

1.3 UW Net ID/Email, Husky Card, and Directory Listing

UW NetID/Email

Your personal UW NetID provides access to many UW online services including *MyUW* (a personalized tool to access useful web resources at the university, including your directory information, Employee Self-Service, Campus Maps, etc.) and *UW Email*. Your UW NetID verifies who you are, ensures the privacy of your personal information, and restricts the use of UW resources to authorized users. Every staff member has his or her own unique UW NetID that serves as both a username and as a UW email address. For example, a UW NetID could be *jasgon*, therefore the email address would be *jasgon@uw.edu*.

- To set up your UW NetID, the instructions on the website will walk you through a step-by-step process. To access this website, go here: <https://uwnetid.washington.edu/newid/>
- You will be asked for the following information:
 - Private Access Code (PAC), a one-use code which is case sensitive
 - Employee ID (EID) number
 - Date of birth
- The PAC and EID will be given to you after your appointment has been entered into the UW payroll system.
- If you have any difficulty with your PAC and/or setting up your UW NetID, you must contact UW-IT for assistance at (206) 221-5000.

Obtaining a Husky Card

Your Husky ID Card can be used in the following ways:

- UW photo ID card that is also your UW Staff ID
- U-PASS card, if you choose that transportation option (see Onboarding Manual_1.2 Getting to Campus).
- You can also load money onto it on myUW by clicking on “Access your Husky Card Account”. After doing so you are able to use it as a form of payment on campus, such as in the HUB.
- You use it to check items out from the library

To obtain a Husky Card, you will need your employee ID number and appropriate photo ID (i.e. passport or driver’s license). You must go in person to the ID Center, which is located on the lower level of the Odegaard Library near the *By George Café*. The ID Center is open Monday through Friday from 8:00 AM to 5:00 PM.

UW Online Directory Listing

For your name and contact information to be listed in the UW Directory, you must enter that information into the Directory. To be included in the Directory or update your information:

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- ☐ Go to myUW > Employee Self Service > Address.
 - ☐ Click the “Change” button for the “Campus Address” box.
 - ☐ At the bottom of the green box, click on the dropdown menu and change your listing preference from “Unlisted” to “Campus address with email”.
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Version History	Date	Change Summary	Author(s)
1.00	June 23, 2016	Initial Version	Jasmine Gonzalez