

New Hire/Onboarding Access Checklist ^[1]

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](#) ^[2]

Denver|Anschutz: [Denver Passport ID](#) ^[3]

Colorado Springs: [UCCS ID](#) ^[4]

System Administration: [CU System ID](#) ^[5]

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 ^[6].

Groups audience:

University Information Services

Right Sidebar:

UIS - Campus Access Coordinators

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/identikay>

[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 [5] <https://www.cu.edu/uis/cu-system-accounts>

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