

## Agency 207 – Academic SOM Employee

Via UVA HR:

- 1) New employee receives “Claim/Activate your Account” email (1 day to 2 weeks prior)
- 2) New employee receives “Reminder” email to complete outstanding items
- 3) New employee and manager receive “Clear for Hire” email

**Help with First-time Account Activation:** <https://in.virginia.edu/account-guide>

### **Get a UVA Email Account**

- **For Academic email (@virginia.edu):** Hiring manager/Admin can Request a central Office 365 email account *If the School of Medicine (SOM) is the primary job in Workday, the new employee will automatically receive access to Office 365 tools in the central UVA Academic environment.*
- **For UVA Health email (@hscmail.mcc.virginia.edu or @uvahealth.org):** Hiring manager/Admin can complete and submit request for UVA Health System/Local Area Network (LAN) Account: <https://hit.healthsystem.virginia.edu/departments/security/security-guides/forms/lan-account-request/>

### **If High Security VPN (HSVPN)**

*HSVPN access is needed if new hire is offsite and needs access to some Library resources, shared drives, etc.*

Instructions for getting HSVPN access can be found here: <https://in.virginia.edu/hsvpn>

### **Mobile Phone Support**

- Mobile Iron:
  - What is MobileIron: <https://hit.healthsystem.virginia.edu/departments/mobile-device-technologies/what-is-mobileiron-how-does-uva-health-use-it/>
  - Register your device with Mobile Iron: *\*screenshot instructions below\**
- If Vocera is needed: *Installed with the apps that are downloaded when Mobile Iron is installed on your device.*
  - Support/How to Use Vocera: <https://www.medicalcenter.virginia.edu/intranet/enterprise-communication/how-to-use-vocera>
  - DIY Installation: <https://www.medicalcenter.virginia.edu/intranet/enterprise-communication/how-to-use-vocera/VoceraVCSInstallation.pdf>

### **Computing ID, University ID Number, and Eservices Password Support**

- Computing ID: <https://in.virginia.edu/compid>
- Employee University ID Number:
  - Found on the back of the employee badge
  - Found under “My UVA Information” under My Profile) in the Identity and Access Management System: <https://in.virginia.edu/profile>
- Reset Your eservices/UVA password: <https://in.virginia.edu/pw>

### **Zoom Account**

- Access with academic email and password
- <https://in.virginia.edu/zoomaccount>

### **Last Pass**

- Access with academic email and password
- <https://in.virginia.edu/lastpass-account>

*For more information on the UVA IT checklist, please visit <https://in.virginia.edu/itchecklist>.*