

1.3 UW Net ID/Email, Husky Card, Directory Listing, & Two-Factor Authentication

General

Procedures/Checklists

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 jargon, therefore the email address would be jargon@uw.edu.

As your appointment is processed through Workday, the UW HR/Payroll system, you will receive an “Onboarding” email from Workday which will allow you to set-up your UW NetID.

Obtaining a Husky Card

Your Husky ID Card is a University of Washington photo ID card that will become your U-PASS card, if you choose that transportation option (see Onboarding Manual_1.2 Getting to Campus). 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 & Two-Factor Authentication

For your name and contact information to be listed in the UW Directory. To be included in the Directory, or update your information, you must enter the information through your personal homepage in Workday.

For security purposes, UW requires two-factor authentication (2FA) to access Workday. You must have a UW NetID to set-up 2FA. To set-up your 2FA choices, go to:

<https://itconnect.uw.edu/security/uw-netids/2fa/>

Workday can be found at: <https://isc.uw.edu/>

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1.00	June 23, 2016	Initial Version	Jasmine Gonzalez
2.00	Sept. 26, 2017	Revised Version	Toni Read