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](https://www.csusb.edu) then select the link of myCoyote ([https://mycoyote.csusb.edu](https://mycoyote.csusb.edu))

![myCoyote](https://mycoyote.csusb.edu)

- myCoyote
- Student Email
- Faculty / Staff Email
- Technology Support
- Blackboard
- Class Schedule
- Bulletin / Catalog
- Academic Calendar

B. For first time users, please select the link of Activate Your Account ([https://myaccount.csusb.edu/self-service/](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**

Self-Service

**Activate your CSUSB Digital Identity (CoyoteID)**

You must first activate your account before you can access most of CSUSB on-line resources.

- Activate Your Account

**Forgotten Password**

If you have forgotten your account’s password, you can attempt to reset your password using the link below.

- Forgot Password
  - Complete Your Account Recovery

**Manage Your Account**

Change your password, or view or modify your account information.

- Manage Your Account
  - Change Your Password

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 cmstrain@csusb.edu or Call the CMS Training Support Office at 909-537-7270 to request assistance. If you need assistance after regular business hours, please contact the Technology Support Center at 909-537-7677.
   - Visit the campus Faculty Self-Service eHelp Center at http://cms.csusb.edu/ehelpFaculty/index.jsp where you will find information regarding Faculty Services which include:
     - Class Roster
6. Read and complete the Confidentiality Compliance Form – Faculty Form and submit to the Information Security Office, PL-2006B. If you have previously signed & submitted a Confidentiality Compliance Form – Faculty Form, 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.