FACULTY *REGULAR ACTIVATION* PROCEDURE TO OBTAIN CAMPUS I.D., myCOYOTE ACCOUNT AND EMAIL ACCOUNT

PLEASE NOTE: FOR THIS PROCEDURE TO BE SUCCESSFUL THE FOLLOWING MUST BE COMPLETED *FIRST* BY THE HIRING DEPARTMENT:

1. A PeopleSoft I.D. number must be created for part-time faculty. (Full-time faculty PeopleSoft I.D.'s are created by Academic Personnel).
2. "POI" type is **no longer** used to establish employment records.
3. ID number must be created in **"Modify A Person"** and **"Employee"** type must be used.
4. After the ID is created, the faculty ID must be linked to a course and term.
5. Contract Data must be entered into the **"Temp Faculty Module"** and loaded to **"Job Data"** in "**Workforce Administration**".
6. A Job Data record must be entered into PeopleSoft.
7. The faculty must be linked to a course and term.
8. After all the above steps are completed the hiring department must **provide** the faculty with their PeopleSoft I.D. number.

All new hire paperwork is completed through Human Resources

Required steps for faculty to obtain:
1. Activate "myCoyote" account
2. Coyote OneCard
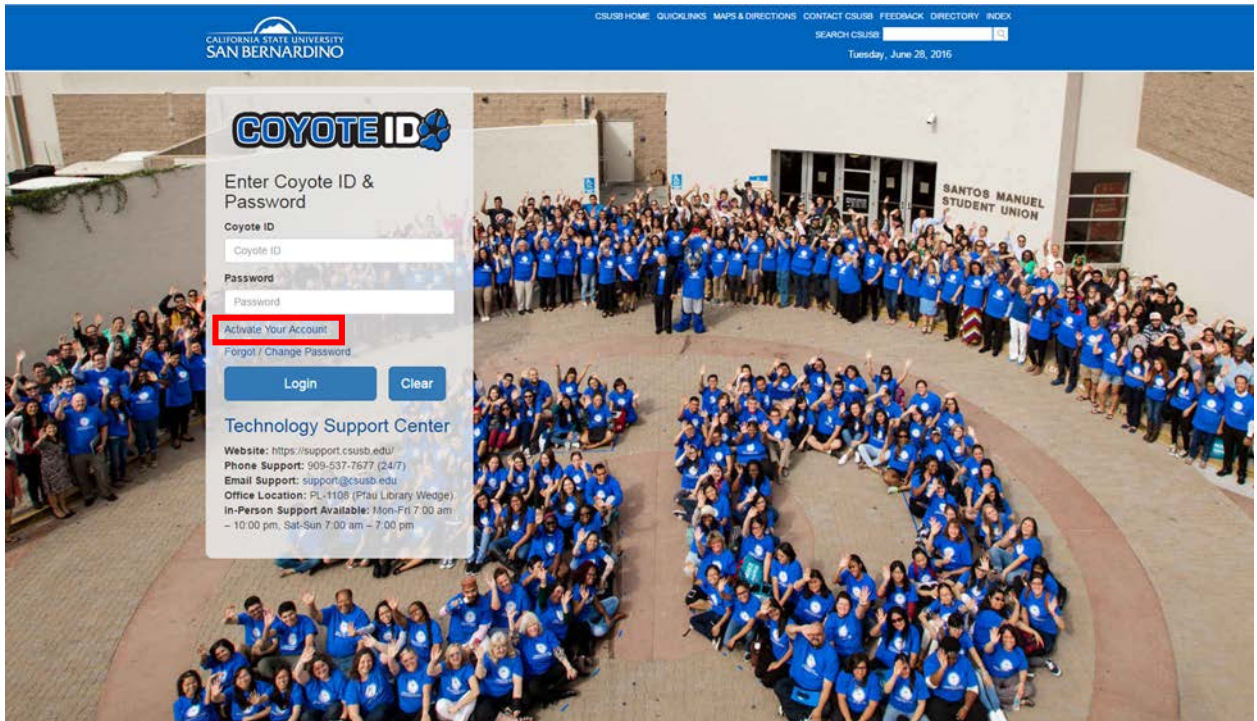3. Access to the faculty center

Regular Activation Procedure:

This document describes the procedures followed by the university to create and activate the myCoyote account (Coyote-ID and password) for new faculty. The university uses a reduced single-sign-on credentials (Coyote-ID and password) to access university computer application and services such as the wireless network, smart classrooms, blackboard, myCoyote portal and Email, among others.

The "Regular Activation Procedure" describes the procedure that is followed to create the myCoyote account **On** or **After** the **contract** or **appointment** effective date.

1. The faculty must be entered in to PeopleSoft and assigned a PeopleSoft ID number and complete their job data. This is done by the Department for part-time faculty and Academic Personnel for full-time faculty.

2. After 1 or 2 business days of being added to PeopleSoft, the faculty can claim their account. For activation, the faculty needs to be communicated their Coyote ID # and follow the steps below:

   A. Go to the CSUSB main website: www.csusb.edu then select the link of **myCoyote** (https://mycoyote.csusb.edu)

B. For first time users, please select the link of **Activate Your Account** (https://myaccount.csusb.edu/self-service/) to go Identity Management Self-service page.

C. On Identity Management Self-service page, select the link **Activate Your Account**

D. Follow the screen instruction to complete the six steps to activate your account.

Once the faculty activates his/her account on the campus IDMS, the faculty will have access to myCoyote portal, wireless network, smart classrooms, Blackboard and Email.

3. The faculty can access university services by logging in to the myCoyote portal at mycoyote.csusb.edu.

4. **No later than 30 calendar days from the contract or appointment effective date, the faculty must do the following:**
    a. **Visit the Technology Support Center and provide proof of identity and obtain a OneCard. Otherwise, the faculty account will be disabled.**

5. **Required Training: CSUSB Information Security Training:**

    - **A CSUSB Email Account and Coyote-ID are required to register for the campus on-line Information Security Training. Register at** https://info001.csusb.edu/cms/reg/courseview.php
    - Scroll down to Register for **On-Line Training**, select the course registration link for **SB99101**.
    - **If you encounter problems while attempting to register for the Information Security training, please Email: itstrainingservices@csusb.edu or Call the CMS Training Support**

Office, located in the John M. Pfau Library (PL-1104), at 909-537-7425 to request assistance. If you need assistance <u>after regular business hours</u>, please contact the Technology Support Center at 909-537-7677.

- Visit the campus **Faculty Self-Service eHelp Center** at <u>http://cms.csusb.edu/ehelpFaculty/index.jsp</u> where you will find information regarding Faculty Services which include:
  - o Class Roster
  - o Grade Roster
  - o Browse Course Catalog
  - o Search for Classes
  - o Schedule of Classes
  - o View Teaching Schedule

6. **Read and complete the <u>Confidentiality Compliance Form – Faculty Form</u> and submit to the Information Security Office, PL-2006B.** If you have previously signed & submitted a <u>Confidentiality Compliance Form – Faculty Form</u>, you DO NOT need to submit a new form.

Access to "Faculty Center" – done by the department:
1. Department must contact **Academic Scheduling** to have faculty added to the **Instructor Table.**
2. Department must assign faculty to a course or courses.
3. Once faculty have been added to the **Instructor Table** and **Assigned to a Course**, faculty will have access to **Faculty Center**.