New Hire NET ID and Computer Setup Process

Regular Staff

1. Appointment Prerequisites Completed

- I-9 section 1 done
- Background check
- Degree conferred (academic only)

2. Appointment Made

MSUE HR sends pre-arrival checklist, sends "New hire notice" email, and requests a NetID Pin Letter

Computer Access Form (CAF) link sent to supervisors as part of "New Hire Notice" email.

3. Net ID Created

The MSU ID Office sends Pin Letter to MSUE-HR via FileDepot. MSUE-HR sends Pin Letter to employee immediately after sending the employee's Welcome Email.

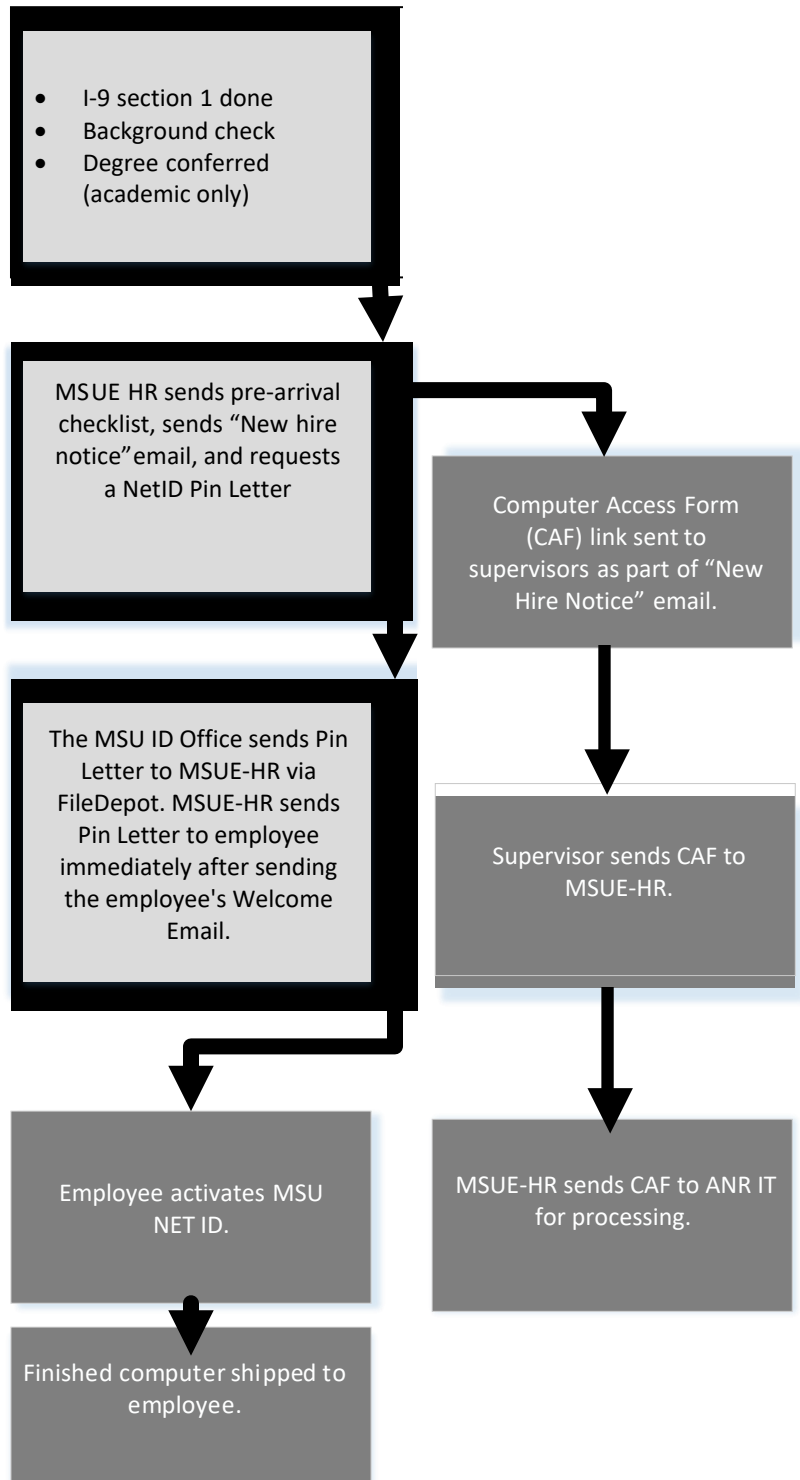Supervisor sends CAF to MSUE-HR.

4. Net ID Activated

Employee activates MSU NET ID.

MSUE-HR sends CAF to ANR IT for processing.

5. ANR account set up / computer set up

Finished computer shipped to employee.

New Hire NET ID and Computer Setup Process

	Temp and On-call	Students
1. Appointment Prerequisites Completed	• TOC position request form • Full I-9 completed (face-to-face) • Background check • New hire data collection form	• Student pre-approval form • Full I-9 completed (face-to-face) • Background check • Student hire form
2. Appointment Made	MSUE HR submits appointment in EBS and sends "Set to begin working" email to new hire and supervisor. This email also includes the link to the CAF which is required for the ANR Account creation.	MSUE HR submits appointment in EBS and sends "Set to begin working" email to new hire and supervisor. This email also include the link to CAF which is required for the ANR Account creation.
3. Net ID Created	New hire follows instructions provided in "Set to begin working" email to request PIN letter.	Students already have active NET IDs. Skip to Step 5 if they require an ANR account.
4. Net ID Activated	Employee receives PIN letter and activates MSU NET ID.	
5. ANR account set up		Once supervisor sends completed CAF to MSUE-HR, MSUE-HR sends CAF to ANR IT for processing.