**Process for New Employees for Access to Services**

- Helpful Websites:
  - www.it.usf.edu/services
  - www.bsr.usf.edu
  - www.usfsupport.custhelp.com/app/answers/list
- Building Access can be requested as soon as USFID is assigned to individual

New Employee

Provide DOB and SSN to HR

Human Resources

Complete Employee Identity In GEMS (EmplID, DOB, SSN and JOB Info)

HR Generates Account

Self Service Account Created

ID Card

NetID

ID Card Ready for Issue

Identity/Affiliation Info

Identity/Affiliation Info

NetID Ready for Activation

Employee obtains ID Card!
Now Employee can start using services like:

Employee activates NetID!
Now Employee can start using services like:

Dept Office Manager requests access to these services for the Employee:

These services are available on the next business day after activation: