetID.
- Verify integration with GoogleDocs.
- Verify integration with Word Online.
- Log out and log in later to see departmental Box shares.
 - (These won't share the first time you use Box.)

Confluence

- Log in and out at <http://confluence.arizona.edu> using your NetID to create your Confluence account.

Digital Signature (optional)

- You can create a digital signature for email at <https://certificates.arizona.edu>.