

**NEW REGISTRATION PROCESS FOR
NEW EMPLOYEE ORIENTATIONS (SU 101, 120, & 130)**

Instructions for an HRA, HRM, DFA or Department Administrator

WHY A NEW PROCESS?

- All courses, including orientations 101, 120, and 130, have now converted to the STARS registration system on Axxess at: <http://axess.stanford.edu>
- A SUNet ID is required to enroll in courses using STARS
- These instructions will guide you on *how* to obtain a SUNet ID for a *new* employee and enroll them in orientation courses
- It is at each department's discretion to choose to follow this process either *before* the new employee's start date OR *on* the employee's first day of employment. If you choose to have the new employee obtain their own SUNETID and enroll in orientation *on* their start date, there may be a week or two delay in their ability to attend an orientation because of enrollment capacity limitations.
- **If you experience difficulty at any point in this registration process, please submit a HELPSU request at: <http://helpsu.stanford.edu>**

IF NEW EMPLOYEE ALREADY HAS A SUNET ID:

(employee may already have a SUNet ID if previously employed at Stanford, a Stanford alumnus/a, or previously a temp at Stanford)

STEP 1: SPONSOR SUNET ID (TO RE-ACTIVATE)

- Ask new employee for their SUNet ID. Do not ask for their password. HRAs can also search the registry to see if the employee has a SUNET ID by going to: <http://regadmin.stanford.edu>
- You will need to sponsor their SUNet ID *temporarily* to re-activate it:
 - Enter Sponsorship Manager on the SUNet ID website (<http://sponsorship.stanford.edu>)
 - Select Sponsor a Service and enter SUNet ID
 - When prompted to Select a Service type choose *Account (SUNet ID, email)*
 - On the Service Level drop down list choose *Base (no email)*
 - Enter start and end dates. End Date should be one week after the hire date
 - SUNet ID accounts will be upgraded to email services when the job affiliation becomes active. Sponsorship will be superseded at that time.
 - No fee is incurred for a base level sponsorship

STEP 2: HAVE EMPLOYEE REGISTER THEMSELVES FOR ORIENTATION (101, 120, AND/OR 130)

- **Having them enroll *themselves* ensures protection of their SUNet ID password**
- There may be up to a 24 hour delay before they can get into <http://axess.stanford.edu>
- Anything over 24 hours should be reported via HelpSU
- Provide the employee with the following instructions:
 - Go to Axxess (<http://axess.stanford.edu>)
 - Login using SUNet ID and password
 - Select the *Training* tab at the top of the page to go to STARS Training Registration
 - Select *Browse Catalog* on the left side menu
 - Go to *For New Employees* category
 - Under the *Related Categories* section, click "New Employee Orientations"

- Under the *Activities Category*, select SU 101, 120 or 130
- Then click on *View Details* for the preferred session date
- Click on *Notes & Attachments* to print out confirmation form/letter, agenda, and map
- Don't forget to click on the *Enroll* button to complete the registration process
- If at any time during the process you encounter a problem, please submit a HelpSU request at: <http://helpsu.stanford.edu>

STEP 3: COMPLETE THE PROCESS

- On employee's Start Date, provide them with a copy of the University's computer usage Policy Administrative Guide Memo 62:<http://adminguide.stanford.edu/62.pdf>

IF NEW EMPLOYEE DOES NOT HAVE A SUNET ID:

STEP 1: CONTACT NEW EMPLOYEE

- *After* the job offer has been made and accepted, contact the employee and advise them that they can request their SUNet ID (Stanford University Network Identifier) by going to: <http://sunetid.stanford.edu> and following the instructions in STEP 2 Option A below
- If the new employee does *not* have Internet access before their start date, you may opt to choose the employee's SUNet ID for him/her by following STEP 2 Option B below

STEP 2:

OPTION A: NEW EMPLOYEE CREATES A SUNET ID FOR HIM/HERSELF

- At the SUNet ID site (<http://sunetid.stanford.edu>), the employee should:
 - Select Request my own SUNet ID
 - Click on "Anyone else: Provide other identification"
 - Complete the requested information
 - Choose a SUNet ID
 - Choose a password
 - Tell you what SUNet ID he/she requested
 - **The employee should NOT share his/her password with you**

OPTION B: YOU CREATE A SUNETID FOR THE NEW EMPLOYEE

- Obtain the new employee's date of birth, social security number and gender
- Go to: <http://sunetid.stanford.edu>:
 - Select Request my own SUNet ID
 - Enter new employee's SS#, D.O.B., and gender
 - Choose a SUNet ID for the employee
 - Choose a *temporary* password
 - **It is imperative that this password NOT be shared with the new employee PRIOR to his/her start date to protect University systems**
- *On* new employee's start date, give them their temporary password. Have the employee immediately go to <http://sunetid.stanford.edu> and choose *Check status/Reset Password* to change password
- **It is imperative that the employee change their password on their first day to protect the security of their SUNet ID.**

STEP 3: SPONSOR NEW EMPLOYEE'S PENDING SUNet ID:

- Enter Sponsorship Manager at: <http://sponsorship.stanford.edu>
 - Select Sponsor a Service and enter the SUNet ID
 - When prompted to Select a Service type choose *Account (SUNet ID, email)*
 - On the Service Level drop down list choose *Base (no email)*
 - Enter start and end dates. End Date should be one week after the hire date
- SUNet ID accounts will be upgraded to email services when the job affiliation becomes active. Sponsorship will be superseded at that time
- No fee is incurred for a base level sponsorship

STEP 4: REGISTER FOR NEW EMPLOYEE ORIENTATION (101, 120 AND/ OR 130)

- There may be up to a 24 hour delay before you or the new employee can get into <http://axess.stanford.edu> to enroll in orientation
- If the new employee has set up their SUNet ID themselves, they should enroll themselves in orientation by going to Axess (<http://axess.stanford.edu>) and following the enrollment instructions below. Employee self-enrollment is the *preferred* method
- If you established the employee's SUNet ID for them and would like to enroll them in orientation *before* their start date, you may do so by going to: <http://axess.stanford.edu> . Login using the new employee's SUNet ID and temporary password that you just created. Follow the *enrollment instructions*:
 - **ENROLLMENT INSTRUCTIONS using: <http://axess.stanford.edu>**
 - Select the *Training* tab at the top of the page to go to STARS training registration
 - Select *Browse Catalog* on the left side menu
 - Go to *For New Employees* category
 - Under the *Related Categories* section, click "New Employee Orientations"
 - Under the *Activities Category*, select SU 101, 120 or 130
 - Then click on *View Details* for the preferred session date
 - Click on *Notes & Attachments* to print out confirmation form/letter, agenda, and map
 - Don't forget to click on the *Enroll* button to complete the registration process
 - Complete the confirmation letter/form with the correct dates of the Orientation(s)
 - Mail to new employee: confirmation form/letter, agenda, map, and SUNet ID but **NOT password** for security purposes
 - This process is to be used only for registering an employee in New Employee Orientations, not for other compliance classes

STEP 5: COMPLETE PROCESS

- On new employee's start date, provide them with a copy of the University's Computer Usage Policy AGM 62: <http://adminguide.stanford.edu/62.pdf>

PLEASE SUBMIT A HELPSU REQUEST AT: <http://helpsu.stanford.edu>
IF AT ANY TIME DURING THE PROCESS YOU ENCOUNTER A PROBLEM