UI NEW HIRE QUICK START GUIDE
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ABOUT UI NEW HIRE

As a new hire or returning employee at the University of Illinois, you are required to complete required new hire forms online through the UI New Hire system. This guide describes what UI New Hire is and how to complete the new hire forms. Tips and hints for submitting the forms are also provided in this guide.

You will use the UI New Hire system until your new hire forms have been completed. You will have 60 days from your hire date to complete many of your new hire forms; your UI New Hire login ID and password will expire 60 days after your hire date.

You can access the UI New Hire System on the University of Illinois New Hire System and Resources landing page at:

https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources

Once your new hire forms have been completed, you can use a separate employee website called NESSIE (Net-Drive Employee Self-Service Information Environment):
https://nessie.uihr.uillinois.edu/cf/index.cfm. NESSIE will allow you to view or edit your personal information such as birth date, marital status, education information, benefits information, or earnings information.

Different forms have different requirements. Some forms can be submitted multiple times in UI New Hire. With other forms, you will not be able to access them through the UI New Hire system once they have been submitted. In most cases, if you need to make a change to a submitted form, you may go to regular NESSIE to update or add any additional information. In some special cases, you will need to speak with your department HR contact or the University Payroll and Benefits Services Center to correct information or resubmit certain forms. If you are confused about where or how to update your information, your department HR contact should be able to steer you in the right direction!
LOGGING IN TO UI NEW HIRE

Your department HR contact (or another member of the campus HR team) will use the HR Front End (HRFE) to add you and your new job to Banner. When they create a new hire login in HRFE, an email is automatically sent to the address your hiring department has on file for you, which is often the email address you used in your application materials. This email contains a UI New Hire Login ID and UI New Hire Password. If you didn’t receive this email or your login ID won’t work, please contact your hiring department to have them resend the email or reset your password.

PLEASE NOTE: Your UI New Hire Login ID and UI New Hire Password are different than the username and password you use to access NESSIE or other U of I computer systems. They are unique to UI New Hire. Your Login ID and password are case-sensitive.

Once you have your UI New Hire Login ID and UI New Hire Password, you can access the UI New Hire System on the University of Illinois New Hire System and Resources landing page at:

https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources

IMPORTANT: You will be required to reset your system-generated UI New Hire Password on first login, so make sure to remember your new password after completing this! Choose something you will remember or write it down and keep it in a secure location. Most login issues are due to users not remembering their new password. Your password is case-sensitive.
If you have completed an online employment application at any of the University of Illinois Jobs sites, you can import some of that information into UI New Hire to avoid having to reenter it. To do this, you will need to enter the User Name you used at the application website on the Password Change page shown on first login before clicking Continue to import your information. This will not be your UI New Hire Login name.

If you being hired as a Civil Service Employee (C* or D* employment classes or Extra Help employment), your addresses, Work History, and Driver’s License(s) should import into the system.

Both Civil Service and Academic Professional employees will also have certain records and documents from your application imported into Banner (the main employee database at the University of Illinois). You will not have access to these, but your department will.

If you don’t have an application user name or don’t wish to import your application information or documents, you can leave the box blank.
NAVIGATION IN UI NEW HIRE

The UI New Hire system was designed to be easy to navigate! The navigation is made of six (6) UI New Hire Steps containing one or more different UI New Hire Forms each. Depending on your job and employee type, you may or may not have forms in each step to complete.

The UI New Hire Steps are divided as follows:

- **Step 1** contains forms required of all employees, paid and unpaid, before their employee record is “applied” or finalized. These items are required to be finished before you can be paid.
- **Step 2** contains additional required notifications and training.
- **Step 3** has recommended forms for employees to complete, including W-4 and Direct Deposit (for paid employees), Technology Services at Urbana Campus Services sign-up (including email), the Civil Service Prior Service form (for CS employees), and Identify Verification sign-up (allows any employee who has their NetID to enroll in two-factor authentication).
- **Step 4** contains notification forms. All paid employees will see this step.
- **Step 5** contains Benefit Enrollment information. Only Benefits-eligible employees will need to complete Step 5.
- **Step 6** contains additional Benefits forms and an optional 403(b) enrollment form (offered to all paid employees). Many employees will not see this step, or will only see the 403(b) enrollment form. (Note: employees who are not salaried will receive information about how to enroll in the 403(b) program outside of UI New Hire.)

If a Form doesn't appear for you or a Step doesn't open for you, you do not have to complete it!
Step One with the forms it contains for a benefits-eligible employee is shown above. You can see that the Employee Information Form (EIF), Benefits Orientation form, Loan Default form, ANCRA Acknowledgement form, I-Card Terms and Conditions form, and the Insurance Marketplace Notice form are all part of Step One for this employee.

The Steps and Forms will appear differently onscreen, based on their status.

Steps can be Open, Current, Completed, or Unavailable:

- An **Open** step is one that you can navigate to by clicking on it.
- The **Current** step is the step you are in.
- A **Completed** step is one where all of the forms in it are completed. If you choose not to fill out an optional form, the step will not ever show as completed. This is okay.
- An **Unavailable** step is one that you can’t navigate to by clicking on it. Some steps start as **Unavailable** and then change to **Open** when you have satisfied the pre-requirements for them.

Forms can also be Open, Current, Completed, or Unavailable:

- An **Open** form is one that you can navigate to by clicking on it.
- The **Current** form is the step you are in.
- A **Completed** form is one a final action has been taken to submit, sign off on, or answer the question the form is asking. Some completed forms can be revisited or resubmitted.
- An **Unavailable** form is one that you can’t navigate to by clicking on it. Some forms start as **Unavailable** and then change to **Open** when you have satisfied the pre-requirements for them. Some forms must be done in the step in order (first to last) and some can be done in any order.

This shows **Current** Steps and Forms: Current steps are circled and Current forms are underlined.
This shows **Unavailable** Steps and Forms; both are faded grey and not clickable.

A **Completed** form has a green check in front of it.
A Completed step is green, and still clickable.

An Available step is dark blue and clickable. The same holds true of available forms.

If you need to leave the UI New Hire system before finishing all your forms, don’t worry! Your data is saved each time you click Confirm & Continue, so you can pick up where you’ve left off. A Logout button is available so that you can securely leave the UI New Hire environment. If you are using a shared or public computer, it is also a good idea to also close the browser window when you leave.
You can use the **Logout** button at any time without losing your progress in the system.
The UI New Hire system has been designed to be mobile-friendly. If you are viewing UI New Hire on a smartphone or small tablet device, the menus will change to fit your screen size.
ORDER OF PAGES IN UI NEW HIRE

PRE-STEPS PAGES

Login Page

Password Change page (only shown on first login or after a password reset)

Claiming Your NetID pages (all “non-student” employees at all campuses: everyone except graduate assistants, student employees, and hourly graduate employees; only shown until employee successfully claims or reactives their NetID)

STEP PAGES (FORMS)

All forms in the UI New Hire Steps are seen by all employees unless otherwise noted.

Step One (Required for employment at the University of Illinois):

- EIF (Employee Information form)
- Benefits Orientation form (benefits-eligible employees only)
- Loan Status form
- ANCRA form
- I-Card Terms form
- Insurance Marketplace Notice form

Step Two (Required Trainings and Notifications):

- Code of Conduct form (paid employees only)
- Ethics Orientation form (paid employees only)
- Title IX Training form
- SSA Form 1945 (SURS-eligible employees only)
- Drug-Free Workplace form (Chicago and Springfield campus-based employees only)
- Report of Non-University Activities form (Faculty, Academic Professional, and Postdoctoral appointment employees only)

Step Three (Payroll Forms, Prior Service, and Campus/IT Services):

- Withholding Allowance (W-4) form (paid employees only)
- Direct Deposit (paid employees only)
- W-2 Consent form (paid employees only)
- Prior Service form (Civil Service employees only)
- Create an Email Account (Urbana campus employees only; extra help, graduate assistants, student employees, and hourly graduate employees excluded)
- UI Verify form

Step Four (Additional Notifications):

- Supplemental 403(b) Universal Notice form (paid employees only)
- Federal Health Care Notification form (benefits-eligible employees only)
- SURS Retirement Choice form (SURS-eligible employees only)

**Step Five (Benefits Forms):**
- Benefit Enrollment Information form (benefits-eligible employees only)

**Step Six (Benefits Forms and Optional 403(b) Enrollment):**
- Supplemental 403(b) Retirement Plan form (paid employees only)
- UI AD&D (Accidental Death and Dismemberment) form (benefits-eligible employees only)
- UI Long Term Disability form (benefits-eligible employees only)
- Transfer of Sick Leave form (benefits-eligible employees only)

**POST-STEP PAGES**

- **Campus Orientation page** (UIC only; shows when new hire chooses Confirm & Continue or Continue on last available page in Step 6)

- **UI New Hire Final page** (shows when new hire chooses Confirm & Continue or Continue on last available page)
On all main UI New Hire Steps and Forms pages (every page after the initial login pages and NetID-claiming pages), you will see information about you and helpful university contacts listed.

Your UI New Hire system Login ID (the one you use to log into UI New Hire with) shows in the upper left corner. Your UIN (University ID Number) that will be displayed on your I-Card (if you receive one) is also displayed at the top. You cannot log into UI New Hire using your UIN, but it will be useful if you run into issues while completing your forms. If you need to call for assistance, most offices will need to know your name and UIN, not your UI New Hire system Login ID.

The UI New Hire system displays information for a number of contacts that may be useful to you when completing your UI New Hire forms. The gold “Need Help?” box on the right side of the screen can be used to email your departmental hiring contact. This is the person who will be helping to add your personal and employment information to the University of Illinois employee systems and is usually the first person you should call if you have a question while onboarding. They will have access to information about your employment that other offices may not.
Your main Human Resources Office will also show on the lower left side of the screen. Employees will see a different set of contact information based on whether they are joining University Administration, the University of Illinois at Chicago, the University of Illinois at Springfield, or the University of Illinois at Urbana-Champaign. Certain types of student employees will also see different office’s information here. If you run into an issue that your departmental hiring contact cannot help you with, this is the office to call.

If you are benefits-eligible, you will also see the University Payroll and Benefits contact information for your campus on the lower right side of the screen. If you have questions about enrolling in Benefits or terminology on the benefits forms, this office can help.
CLAIMING OR REACTIVATING YOUR NETID

If you are an employee hired into any of the non-student employment categories, you will be asked to claim your NetID before you begin the UI New Hire steps. The NetID is a University of Illinois system-wide ID that you will use to access both services on your campus, as well as University-wide systems (like NESSIE).

All employee categories except G – Grad Assistants, S – Students, or HG – Grad Hourlies claim in UI New Hire. Graduate and undergraduate students are granted NetIDs through a separate process that happens prior to employment, so they are excluded from claiming within UI New Hire.

Please note: If you were previously a member of one of the campuses who had a NetID or Enterprise ID, you will likely be given this ID back during the claiming process. There are a couple of exceptions to this (old IDs that don’t conform to current ID standards, situations where reactivating the old ID would create a duplicate ID), so the software will make the correct determination for you. If you previously had a NetID, this process will allow your campus to reactivate it. If you have a question about the ID you’ve been assigned, please contact your campus Technical Services team (contact information specific to you is shown within the UI New Hire NetID Claiming screens) for more information.

UI New Hire interacts with campus-specific and university ID claiming systems to help you create or reclaim your NetID and set your NetID password without leaving the UI New Hire system. Because of these interactions with other systems, there may be rare times when an error occurs and it’s necessary for you to contact someone other than your department HR contact for help (someone with specialized technical system access). In these cases, the correct contact phone number will be shown on the screen for you: calling this will put you in touch with someone who has access to the correct systems and information, so you can continue onboarding quickly.

Please note: The NetID Claiming screens allow you to claim or reactivate your NetID and set your NetID password. This is not the same as your UI New Hire Login ID or UI New Hire Login password. The NetID and NetID password allow you to access a wide range of campus services and systems. The UI New Hire Login ID and password allow you to access UI New Hire only. The two are not interchangeable.
CHICAGO NETID CLAIMING – NEW HIRE OR REHIRE WITHOUT NETID

Chicago campus-based new hires will go through the following process when claiming their NetID.

When a new hire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the Chicago campus. Clicking **Continue** will start the communication between UI New Hire and Chicago’s campus IT group that will allow a NetID to be generated based on the employee’s name.
Once **Continue** is clicked, the new hire will see this screen. UI New Hire has sent the user’s UIN to Chicago’s campus IT group (ACCC), and is waiting for that group to generate and send us back a list of NetIDs from the new hire to choose from. If a new hire runs into problems on this screen, he or she will need to call the ACCC Help Desk to get assistance. The correct phone number will display on the screen.
Once UI New Hire receives the generated possible NetIDs for the new hire, it displays the NetIDs it has received to the new hire. The new hire may choose one of the generated NetIDs or propose one of his/her own. If the new hire proposes their own NetID, it will be checked on submission for uniqueness across the campuses.
Once the new hire selects a NetID (and if it was proposed, after the system checks it for uniqueness), it confirms what was chosen with the new hire (so he/she can check for spelling and make sure it’s really what they want). If the new hire is satisfied with this NetID, they can click Register NetID to move forward. There is no way to change the NetID and/or UIC email address within UI New Hire after this point.
Once **Register NetID** is clicked, UI New Hire first communicates with the ACCC code to complete the registration process of the NetID to the new hire. If this completes successfully, UI New Hire communicates with the AITS-supported MidPoint password tool to make sure it is ready to accept the user’s all-campus password. If there is an error on this page with either integrated service (ACCC or AITS MidPoint), the new hire will receive an error to the screen indicating what the issue is and which technology support team to call (based on which integration the error occurred with).
If communication with both systems is successful, UI New Hire displays the registered NetID for the new hire. It’s a very good idea for the new hire to record this somewhere! If the new hire forgets their NetID, he or she will need to contact ACCC’s Help Desk for assistance. UI New Hire does not store the NetID anywhere its own records, so neither the departmental HR person nor the UI New Hire team will be able to assist if this is forgotten.
After activating a NetID, the new hire is asked to review and accept the ACCC Acceptable Use Policy.
The next step in the process is to set up the NetID password reset options, which allows the new hire to reset a forgotten or expired password using an automated password reset tool (contact the ACCC Help Desk if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the ACCC Help Desk.
After setting the NetID password reset options, the new hire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the AITS MidPoint password code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.
After setting the NetID password, the new hire is asked to complete the Emergency Notification System Sign-up, to allow the Chicago campus to alert him/her by text message in the event of an emergency. This is highly recommended, but not required.
That’s it! The new hire has now claimed their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.
When a new hire or rehire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the Chicago campus. Clicking **Continue** will start the communication between UI New Hire and Chicago’s campus IT group that will allow the rehire to reactivate their old NetID.
Once **Continue** is clicked, the rehire will see this screen. UI New Hire has sent the user’s UIN to Chicago’s campus IT group (ACCC), and is waiting for that group to generate and send us back a list of NetIDs from the new hire to choose from (for new hires without NetIDs) or to send back a single, preexisting NetID (for rehires with existing NetIDs). If a new hire runs into problems on this screen, he or she will need to call ACCC to get assistance. The correct phone number will display on the screen.
ACCC has determined that it has one existing, registered NetID for the rehire attempting to claim/reactivate their NetID. Information about mail routing, if present, is also displayed. The rehire can click **Continue** to move to the next screen.
After reactivating their NetID, the employee is asked to review and accept the ACCC Acceptable Use Policy. If ACCC indicates to UI New Hire that this employee has already signed this document, UI New Hire will skip this screen, and the employee will instead go straight to the Password Reset Options.
The next step in the process is to set up the NetID password reset options, which allows the rehire to reset a forgotten or expired password using an automated password reset tool (contact ACCC if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the ACCC Help Desk.
After setting the NetID password reset options, the new hire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the AITS MidPoint password code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.
After setting the NetID password, the new hire is asked to complete the Emergency Notification System Sign-up, to allow the Chicago campus to alert him/her by text message in the event of an emergency. This is highly-recommended, but not required.
That's it! The new hire has now claimed their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.

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**SPRINGFIELD NETID CLAIMING - NEW HIRE OR REHIRE WITHOUT NETID**

Springfield campus-based new hires will go through the following process when claiming their NetID.
When a new hire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the UIS campus. Clicking **Generate NetID** will start the communication between UI New Hire and Springfield’s campus IT group that will allow a NetID to be generated based on the employee’s name.
Once **Generate NetID** is clicked, the new hire will see this screen. UI New Hire has sent the user’s UIN to Springfield’s campus IT group, and is waiting for that group to generate and send us back the NetID. If a new hire runs into problems on this screen, he or she will need to call 217-206-6000 to get assistance from UIS Client Services.
Once UI New Hire receives the generated NetID for the new hire, it displays the NetID it has received to the new hire. It’s a very good idea for the new hire to record this somewhere! If the new hire forgets their NetID, he or she will need to contact UIS Client Services at 217-206-6000 to get assistance. UI New Hire does not store the NetID anywhere its own records, so neither the departmental HR person nor the UI New Hire team will be able to assist if this is forgotten.
The next step in the process is to set up the NetID password reset options, which allows the new hire to reset a forgotten or expired password using an automated password reset tool (contact UIS Client Services if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the UIS Client Services.
After setting the NetID password reset options, the new hire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the UIS Client Services code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.
That’s it! The new hire has now claimed their NetID. Clicking Continue will move him or her into the UI New Hire Steps to begin the onboarding process.
SPRINGFIELD NETID CLAIMING – REHIRE WITH EXISTING NETID

Rehired employees with existing NetIDs being onboarded at the Springfield campus will not see the Create Your NetID screens. If the employee had a NetID assigned by one of the campuses, but left the University system before the Password Reset Manager was activated for his/her campus, he/she will see only the Password Reset Options and Set Your NetID Password screens above. If the employee had previously set up their password reset options in the Password Reset Manager, they will not see any Password screens, either; these employees are able to go directly into the Password Reset Manager to reset/reactivate their NetID, without any further campus provisioning needing to take place.

The first step in the process for rehired UIS employees with a preexisting NetID is to set up the NetID password reset options, which allows the new hire to reset a forgotten or expired password using an automated password reset tool (contact UIS Client Services if you need to access this tool). As the rehire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the UIS Client Services.
After setting the NetID password reset options, the rehire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the UIS Client Services code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.
That’s it! The new hire has now claimed their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.

**URBANA NETID CLAIMING – NEW HIRE OR REHIRE WITHOUT NETID**

University of Illinois and Urbana-Champaign-based new hires will see the following screens when claiming their NetID.
When a new hire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the Urbana campus. Clicking Continue will start the communication between UI New Hire and Urbana’s campus IT group that will allow a NetID to be generated based on the employee’s name.

Once Continue is clicked, the new hire will see this screen. UI New Hire has sent the user’s UIN to Urbana’s campus IT group, and is waiting for that group to generate and send us back a list of NetIDs from the new
If a new hire runs into problems on this screen, he or she will need to call Technology Services at Urbana to get assistance. The correct phone number will display on the screen.

Once UI New Hire receives the generated possible NetIDs for the new hire, it displays the NetIDs it has received to the new hire. The new hire may choose one of the generated NetIDs or propose one of his/her own. If the new hire proposes their own NetID, it will be checked on submission for uniqueness across the campuses.
Once the new hire selects a NetID (and if it was proposed, checks it for uniqueness), it confirms what was chosen with the new hire (so he/she can check for spelling and make sure it’s really what they want). If the new hire is satisfied with this NetID, they can click Register NetID to move forward. There is no way to change the NetID within UI New Hire after this point.
Once **Register NetID** is clicked, UI New Hire first communicates with the Urbana Technology Services code to complete the registration process of the NetID to the new hire. If this completes successfully, UI New Hire communicates with the AITS-supported MidPoint password tool to ask that the new hire and their NetID be registered here. If there is an error on this page with either integrated service (Urbana Technology Services or AITS MidPoint), the new hire will receive an error to the screen indicating what the issue is and which technology support team to call (based on which integration the error occurred with).
If registration with both systems is successful, UI New Hire displays the registered NetID for the new hire. It's a very good idea for the new hire to record this somewhere! If the new hire forgets their NetID, he or she will need to contact Urbana’s Technology Services for assistance. UI New Hire does not store the NetID anywhere in its own records, so neither the departmental HR person nor the UI New Hire team will be able to assist if this is forgotten.
The next step in the process is to set up the NetID password reset options, which allows the new hire to reset a forgotten or expired password using an automated password reset tool (contact Urbana Technology Services if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the Urbana Technology Services Help Desk.
After setting the NetID password reset options, the new hire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the AITS MidPoint password code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.
That’s it! The new hire has now claimed their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.
When a rehire is identified as being in a category that allows him/her to claim their NetID, they are first shown this introduction page, which describes the process of NetID claiming at the Urbana campus. Clicking Continue will start the communication between UI New Hire and Urbana's campus IT group that will find the preexisting NetID for the employee.
Once **Continue** is clicked, the rehire will see this screen. UI New Hire has sent the user’s UIN to Urbana’s campus IT group, and is waiting for that group to generate and send us back a list of NetIDs from the new hire to choose from (for new hires without NetIDs) or to send back a single, preexisting NetID (for rehires with existing NetIDs). If a new hire runs into problems on this screen, he or she will need to call Technology Services at Urbana to get assistance. The correct phone number will display on the screen.
Technology Services has determined that it has one registered NetID for the rehire attempting to claim/reactivate their NetID. The rehire can click **Continue** to set their password reset options and password.

The next step in the process is to set up the NetID password reset options, which allows the rehire to reset a forgotten or expired password using an automated password reset too (contact Urbana Technology Services if you need to access this tool). As the new hire enters their information, UI New Hire validates that the email address and phone numbers are formatted correctly. No other validation takes place at this time. This step is optional, but highly recommended, because the only other way to reset a forgotten/expired NetID password is to go in-person to the Urbana Technology Services Help Desk.
After setting the NetID password reset options, the rehire is asked to set his/her NetID password, which is the password used with the NetID to log into many campus and university resources (one exception to this is UI New Hire, which has its own Login ID and password). UI New Hire validates the first five password rules in-page, then allows the AITS MidPoint password code to validate the last two rules on submission. UI New Hire does not store or retain any record of the NetID password you enter here, nor does this cause your UI New Hire password to be reset.
That’s it! The rehire has now reactivated their NetID. Clicking **Continue** will move him or her into the UI New Hire Steps to begin the onboarding process.
If your questions aren’t answered here, please see our extended UI New Hire System Guide, which provides a more comprehensive look at each Step and Form in UI New Hire. You will need your campus NetID and password to access this. If you don’t have a campus NetID yet, your departmental HR person should be able to help with your question or steer you in the right direction!