

## **New Hire/Onboarding Access Checklist** <sup>[1]</sup>

### **Ensure your new hire is prepped with the right access and permissions.**

Below are common items university affiliates look for during their first week of employment at CU.

#### **Claiming University Login Credentials**

University credentials are controlled by each individual campus, and can be obtained by working with your respective campus OIT resource. Access to enterprise systems through single-sign on (SSO) and campus-level resources are controlled through these credentials.

Review the links below on how to obtain these credentials for your respective campus:

Boulder: [Boulder IdentiKey](#) <sup>[2]</sup>

Denver|Anschutz: [Denver Passport ID](#) <sup>[3]</sup>

Colorado Springs: [UCCS ID](#) <sup>[4]</sup>

System Administration: [CU System ID](#) <sup>[5]</sup>

#### **CU-Data Reporting**

Many university affiliates need access to data and reports. Some reports are inherited through application access, while others require additional approvals from their respective [campus access coordinator](#) <sup>[6]</sup>.

#### **Groups audience:**

University Information Services

#### **Right Sidebar:**

UIS - Campus Access Coordinators

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**Source URL:**<https://www.cu.edu/uis/access-it-security/onboarding-employee-management/new-hireonboarding-access-checklist>

#### **Links**

[1] <https://www.cu.edu/uis/access-it-security/onboarding-employee-management/new-hireonboarding-access-checklist> [2] <https://oit.colorado.edu/services/identity-access-management/identikkey>

[3] <https://www1.ucdenver.edu/offices/office-of-information-technology/services/logins-and-account-access>

[4] [https://accounts.uccs.edu/cgi-accounts/claim\\_account\\_wiw.pl](https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl) [5] <https://www.cu.edu/uis/cu-system-accounts>

[6] <https://www.cu.edu/uis/access-it-security/campus-access-coordinators>