New Employee’s Guide to Accessing Services

Welcome
As a new UNL employee, you may set up your access to services right away. Services may be physical (NUID card, parking tag, etc.) or electronic (email, wifi, etc.). After your department enters your hiring information into the HR system, you can complete these steps, even before you arrive on campus. Services will be activated in 24–48 hours.

1. Get your NUID
An NUID is an 8 digit identification number, also known as your TrueYou account. Your department will provide an NUID to you or you may look it up at trueyou.nebraska.edu

2. Claim your Identity
Visit trueyou.nebraska.edu to claim your identity and set passwords for two accounts: TrueYou and My.UNL. Both accounts are needed to access services at UNL.

TrueYou
First, activate your TrueYou account, which accesses services provided by the University of Nebraska to all campuses.

MYUNL LOGIN
Next, set the password for your My.UNL account (username = hhusker1), which accesses services provided by UNL.

For detailed identity claim instructions, please visit TrueYou@Nebraska.edu

3. Activate your email
Visit its.unl.edu/emailhome to activate your Microsoft Office 365 email account.

You can activate your email 2 hours after your NUID is generated.

4. Get your NCard
Take your NUID number and government issued photo identification to the NCard Office in the Nebraska Union - City Campus to pick up your card.

You may submit an Ncard request online https://ncard.unl.edu/obtain-ncard-facultystaff-and-affiliates

You can get your NCard 2 hours after your NUID is generated.

5. Enroll in Benefits
If you are eligible for benefits, you may enroll prior to your first day and benefits will become effective on the first day of the month following your start date. You must submit your completed benefits forms to your Campus Benefits Office within 31 days of your hire date. Go to hr.unl.edu/benefits

“Firefly” is the employee portal for benefits enrollment, leave balances, payroll and more. Use your TrueYou Account (NUID) to access Firefly at firefly.nebraska.edu.

6. Get More Services

Building and Door Access
See your department

Wi-Fi
Access UNL’s wireless network its.unl.edu/services/wi-fi

Parking & Transit
parking.unl.edu

Use NUID for:
DUO two-factor authentication adds a second layer of security to your online accounts.
fireflyhelp.nebraska.edu/fireflyhelp/Duo/TrueYouDuo.html

Use MyRed for:
Students & faculty use Canvas to manage assignments and digital course work canvas.unl.edu

7. Attend Orientation
New Employee Orientation sessions are offered monthly. Additional environmental health and safety trainings may also be required. Find a session at hr.unl.edu/general/neo.shtml and https://ehs.unl.edu/web-based-training

402-472-3970
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