New CEHD Employee Checklist

☐ Schedule a meeting with OET for computer setup, if we have configured a computer for you, by completing an OET technical support request form.

☐ Log into an OET-configured, Windows domain computer with your OET username and temporary password, to set a new password.

☐ Once logged into the computer, connect to your Unit's OET shared drive. Select Macintosh or Windows for instructions.

☐ Set up your voice mail, if applicable.

☐ Activate your UDelNet ID account. Log in to My UD Settings with your UD ID and PIN, 24-48 hours after your HR onboarding appointment. Follow the prompts to activate your UDelNet account.

☐ Set up two-factor authentication (2FA). Go to My UD Settings to register for 2FA. Instructions can be found at https://www1.udel.edu/it/help/2fa/.

☐ Setup Microsoft Multi-Factor authentication (MFA), to access Office365 applications and Exchange email.

☐ Review the following information: University of Delaware Privacy and Security Guidelines for Employees.

☐ Review the following information: Best Practices for Computer and Information Security and the University's Policy for Employees' Use of Electronic Communications

☐ Access your email. If you are a full-time employee, you will automatically have a default Gmail account through Google Apps at UD. You will have access to your University email from any Web browser, but you may also use a desktop client (e.g., Mac OS X Mail, Thunderbird). If you are a miscellaneous wage employee, your supervisor will need to request an email account for you by writing to oet-help@udel.edu

☐ If your unit prefers to use email on the central Exchange server, your supervisor will need to complete a technical support request form at https://www.oet.udel.edu/form, to request your Exchange email account. The Office of Educational Technology will configure your account, once it is available.

If you have questions, use the help request form at www.oet.udel.edu/form or call us at 302-831-8162.