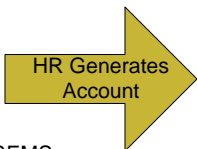
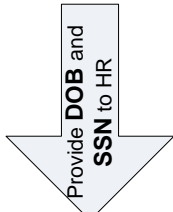
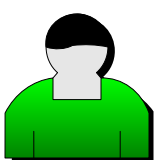
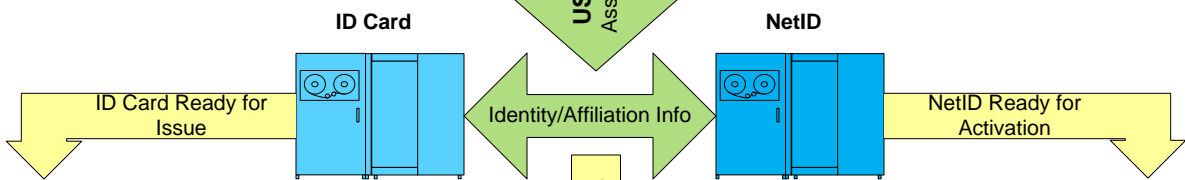
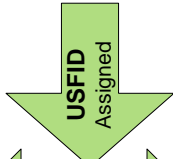


# Process for New Employees for Access to Services

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



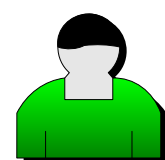
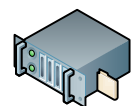
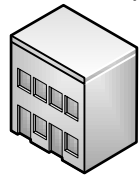
Complete Employee Identity In GEMS (EmplID, DOB, SSN and JOB Info)



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



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



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



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

