**Subject Line: Rice University Identity and Access Management (IAM) Onboarding Notification**

Dear xxx

### **Welcome to Rice**

The first steps you will need to take to begin your onboarding activities is to activate your NetID. Your NetID will be your account name for accessing IT services at Rice. In the process of activating your NetID, you will be prompted to set your initial password, enable your multi-factor authentication using DUO and set your external contact information, like home email and personal cell phone number.

Your personal email and cell phone number are only used by the IAM group to be able to contact you in the case of problems with your account and it will also allow you to use the self-service password recovery feature.

### **Activate your NetID**

1. Go to MyNetID - at [**https://MyNetId.rice.edu**](https://mynetid.rice.edu/)

2. Click on **Start by activating your NetID** link under Activate Your Netid

3. For the **Enter your Owl ID**, use the value shown below

4. Follow the prompts as it steps you through the NetID and DUO authentication process

5. Make sure you keep your NetID and password in a safe location as it will be needed to access IT Systems at Rice

#### Your OwlID is **R-xxxxxxx** ####

The OwlID allows you to claim your NetID but it also helps identify you to the Help Desk if you need to call in for support. Please keep this ID in your records for future use. If you use a password manager, like 1Password or LastPass, adding your OwlID to your Rice entry will ensure that it is always available when you need it.

If you have issues activating your NetID, please contact the OIT Help Desk by sending an email to **help@rice.edu** with a detailed description of what you are seeing or what is happening. Help Tickets are handled Monday - Friday from 8am - 4pm CST.

As an incoming employee or visitor, you will also need to complete some steps in our Human Resources Information System,ImageOne (iO).

### **Welcome to iO, Rice’s Human Resources Information System!**

For incoming employees: There is an employee onboarding checklist (Journey) you will need to complete before your start date as well after your first day.

For incoming visitors: There is a visitor onboarding checklist (Journey) with a few tasks for you to complete as well as a general guide to visitor resources at Rice.

Required Next Steps: Starting your **onboarding checklist Journey**

1. Go to iO - Login at [**https://io.rice.edu**](https://io.rice.edu/)

2. Log in with your NetID/Password and Duo Authentication

3. Once logged in, you can access **your Journey Tasks** in one of two ways:

o Click on the bell notification on the upper right hand corner of the home page

or

o Navigate to the **ME** tab and click on the **Journey App Tile**

For incoming employees: Prior to your first day, an additional task you will need to complete for onboarding with Human Resources is the Form I-9 to determine your work eligibility. Valid work authorization documents will also need to be presented. Below is the link to view the list of authorized documents. An HR representative must view the original documents (digital or photocopies will not be accepted).

<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Once your work authorization documents have been verified, you will be able to continue with the remaining Journey tasks (this may take 2-3 days). It is important that all assigned tasks are completed by the indicated task due date to avoid delays in pay and/or benefits enrollment, if eligible.

If you have any onboarding questions or need additional assistance in iO, please contact the Human Resources Service Center, Monday - Friday, 9 am to 4 pm:

· By phone: 713-348-2232

· By email: people@rice.edu

· In person: Cambridge Office Building, 3rd floor