Handout #8

Welcome New Hire Notification Email

Dear Test1 APOP New Hire,

Congratulations on your new position and welcome to the University of San Francisco! We look forward to working with you.

To get started, you may now log into USFConnect to access the PreHire Tab and your USF email account.

On the PreHire Tab, you will be able to:

- Print and complete your I-9 Employment Eligibility Form and other new hire paperwork
- Sign up for Benefits Orientations (if eligible)
- Access important information from your hiring school or college
- Learn about other University programs and services

HOW TO ACCESS USFCONNECT

Obtaining your password

1. To log into USFConnect and access your email, you must obtain your password from the ITS Help Desk.

2. To contact the ITS Help Desk, please call or email:

   Phone: 415-422-6668
   Email: itshelp@usfca.edu
   Web: http://www.usfca.edu/its/help

3. You will need to provide the ITS Help Desk with the following information:

   Your CWID is: 20343577
   Your User ID is: tfpop
   Your Start Date is: 08/04/2015

Logging in

1. Visit USFConnect: https://connect.usfca.edu

2. Enter in your User Name and Password to access USFConnect, the PreHire Tab, and your USF email.

QUESTIONS?
If you have any account related questions, please contact the ITS Help Desk using the number listed above. If you have any employment related questions, please contact Human Resources at (415) 422-6707.

Please do not respond to this email with inquiries.

Thank you,

Human Resources