



Lobo U Starter Guide

New Employee Orientation

*Presented by: Employee & Organizational Development
Revised February 7, 2020*

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2020 Agenda

Every Monday from 8:30 am – 12:25 pm		
Time	Topic	Presented by:
8:00 - 8:30	Sign-in and complete preliminary paperwork	HR Client Services
8:30 - 8:45	Welcome and announcements Foundations of UNM	Employee & Organizational Development
8:45 - 9:00	Payroll	Payroll
9:00 - 9:30	About HR	HR Client Services
9:30 - 9:40	Break One	
9:40 - 11:05	Benefit programs and plans	HR Benefits
11:05 - 11:20	Retirement benefit programs and plans	HR Benefits
11:20 - 11:30	Break Two	
11:30 - 11:45	Systems & Technology	Employee & Organizational Development
11:45 - 12:05	Parking & Transportation	PATS
12:05 – 12:10	Inspection of Public Records Act (IPRA) Overview	UNM Office of the Custodian of Public Records
12:10 - 12:15	Next steps and questions	Employee & Organizational Development
12:15 - 12:25	Optional: Benefits/retirement one on one Q&A	HR Benefits
12:30 - 1:30	Lunch – On Your Own	



UNM Holiday Schedule

Fiscal Year	2019-2020
Independence Day	July 4-5*, 2019
Labor Day	September 2, 2019
Thanksgiving	November 28-29, 2019
Winter Break	December 23*, and 24, 25, 26, 27, 30, 31, 2019 and January 1, 2020
Martin Luther King	January 20, 2020
Memorial Day	May 25, 2020

*Additional holiday dates approved by the UNM President's Office

For more information regarding UNM Holidays, see policy 3405 (<https://policy.unm.edu/university-policies/3000/3405.html>).

Payroll Timekeeper and Approver Schedule

Deadlines listed here are **ONLY** for biweekly time entry and monthly exception time and the approvals of biweekly time entry and monthly exception time.

For EPAN/EPAF/Hiring Proposal deadlines/questions, consult the Employment Knowledge Base at confluence.unm.edu

Bi-Weekly Payroll (2R) Non-exempt Time Entry					Monthly Payroll (5R) Exempt Exception Time					
Pay Period		Deadline	Pay Date	Exception Time	Pay Period	Deadline	Pay Date	Exception Time		
1	12/21/19	-	01/03/20	01/06/20	01/10/20					
2	01/04/20	-	01/17/20	<i>Note 1</i> 01/17/20	01/24/20	1	01/01/20	- 01/31/20	01/13/20	01/31/20
3	01/18/20	-	01/31/20	02/03/20	02/07/20					
4	02/01/20	-	02/14/20	02/17/20	02/21/20	2	02/01/20	- 02/29/20	02/12/20	02/28/20
5	02/15/20	-	02/28/20	03/02/20	03/06/20					
6	02/29/20	-	03/13/20	03/16/20	03/20/20	3	03/01/20	- 03/31/20	03/12/20	03/31/20
7	03/14/20	-	03/27/20	03/30/20	04/03/20					
8	03/28/20	-	04/10/20	04/13/20	04/17/20	4	04/01/20	- 04/30/20	04/14/20	04/30/20
9	04/11/20	-	04/24/20	04/27/20	05/01/20					
10	04/25/20	-	05/08/20	05/11/20	05/15/20	5	05/01/20	- 05/31/20	05/12/20	05/29/20
11	05/09/20	-	05/22/20	<i>Note 1 & Note 2</i> 05/22/20	05/29/20					
12	05/23/20	-	06/05/20	06/08/20	06/12/20	6	06/01/20	- 06/30/20	06/12/20	06/30/20
13	06/06/20	-	06/19/20	06/22/20	06/26/20					
14	06/20/20	-	07/03/20	07/06/20	07/10/20					
15	07/04/20	-	07/17/20	07/20/20	07/24/20	7	07/01/20	- 07/31/20	07/13/20	07/31/20
16	07/18/20	-	07/31/20	08/03/20	08/07/20					
17	08/01/20	-	08/14/20	08/17/20	08/21/20	8	08/01/20	- 08/31/20	08/12/20	08/31/20
18	08/15/20	-	08/28/20	08/31/20	09/04/20					
19	08/29/20	-	09/11/20	09/14/20	09/18/20	9	09/01/20	- 09/30/20	09/15/20	09/30/20
20	09/12/20	-	09/25/20	09/28/20	10/02/20					
21	09/26/20	-	10/09/20	10/12/20	10/16/20	10	10/01/20	- 10/31/20	10/13/20	10/30/20
22	10/10/20	-	10/23/20	<i>Note 2</i> 10/26/20	10/30/20					
23	10/24/20	-	11/06/20	11/09/20	11/13/20					
24	11/07/20	-	11/20/20	<i>Note 1</i> 11/20/20	11/27/20	11	11/01/20	- 11/30/20	11/12/20	11/30/20
25	11/21/20	-	12/04/20	12/07/20	12/11/20					
26	12/05/20	-	12/18/20	<i>Note 1</i> 12/18/20	12/24/20	12	12/01/20	- 12/31/20	12/14/20	12/22/20

Biweekly time entry & approval deadline is 4:00 PM on Monday unless otherwise indicated on the schedule. Monthly exception time entry & approval deadline is 4:00 PM on the 12th unless otherwise indicated.

Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.

Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld on the third payroll.



Health Services for UNM Faculty, Staff, and Retirees

505-277-3136



Full Service Pharmacy

Our pharmacy fills prescriptions from all licensed practitioners, including providers outside UNM. Open 5 days a week, we offer a variety of prescription and over-the-counter medications.



Taking a trip? Our providers will sit down with you one-on-one to make sure you have the appropriate immunizations and medications to have a safe and healthy trip.



Licensed Massage Therapists

Schedule a massage appointment over your lunch break or after work. SHAC's licensed massage therapists specialize in a variety of massage techniques. Massage appointments are 50 minutes.

For more information about our services, appointments, and accepted insurances, visit <https://shac.unm.edu/about/staff-faculty.html>

Police Officer's Association Bargaining Unit

Covered Titles	
Detectives Patrol Officers Corporals Sergeants	
Contact Information	
Rep. Name	
Paul Gonzales- President Pete Guevara- Vice President Danny Gallegos- Treasurer Patrick Klaurens- Secretary	
Address	
Hokona Hall 2500 Campus Blvd NE Albuquerque, NM 87131	

United Staff-UNM Bargaining Unit

UNM EDUCATION SUPPORT UNIT JOB TITLES	
ACADEMIC ADVISOR	COORD PURCHASING
ADMIN ASSISTANT II	COORD RECREATIONAL SERVICES
ADMIN ASSISTANT III	COORD RECRUITMENT SVS
ADMIN ASST TO ATHLETIC DIRECTOR	COORD RECYCLING
ADMISSIONS OFFICER	COORD REGISTRATION
ATHLETIC ADMISSIONS SPEC	COORD RESEARCH
BR/DIV FINANCIAL AID ADVISOR	COORD SCHEDULING
BUYER II	COORD SPECIAL EVENTS
CHILD CARE WORKER	COORD SPORTS FACILITIES EVENTS
CHILD DEVELOPMENT ASSOCIATE	COORD STAFFING
COORD COOP PURCHASING PROGRAMS	COORD STUDENT ACTIVITIES
COORD DATA ENTRY	COORD STUDENT ADMISSIONS
COORD DISTANCE EDUCATION	COORD STUDENT ADVISEMENT
COORD ENROLLMENT SERVICES	COORD STUDENT HOUSING
COORD FACILITIES	COORD STUDENT SVS
COORD GRAD ASST PROGRAMS	COORD TAMARIND INSTITUTE
COORD GRAD PROGRAMS	COORD TICKET OFFICE
COORD GRADUATION	DEVELOPMENT ASSISTANT
COORD INSTRUCTIONAL MATERIALS	DEVELOPMENT COORDINATOR
COORD INVENTORY CONTROL	EDUCATIONAL SITE COORD
COORD JOB DEVELOPMENT	FACULTY SERVICES ASST
COORD PLACEMENT	FINANCIAL AID ADVISOR
COORD PUBLIC EVENTS	FINANCIAL AID ASSISTANT
COORD PROCUREMENT CARD SVCS	FINANCIAL AID OFFICER
COORD PROGRAM ADVISEMENT	FISCAL SERVICES TECH
COORD PROGRAM SCHEDULING	GRANTS COORD
UNM OFFICE OF THE MEDICAL INVESTIGATOR (OMI)	
UNIT JOB TITLES	
MORPHOLOGY TECHS	DEPUTY MEDICAL INVESTIGATORS
SR MORPHOLOGY TECHS	SR DEPUTY MEDICAL INVESTIGATORS
Contact Information	
Rep. Name	Rep. Title
Doris Williams	President
Lois Kennedy	Educational Support Vice President
Janice Blevins	OMI Unit Vice President
Address	
USUNM Union, Local 6155	Email:
PO Box 27278	unitedstaffunm@gmail.com
Albuquerque, NM 87125	

Communications Workers of American Bargaining Unit

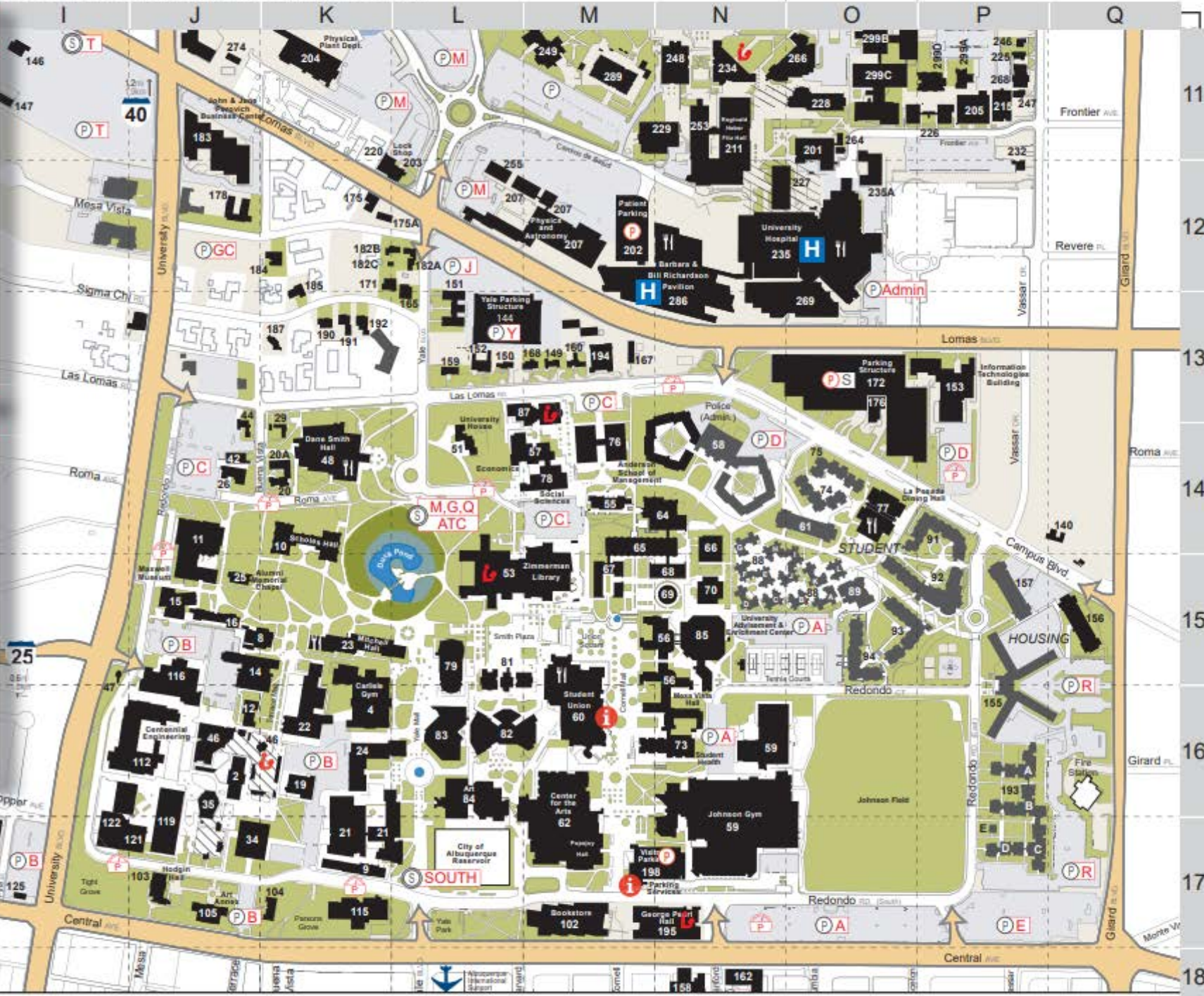
Maintenance & Operations Position Titles		Clerical/Technical Position Titles		Contact Information	
<p>GRADE 2 Courier Roofer Sports Equipment Attendant</p> <p>GRADE 3 Auto Tech Helper Custodian Driver/Van Food Service Worker Grounds Tech Mover Recycling Tech Turf Tech</p> <p>GRADE 4 Baker Cook Gardener Painter I Sr. Sports Equip Attendant</p> <p>GRADE 5 Food Svc Site Operator Greenskeeper Lead Custodian Lead Mover Lead Roofer Lead Turf Tech Light Equipment Operator Senior Baker Senior Cook Trades Tech Helper Turf Equip Tech Taos Campus Services Assistant</p> <p>GRADE 6 Heavy Equipment Operator Irrigation Tech Lead Greenskeeper Metals Tech I Painter II Shop Tech Sign Tech</p>	<p>GRADE 7 Arborist Automotive Tech Bus Driver Facilities Service Tech Finish carpentry Struct Tech Golf/Field/Grounds Equip Tech Master Gardener Metals Tech II/Sheet Metal Structural Tech I Taos Campus Services Associate</p> <p>GRADE 8 Certified Auto Tech Electrician I HVACTech I Lead Equipment Operator Lead Facilities Service Tech Master Painter Metals Tech 11/ Welding Plumber I Structural Tech 11 Senior Irrigation Tech Utility Plant Tech (Pre-Certified)</p> <p>GRADE 9 Master Cert Auto Tech Master Metals Tech Master Structural Tech Taos Sr. Campus Services Assistant Utility Plant Mechanic I Utility Plant Tech I</p> <p>GRADE 10 Electrician II HVACTech II Plumber II Utility Plant Tech II Utility Plant Mechanic II</p> <p>GRADE 11 Master Electrician Master HVAC Tech Master Plumber Master Utility Plant Mechanic Master Utility Plant Tech</p>	<p>GRADE 3 Data Entry Operator I Nutrition Tech Office Assistant Postal Clerk Shipping/Receiving Clerk Telephone Operator</p> <p>GRADE 4 Nursing Asst (Non-Certified) cashier Customer Service Associate Library Aide Med Records Clerk Records Mgmt Clerk Reprographic Tech Security Guards</p> <p>GRADE 5 Accounting Clerk Accounts Payable Clerk Accounts Receivable Clerk Admin Assistant I Data Entry Operator 11 Decontam/ Sterilization Tech Lab Animal Tech Lead Cashier Lead Shipping/Receiving Clerk Medical Billing Clerk Parking Equipment Tech Parking Officer Postal Tech Property Control Tech Senior Audio Visual Tech Senior Med Records Clerk Supply/ Stock Clerk</p>	<p>GRADE 6 Admissions Rep/Customer Svcs TV Traffic Tech Admission Rep/Data Entry Clinical Assistant Data Entry Operator 111 Instructional Assistant Inventory Control Clerk Med Claim Rep Nursing Technician n Senior Decontam/Sterilization Tech Student Records Clerk Lead Parking Officer Campus Security Officer</p> <p>GRADE 7 Police Dispatcher Senior Lab Animal Tech Senior Student Records Clerk Prodn Publishing Systems Tech</p> <p>GRADE 8 Med. Transcription Editor</p> <p>GRADE 9 LPN Medical Abstractor Sr. Med. Transcription Editor</p>	<p>Rep. Name Rob in Gould Donald Alire Dan Secrist Michelle Lewis Eric Bodwell Deborah Carpenter Anselm Emeanuwa Linda Mascarenas Charles Compton Liza G. Smith Cynthia Hinkley Dale Welsh Toby Tafoya Robert Lucero Benjamin Borman Gina Moreno</p>	<p>Rep. Title Dist. 7 Staff Rep President Executive Vice President Secretary UNM Agency Vice President Region 1 Vice President Agency Vice President Agency Vice President Agency Vice President Staff Staff Staff Staff Steward Steward Steward</p>
				<p>Address and Phone Numbers CWA Local 7.076 460 St Michael's Drive, Suite 1000 Santa Fe, NM 87505 (505) 955-8534 office (505) 983-1867 fax</p>	

Legend

- Visitor / Info Center
- UNM Building
See Campus Building List for building No.
- Student Housing
- Food Services
- UNM Campus Library
- Hospital
- Parking Structure
- Metered Parking
- Surface Parking Lot
Permit Type Required
- UNM Parking Shuttle

Campus Index Map






South Campus
1.0mi / 1.6km
0.4mi / 0.6km



Bldg #	BUILDING NAME	GRID	Bldg #	BUILDING NAME	GRID
2	ENGINEERING AND SCIENCE COMPUTER POD (ESCP)	J-16	105	ART ANNEX (ARTX)	J-17
4	ELIZABETH WATERS CENTER FOR DANCE AT CARLISLE GYMNASIUM (CARL)	K-16	112	CENTENNIAL ENGINEERING CENTER (CENT)	J-16
8	BANDELIER HALL EAST (BANDE)	J-15	115	COMMUNICATION AND JOURNALISM (COMMJ)	K-17
9	MARRON HALL (MARN)	K-17	116	FORD UTILITIES CENTER	J-15
10	SCHOLES HALL (SCHL)	K-14	119	FARRIS ENGINEERING CENTER (FEC)	J-17
11	ANTHROPOLOGY (ANTHO)	J-14	122	MECHANICAL ENGINEERING (MECH)	I-17
12	ANTHROPOLOGY ANNEX (ANTHX)	J-16	123	MATTOX SCULPTURE CENTER (MATTOX)	H-17
14	SCIENCE & MATHEMATICS LEARNING CENTER (SMLC)	J-15	125		I-17
15	HIBBEN CENTER FOR ARCHAEOLOGY RESEARCH (HIBB)	J-15	126	HIGH PERFORMANCE COMPUTING / ART, RESEARCH, TECH & SCI LAB	H-17
16	BANDELIER HALL WEST (BANDW)	J-15	140	HUBER HOUSE	P-14
19	BIOLOGY ANNEX (BIOANX)	K-16	144	YALE PARKING STRUCTURE	L-13
20	INTERNAL AUDIT	K-14	149	UNM INFORMATION ASSURANCE PROGRAMS	M-13
20A	608 BUENA VISTA DR. N.E.	K-14	150	INSTITUTE FOR SOCIAL RESEARCH (ISR)	L-13
21	CASTETTER HALL (CAST)	K-17	151	NAVAL SCIENCE (NAVAL)	L-13
22	CLARK HALL (CLARK)	K-15	152	JONSON GALLERY/RW/F (JONGAL)	L-13
23	MITCHELL HALL (MITCH)	K-15	153	INFORMATION TECHNOLOGIES BUILDING (ITB)	P-13
24	NORTHROP HALL (NTHP)	K-16	155	CORONADO HALL (DORMITORY)	P-16
25	ALUMNI MEMORIAL CHAPEL (ALUMNI)	J-15	156	ONATE HALL (ONATE)	Q-15
26	UNM PRESS & OFFICE OF RESEARCH	J-14	157	ALVARADO HALL (DORMITORY) (ALVRDO)	P-15
29	DISPUTE RESOLUTION (DISP)	K-14	158	ROBERT HARTUNG BUILDING (HART)	N-18
34	LOGAN HALL (LOGAN)	J-17	159	AEROSPACE STUDIES BUILDING (AERO)	I-12
35	REGENER HALL (REGH)	J-16	160	UNIVERSITY CLUB (UCLUB)	M-13
42	EQUAL OPPORTUNITY PROGRAMS (EOP)	J-14	162	TAMARIND INSTITUTE	N-18
44	THE WHITE HOUSE	J-13	165	LATIN AMERICAN/IBERIAN INSTITUTE (LAI)	L-13
46	ELECTRICAL AND COMPUTER ENGINEERING/CENTENNIAL LIBRARY (EECE)	J-16	168	BUREAU OF BUSINESS AND ECONOMIC RESEARCH DATA BANK (DATA)	M-13
48	DANE SMITH HALL (DSH)	K-14	171	SOUTHWEST HISPANIC RESEARCH INSTITUTE AND CHICANO STUDIES (SHRI)	K-12
51	UNIVERSITY HOUSE (UNIVH)	L-14	172	LOMAS PARKING STRUCTURE	O-13
53	ZIMMERMAN LIBRARY (ZIMM)	L-15	175, 175A	ARMY ROTC (ARMY)	K-12
55	COLLABORATIVE TEACHING AND LEARNING BUILDING	M-14	178	UNM RESIDENT THEATRE GROUP (TRICKLOCK)	J-12
56	MESA VISTA HALL (MVH)	N-16	182A, B, C	LATIN AMERICAN DATA BASE AND LATIN AMERICAN OUTREACH	L-12
57	ECONOMICS (ECON)	M-14	183	JOHN AND JUNE PEROVICH BUSINESS CENTER	J-11
58	HOKONA HALL (ZUNI-OFFICES, ZIA-DORMITORY) (HOKW)	N-14	184	COUNSELING, ASSISTANCE AND REFERRAL SERVICE (CARS)	K-12
59	JOHNSON CENTER (JOHNS)	N-17	185	CENTER FOR SCIENCE, TECHNOLOGY, AND POLICY	K-12
60	STUDENT UNION BUILDING (SUB) (NMU)	M-16	187	EXTENDED UNIVERSITY	K-13
61	SANTA CLARA HALL DORMITORY	O-14	190	UNM PUBLIC EVENTS / POPEJOY	K-13
62	CENTER FOR THE ARTS (POPEJOY, KELLER HALL, FINE ARTS MUSEUM) (CTRART)	M-17	191	HOUSE OF PREVENTION EPIDEMIOLOGY (HOPE)	K-13
64	TECHNOLOGY & EDUCATION CENTER (TECH)	N-14	192	PSYCHOLOGY CLINIC / AGORA CRISIS CENTER (PSYC)	K-13
65	TRAVELSTEAD HALL (TRAV)	M-14	193A-E	REDONDO VILLAGE STUDENT RESIDENCES	P-16
66	SIMPSON HALL (SIMP)	N-14	195	GEORGE PEARL HALL (PEARL)	N-17
67	EDUCATION CLASSROOMS (EDUC)	M-15	198	PARKING STRUCTURE / PARKING & TRANSPORTATION SERVICES	M-17
68	MASLEY HALL (MASLEY)	N-15			
69	KIVA (KIVA)	N-15			
70	MANZANITA CENTER (MANZ)	N-15			
71	SANTA ANA HALL (DORMITORY)	P-15			
73	STUDENT HEALTH CENTER AND UNDERGRADUATE STUDIES (SHC)	M-16			
74	LAGUNA HALL (DORMITORY) (LAGUNA)	O-14			
75	DEVARGAS HALL (DORMITORY) (DEVARG)	O-14			
76	ANDERSON SCHOOL OF MANAGEMENT (ASM)	M-14			
77	LA POSADA DINING HALL	O-14			
78	SOCIAL SCIENCES (SSCO)	M-14			
79	ORTEGA HALL (ORTG)	L-15			
81	HUMANITIES (HUM)	L-15			
82	WOODWARD LECTURE HALL (WOOD)	L-16			
83	CONSORTIUM FOR ENVIRO. RESEARCH, INFORMATICS & ART (CERIA)	L-16			
84	ART (ART)	L-16			
85	UNIVERSITY ADVISEMENT & ENRICHMENT CENTER (UAEC)	N-15			
87	ANDERSON GRADUATE SCHOOL OF MANAGEMENT / PARISH LIBRARY (GSM)	M-13			
88, 89, 90	STUDENT RESIDENCE CENTER (SRC)	O-15			
91 - 94	CASAS DEL RIO	O-15			
102	BOOKSTORE	M-17			
103	HODGIN HALL (HODGIN)	J-17			
104	SARA RAYNOLDS HALL (SARAR)	K-17			

POINTS OF INTEREST

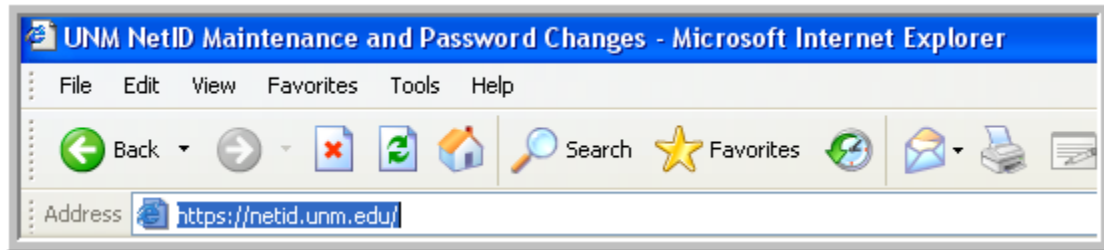
ADVISEMENT & ENRICHMENT (BLDG #85)	N-15
EXPERIMENTAL THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
FINE ARTS LIBRARY (GEORGE PEARL HALL - BLDG #195)	N-17
GEOLOGY MUSEUM (NORTHROP HALL - BLDG #24)	K-16
GREENHOUSE CONSERVATORY (CASTETTER HALL - BLDG #21)	K-17
HUMAN RESOURCES (JOHN AND JUNE PEROVICH BUSINESS CENTER - BLDG #183)	J-11
JONSON GALLERY (CENTER FOR THE ARTS - BLDG #62)	M-17
KELLER HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
MASLEY HALL ART GALLERY (BLDG #68)	N-15
MAXWELL MUSEUM (ANTHROPOLOGY - BLDG #11)	J-14
METEORIC MUSEUM (NORTHROP HALL - BLDG #24)	K-16
POPEJOY HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
RODEY THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
SOMMERS GALLERY (ART - BLDG #84)	L-16
TAMARIND INSTITUTE GALLERY (TAMARIND INSTITUTE - BLDG #162)	N-18
UNM ART MUSEUM (CENTER FOR THE ARTS - BLDG #62)	M-17
WELCOME CENTER (BLDG #198)	M-17

 HOSPITAL
  LIBRARY
  PARKING
  INFORMATION
  FOOD/DINING

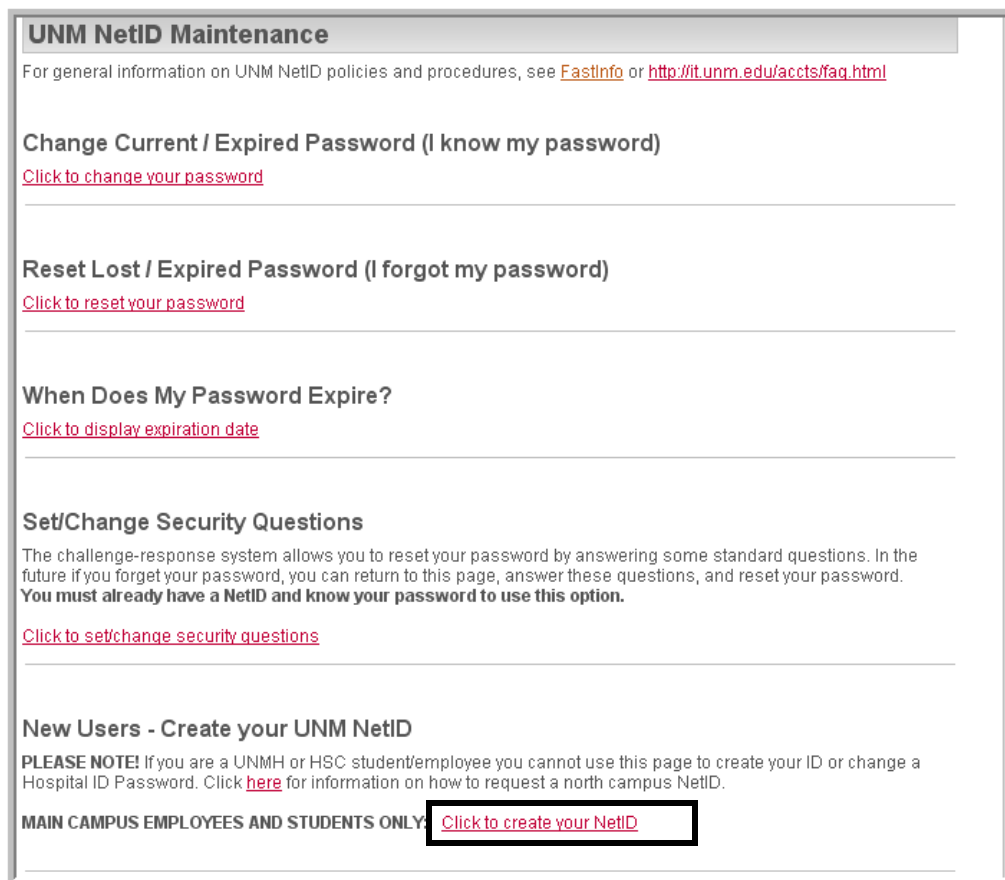
Creating a NetID

The UNM NetID is a login ID that is used to access a variety of systems on campus including LoboMail, myUNM, and Learning Central.

1. Open any browser and type the following link in the address line: <https://netid.unm.edu/>



2. Click on the **Click to create your NetID** link.



3. The following will page will display.

New NetID Creation

To create your NetID, you will have to provide your Social Security Number and birth date, and must also agree to the UNM policy for use of computer accounts.

Read The Policies And Accept

By completing this form, I agree to be bound by UNM policy on [Acceptable Computer Use \(Policy Number 2500\)](#).

I also agree to the following conditions:

- I will be held responsible for any use of this computer account
- I will not use the computer account for any commercial purpose
- I will not use the computer account to engage in any form of illegal software copying, or any other copyright infringement (including the illegal downloading of copyright music and video)
- I will not attempt to access accounts, files, or information belonging to others without their knowledge and consent
- I will not willfully use my computer account to harass other computer users
- I will not use the computer account in such a way as to violate state or federal law, or any [UNM policy](#).

I understand that failure to comply with this agreement may result in sanctions against me, including removal of the account and disciplinary action, and may subject me to criminal penalties.

First Name: Last Name:

4. Enter your First Name and Last Name in the appropriate field.

5. Click on the **I agree** button.

6. The following page will display (Complete part 1,2 3 and 4).

Create A New NetID

Welcome Lisa Gamboa. Follow the instructions to create your NetID. This will be your unique ID while you are with UNM - **you cannot change it** once you have created it. **Your NetID will also be part of your UNM email address.**

1. Confirm your identity.

Social Security Number (enter as 999-99-9999)

Birth Date (enter as mm / dd /yy e.g. 03/09/60)

2. Choose your NetID.

You can select any combination of letters and numbers for your ID (at least 2, and up to 8 characters). It must start with a letter. Your NetID is not case-sensitive, so for example 'Tim' is the same as 'Tim'. If someone else has already selected the ID you choose, you will receive an error and will have to start over with this form.

Select a NetID (2 to 8 characters, starting with a letter)

3. Choose a password.

Your password will be rejected if it does not meet this standard:

- Must contain between 8 and 20 characters
- Must not repeat a character more than twice in a row (e.g. RR is ok, but RRR is not)
- Must contain characters from at least 3 of the following characters sets:
 - Numbers
 - Upper case letters (A, B, C...Z)
 - Lower case letters (a, b, c...z)
 - Special characters - any of the following:
!*#\$%&'()*+,-./:;<=>?@[!^_`{|}~

Passwords are case-sensitive, the character 'A' is not the same as 'a'. Remember which case you use!

(For more information see [Why was the password standard selected?](#))

Select password

Confirm password

4. Choose your security questions.

If you forget your password you will have to answer 3 of your chosen questions before you can select a new password.

Select AT LEAST 5 questions. Answering more now may make it easier for you to reset your password in the future, you can answer all the questions if you wish. Provide answers you can easily remember. Each answer must be unique.

(For more information see [How do I use challenge-response?](#))

In what city was your mother born?

7. Complete Part 1 – Confirm your identity
- Enter your social security number (with dashes).
 - Enter your birthdate mm/dd/yyyy.

1. Confirm your identity.

Social Security Number (enter as 999-99-9999)

Birth Date (enter as **mm / dd / yy** e.g. 03/09/60)

8. Complete Part 2 – Choose your Net ID
- It is recommended that you keep the NetID provided.

2. Choose your NetID.

You can select any combination of letters and numbers for your ID (at least 2, and up to 8 characters). It must start with a letter. Your NetID is not case-sensitive; so for example 'TIM' is the same as 'Tim'. If someone else has already selected the ID you choose, you will receive an error and will have to start over with this form.

Select a NetId (2 to 8 characters, starting with a letter)

9. Complete Part 3 – Choose a password
- Select and confirm your password using the standards listed below.

3. Choose a password.

Your password will be rejected if it does not meet this standard:

- Must contain between 8 and 20 characters
- Must not repeat a character more than twice in a row (e.g. RR is ok, but RRR is not)
- Must contain characters from at least 3 of the following characters sets:
 - Numbers
 - Upper case letters (A, B, C...Z)
 - Lower case letters (a, b, c...z)
 - Special characters - any of the following:
!"#\$%&'()*+,-./:;<=>?@[^_`{|}~

Passwords are case-sensitive; the character 'A' is not the same as 'a'. Remember which case you use!

(For more information see [Why was the password standard selected?](#))

Select password

Confirm password

10. Complete Part 4 – Choose your security questions

a. Answer at least 5 security questions.

4. Choose your security questions.
If you forget your password you will have to answer 3 of your chosen questions before you can select a new password.

Select AT LEAST 5 questions. *Answering more now may make it easier for you to reset your password in the future; you can answer all the questions if you wish.* Provide answers you can easily remember. Each answer must be unique.

(For more information see [How do I use challenge-response?](#))

In what city was your mother born?

What is the name of your favorite pet?

What is your favorite city or vacation spot?

What is your favorite food?

What is your favorite hobby/pastime?

What was the first school you attended?

Who is your favorite teacher?

Who is your favorite athlete?

Who is your favorite author?

Who was your first employer?

11. Click the **OK** button to create your NetID.