

Onboarding Instructions Guide

New Tenure-Track Faculty and *New* Full-Time Lecturers

Mandatory First Steps

HR New Hire Intake Meeting<>myCoyote Account Activation<>Coyote
OneCard<>Confidentiality Compliance Form<>Visit to Hiring Department<>
Parking Permit<>Mandatory Training<>New Faculty Orientation

Access to Blackboard, Faculty Center, Outlook Email Account, free Wi-Fi etc.

Welcome to CSUSB!!!

Academic Personnel
Version 1 as of 2017-12-18

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Welcome to CSUSB!!!

We are very excited you are joining our CSUSB family!

Once you are offered and have accepted a full-time faculty position at CSUSB, you signed the Appointment Letter and your background check came back clear, you need to complete **Onboarding Process with eight Mandatory First Steps (outlined below)** in order to be officially hired, get set-up for benefits, payroll, to gain proper access and to be ready to teach your course(s) in the upcoming Quarter.

Most of the steps you need to complete in person by visiting various departments on CSUSB campus. Here is the list of the Steps you need to complete, and subsequent pages of this Guide provide detailed instructions for each Step. Please refer to [Checklist](#) on Page 4 for a quick snapshot.

New Hire Onboarding Process Mandatory First Steps:

Pre-Onboarding Step: Non-US Citizens/Non-Permanent Residents (**only**) need to complete 2 additional steps BEFORE the HR visit and appointments are required (see [Handout](#))

- Step 1:** Register and Visit HR for the “New Hire Intake Meeting”
 - a. Sign up for Benefits and Direct Deposit (as needed)
- Step 2:** Activate myCoyote Account - NETO Training
- Step 3:** Obtain Coyote OneCard
- Step 4:** Submit Confidentiality Compliance Form (*Faculty Form*)
- Step 5:** Visit Hiring Department
- Step 6:** Purchase Parking Permit
- Step 7:** Complete Mandatory Training
- Step 8:** Attend New Faculty Orientation

Who to Contact?

In general, Your Main Point of Contact is your **Hiring Department:** Department Coordinator and Department Chair. However, initially you will be also interacting with:

Heather Lint, Analyst, Academic Personnel Office
Email: HLint@csusb.edu or Tel: 909-537-5421
Academic Personnel Office, Main Tel. 909-537-5029
Academic Personnel, Main Email: academicpersonnel@csusb.edu

Acronyms and Terms Explained

Add Link when available

CHECKLIST

Mandatory First Steps: Onboarding Instructions

- **Obtain your Employee ID number** from Heather Lint 909-537-5421, email: HLint@csusb.edu
- **Register for HR New Hire Intake Meeting and Plan your visit to the Campus.**
- **Campus Maps** and Directions: <https://www.csusb.edu/maps-directions>
- **Floor Plans:** <https://www.csusb.edu/facilities-planning-management/forms-documents/csusb-main-campus-floor-plans>

Ctrl + Click on Page number to jump to that section of the document

<input checked="" type="checkbox"/>	Mandatory Steps	Optional or if you choose	Location <small>see Campus Map</small>	How	Pg.
	Non-US Citizens ONLY		CE-356 CH-119	In Person, appointments needed Documents needed	5
	Step 1. Register and attend: HR “New Hire Intake Meeting”		SH-110	Register and attend In Person Documents needed	6
		Ia. Benefits	SH-110	In Person Information & Documents needed	7
		Ib. Direct Deposit*	SH-103	In Person. Form Needed *	7
		II. Activate myCoyote Account at NETO	in person at PL-1104	NETO in person at ITS Training Services, or NETO via ZOOM electronically (computer, tablet, or mobile)	8
	Step 2. Activate myCoyote Account (Appendix A)			Electronically (computer, tablet, mobile) at home on your own	8
	Step 3. Coyote OneCard*		PL-1108	In Person, Picture Taking Form needed*	9
	Step 4. Confidentiality Compliance Form*		From HR to Hiring Dept	In person Form needed*	9
	Step 5. Visit your Hiring Department to drop off “Confidentiality Compliance” Form, to obtain completed Parking Form and to obtain other instructions (see Section VI. for details).				10
	Step 6. Parking Permit**		UH-35 UH-39	In person Form needed**	11
	Step 7. Mandatory Training		PL-1104	Electronically (computer, tablet, mobile) at home	11
	Step 8. Attend New Faculty Orientation		TBD	In Person. Location TBD.	12
	Appendix A1. myCoyote Portal – Email Access			Electronically (computer, tablet, mobile)	15
		Appendix B. Blackboard Access		Electronically (computer, tablet, mobile)	16
	Appendix C. Faculty Center Access			Electronically (computer, tablet, mobile)	17
	Appendix D.	Pre-Provisioning		Contact Academic Personnel	18

* **Forms needed:** Identify the following forms at your **HR New Hire Intake Meeting**, which you will need for the subsequent steps of the onboarding process:

1. **Direct Deposit Form** – to be presented at Payroll Office (SH-103)
2. **Employee ID Request Card** – to be presented at Coyote OneCard Office (PL-1108)
3. **Confidentiality Compliance Form (Faculty Form)** – submit to Hiring Department.

****Obtain from Hiring Department:** Completed **Parking Permit Authorization Form** to be presented at Parking Services Office (UH-35 and UH-39)

Non-US Citizens/Non-Permanent Residents Handout Pre-Onboarding Requirement Employment Eligibility and Documents Required for Hiring

Permanent Residents DO NOT need to complete the First 2 steps below.

Once Academic Personnel or your Hiring Department notifies you that you are ready to complete "Mandatory First Steps - Onboarding Process" plan your visit to the campus. However, to ensure Employment Eligibility and proper Tax Status please determine early in the process if you have proper documentation at hand and you can be hired by the University. Therefore, Non-US Citizens/ Non-Permanent Residents need to complete (in person) 2 steps PRIOR to coming to HR for New Hire Intake Meeting, it can be done on the same day, but the appointments need to be scheduled ahead of time.

DETERMINE YOUR EMPLOYMENT ELIGIBILITY **ASAP or as practical**

Step A. Employment Eligibility Validation

Appointment strongly encouraged: Please contact **Elanor Perry** from **Center for International Studies & Programs** at **(909) 537-5193**, Email: **eperry@csusb.edu** to **validate employment eligibility and obtain the NRA form**, needed for your Tax Compliance and HR Intake Meetings. **Location: CE-356 to check in.**

Step B. Tax Compliance Determination

Available by appointment only: Contact **Maggie Mutadzakupa** (909)-537-7575, Email: **mmutadza@csusb.edu** or **Tan Nguyen** (909) 537-3988, Email: **Tan.Nguyen@csusb.edu** from **Reporting & Tax Unit** to complete the **Tax Compliance Process** and **Employee Action Request form (EAR) (W-4 form)**, needed for your HR Intake Meeting. **Location: CH-119.**

CSUSB is required by Internal Revenue Service (IRS) to withhold U.S. income tax and file reports with IRS in connection with any payments made to foreign individuals.

Documents required at your Tax Compliance Appointment:

- Passport
- I-20 and Employment Authorization Card (If employee is on OPT)
- Form I-797 for H1B Employees
- Form I-94
- Social Security Card
- NRA Form obtained from "Center for International Studies & Programs" (from Step 1 above)

Step C. HR New Hire Intake Meeting (Step 1 of Onboarding Process)

Registration Required. See [Next Page](#) for details.

List of Acceptable Documents: To see more info click on the Registration Link for **Unit 3 (Faculty)**.

<https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>

Names on ALL documents you will be presenting MUST match. The hiring process cannot be complete if the names on the documents used for verification of identity and employment eligibility do not match.

Ongoing

When you **renew** your Employment Eligibility Documents, **you will need to repeat** the above outlined 3 Step process to be in compliance with **Reverification of I-9 Form.**

I. Step 1. Human Resources New Hire Intake Meeting

Register and Attend In-Person:

Once **Academic Personnel** or **Hiring Department** provides you with your **Employee ID Number**, please **REGISTER (ASAP)** for **New Hire Intake Meeting** with Human Resources. You **MUST** attend in person **BEFORE your start date**, otherwise **your first paycheck may be delayed**.

Note: Non-U.S. Citizens/Non-Permanent Residents need to complete **two steps PRIOR to coming to Human Resources**. Please see details on the registration page at the below link, or see [Handout](#), on Page 5.

REGISTRATION:

To register for the Faculty New Hire Intake Meeting, please click the link for **Unit 3 (Faculty)**: <https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>

Email Confirmation: Once you complete the registration you will receive an email confirmation (to the email address you provided at the registration page) which will inform you what documents to bring to your New Hire Intake Meeting.

Review List of Acceptable Documents:

<https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>

DOCUMENTS TO BRING:

Please refer to the registration confirmation email and review the above link for acceptable documents to bring to Faculty New Hire Intake Meeting:

- You will be hired with the name that appears on your legal documents.
- Make sure your name **MATCHES** on ALL documents to be presented. If it doesn't, request updated documents from appropriate agency.
- Non-US Citizens are required to provide current employment eligibility documents.
- The hiring process **CANNOT** be complete if the names on the documents used for verification of identity and employment eligibility do not match.

Human Resources Office

Location	Contact Information
Sierra Hall, Room 110 (SH-110) <i>*see Campus Map for exact location</i>	Phone: (909) 537-5138 Email: hrdept@csusb.edu

Campus Maps and Directions: <https://www.csusb.edu/maps-directions>

IMPORTANT:

Please identify the following **forms at your HR New Hire Intake Meeting** that you will need for the subsequent steps of the onboarding process:

1. **Direct Deposit Form**
2. **Employee ID Request Card** – to be presented at Coyote OneCard Office (PL-1108)
3. **Confidentiality Compliance Form (Faculty Form)** – to be submitted to Hiring Department.

[Go back to Checklist](#)

I a. Step 1a. Benefits, Retirement and Direct Deposit

Health and Retirement Benefits

Health and Retirement Benefits will be discussed during your **New Faculty Orientation** and you will be provided with all required sign-up forms. However, feel free to review benefits options prior to the Orientation session.

Health Benefits: <https://www.csusb.edu/human-resources/current-employees/benefits/health-benefits>

- Review CSU **Benefits Summary** Booklet: [Unit 3 \(Faculty\)](#)
- **Miscellaneous Benefits:** <https://www.csusb.edu/human-resources/current-employees/benefits/miscellaneous-benefits>

Retirement – CalPERS: <https://www.csusb.edu/human-resources/retirement>

Note: You **must complete a Benefit Enrollment Worksheet within 60 days** from the date of your appointment and return to Human Resources/Benefits (SH-110 or SH-113) to be enrolled in a health or dental plan. Employer paid Vision, Life insurance and Long Term Disability enrollments are automatic enrollments and effective the first of the following month from date of hire.

Human Resources Office: Tel: (909) 537-5138; **Email:** hrdept@csusb.edu; **Location:** SH-110

Step 1b. Direct Deposit - Payroll - Pay Schedule

Direct Deposit Form will be provided to you at HR New Hire Intake Meeting or see below link.

If you would like to establish direct deposit please fill out the **Direct Deposit Form** and drop it off at the Payroll Office (SH-103). Please note you will need to provide your **bank information: name, address, account number and bank routing number**. **NOTE:** It may take between 30 to 45 days to process the form.

Direct Deposit Form: https://www.csusb.edu/sites/csusb/files/Direct_Deposit_std699.pdf

Payroll Office: Location: Sierra Hall, Room 103 (SH-103); **Email:** payroll@csusb.edu ; **Tel.** (909) 537-5159

Schedule of Paydays and Direct Deposit Posting Dates: <https://www.csusb.edu/payroll/staff-faculty>
http://www.sco.ca.gov/ppsd_direct_deposit_pay_dates.html

Direct Deposit FAQ <https://www.csusb.edu/payroll/general-information>

Check with your Hiring Department on **paycheck distribution**.

Important:

Remember to **keep your Paycheck Stubs** or **Direct Deposit Advices** for your personal financial records. The State Controller's Office is our campus paying agent and they **don't issue any duplicates** in case you lose your original paystub or direct deposit statement. Also, the paycheck that can be viewed online doesn't include YTD totals.

[Go back to Checklist](#)

II. Step 2. Activate myCoyote Account - Access to Blackboard, Faculty Center, email etc.

- By activating your myCoyote account you will gain access to University computer applications and services, such as: myCoyote Portal, smart classrooms, free wireless network, etc.
- **Via myCoyote Portal** you will be able to access: **Blackboard, Faculty Center**, CSYOU, Office 365 (**Outlook**, Word, Excel, PowerPoint etc.), Google Drive, Lynda.com (e-Learning), SkillPort (e-Learning), Qualtrics (survey application), Zoom (video conferencing) etc.
- **myCoyote Self Service** provides access to: Faculty Center, **View Paycheck Online, Emergency Contact**

Note: You will have **access to the Blackboard and Faculty Center via myCoyote Portal once your hiring department adds you to the Instructor Table and assigns you to a Course and Term, and after you activate your myCoyote account.** You will be able to see your course in Blackboard **9 weeks before** the course start date.

You have Two Options:

Option A: Activate your myCoyote account on your own

Option B: Attend NETO training to get myCoyote Portal overview and to activate your myCoyote Account

NOTE: Before completing the below instructions, obtain your **Employee ID number** from Academic Personnel or your hiring department.

A. Activate myCoyote account on your own (can be done before you come to the campus for onboarding)

- See instructions in [Appendix A](#), or follow these steps:
- Go to: <https://www.csusb.edu/its/support/knowledge-base-articles>
 - Scroll down to **Section** called: MyCoyote
 - Click on link titled: **Activating Your Account on MyCoyote**
 - <https://www.csusb.edu/its/support/knowledge-base/27812>

In case you experience any issues please call Technology Support Center:

Phone: (909)537-7677 Email: support@csusb.edu Web: <https://www.csusb.edu/its/support>

B. NETO Training - Attend in person (walk-in bases), via ZOOM or by Phone:

At **New Employee Technology Orientation (NETO)** you will:

- Get overview of myCoyote Portal, including myCoyote account activation
- Troubleshoot activation/access issues, if any
- Learn about resources available for faculty
- Complete some mandatory training (your time permitting)
- To View the Training info go to: <https://www.csusb.edu/its/training>

Location ITS Training Services: PL-1104, Wedge side of the Pfau Library building, 1st Floor, within Technology Support Center. **Phone:** 909-537-7425 **Email:** itstrainingservices@csusb.edu

NOTE: NETO training is available **via Video Conferencing using ZOOM or by Phone.** If you wish to connect remotely using Zoom, please email itstrainingservices@csusb.edu for more information.

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III. Step 3. Obtain Coyote OneCard

Coyote OneCard Office (Technology Support Center): <https://www.csusb.edu/its/support/coyote-onecard>

1. Obtain “**Employee ID Request Card**” at the “HR New Hire Intake Meeting” and bring it to the **Coyote OneCard Office**, located within:

Technology Support Center - Information Technology Services:

Location: PL-1108: Wedge side of the Pfau Library building, 1st floor

Web: <https://www.csusb.edu/its/support>

Phone: (909)537-7677

Email: support@csusb.edu

2. Provide proof of identity (government issued ID), smile for the picture, and obtain your Coyote OneCard.

Warning:

Your faculty **myCoyote account** will be **disabled**, if you don't pick up your **Coyote OneCard** **within 30 calendar days** from contract/appointment **effective date**. Thus, you will have no access to myCoyote Portal applications such as Outlook, Blackboard, and you will have no access to Faculty Center to post grades.

IV. Step 4. Confidentiality Compliance Form (Faculty Form)

Obtain the form at the HR New Hire Intake Meeting, or see link below.

Read, complete the **Confidentiality Compliance Form (Faculty Form)**, and **bring** it to your **Hiring Department**, which will **obtain signature of the Dean** (or MPP) and will **submit it** to the **Information Security & Emerging Technologies (ISET) Office**, located at PL-2006; Phone: 909-537-7262.

NOTE: If you have previously signed and submitted a Confidentiality Compliance Form (Faculty Form), you DO NOT need to submit a new form.

Warning: you will **have no access to Faculty Center** (meaning you won't be able **to post grades**) if you don't submit this form **within 30 calendar days from contract/appointment effective date**.

Form: <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

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V. Step 5. Visit your Hiring Department

Campus Maps, Directions, Floor Plans etc.

Campus Maps and Directions: <https://www.csusb.edu/maps-directions>

Building Floor Plans: <https://www.csusb.edu/facilities-planning-management/forms-documents/csusb-main-campus-floor-plans>

Colleges and Academic Departments: <https://www.csusb.edu/colleges-and-academic-departments>

Administrative Divisions: <https://www.csusb.edu/administrative-divisions>

Visit your Hiring Department to drop off, pick up the below indicated forms, and to obtain needed information regarding topics listed below.

Action	Form
Drop off completed form, obtained at HR New Hire Intake Meeting	Confidentiality Compliance Form (Faculty Form)
Pick up COMPLETED Form by Department	Parking Permit Authorization Form to be presented at Parking Services Office (UH-35 and UH-39)

Hiring Department Information

Each College and each Department will have its unique requirements and procedures.

Please **follow up with your Hiring Department** for information regarding the following (if applicable):

- Department office: hours, coverage, contact information etc.
- Mailbox location and mail distribution
- Paycheck distribution
- Office assignment and office hours
- Keys to your office and/or Lab
- Business Cards
- Emergency/safety instructions
- Additional Mandatory Training (e.g. Defensive Driving Course)
- Office Supplies, Copier usage and “copy card” (if applicable)
- Department specific course instructions (if any)
- Classroom equipment etc.
- Syllabi requirements <http://senate.csusb.edu/FAM/FAM-818-20.htm> ; <https://www.csusb.edu/trc/teaching-tips/course-syllabi>
- Course materials via Printing Services* (to be requested by hiring department)
- Textbook order via Bookstore (to be requested by hiring department)
- Teacher evaluation: SOTEs and class visitation
- Final Exam Policy FAM 832 <http://senate.csusb.edu/FAM/FAM-832.htm>
- Exam proctoring via Testing Office <https://www.csusb.edu/testing/tests-offered>
- Exam scoring services via ITS <https://www.csusb.edu/its/support/faculty-support/exam-scanning>
- Turnitin services (to check for plagiarism)
- RPT/Evaluation/ Review etc. FAM 650-654: <http://senate.csusb.edu/FAM/FAM-650-54.htm>

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VI. Step 6. Purchase Parking Permit

Parking permits are **required 24/7** on campus, if one isn't displayed on your car's windshield you can expect a **parking ticket**.

1. Obtain the **completed** **“Parking Permit Authorization Form”** from your **Hiring Department**
2. Bring the form to the *Student Financial Services Office* to pay for parking permit:
 - **Location:** University Hall, lower level, room 035 (UH-35)
 - **Pay by:** Cash, Check or Debit Card (**no Credit Card**)
 - **Documents required:** Coyote ID Card (OneCard) or other photo ID
3. **Obtain your parking permit from Parking Services**, which is located just around the corner from the Student Financial Services Office:
 - Location:** University Hall, lower level, Room 039 (UH-39)
 - Parking Services:** <https://www.csusb.edu/parking>
 - Phone:** (909) 537-5912 **Email:** parking@csusb.edu
4. Establish payroll/paycheck deduction for parking permit fee.
5. **Place/attach the Parking Permit in the lower driver's corner of your vehicle windshield.**

Note: With Faculty ID OneCard you get a discounted rate of \$2 for a one-day parking pass:
Staff/Faculty Daily - \$2.00 via the Information Center Kiosks ONLY
<https://www.csusb.edu/parking/parking-permits/employee-permits/employee-rates>

Tip: In order to avoid long lines, consider obtaining your parking permit before the Quarter starts.

VII. Step 7. Mandatory Training

Note: A CSUSB Email and Coyote ID number are required to register.

1. **Register and Complete** the Required Training-onetime: **“Information Security Training SB99101”**
 - Go to: <https://www.csusb.edu/its/training>
 - Scroll down to the **Campus Information Security** training section
 - Click on button: **Register for Information Security Training**
 - Register (fill out the form with your information), **submit** and **complete** the training.

If you need assistance: Email: ITSTrainingServices@csusb.edu Phone: 909-537-7425

WARNING: If you don't complete this training **within 30 days from Contract/Appointment letter effective date**, you will **not have access to Faculty Center** (meaning you won't be able **to post grades**).

2. **Complete** the Required Annual Training: **“EDU: Eliminate Campus Sexual Misconduct (CSU)”**
 - Look in your CSUSB email inbox for an email from TrainingNotification@calstate.edu (Skillport) regarding **“Mandatory Training – Online: EDU Eliminate Campus Sexual Misconduct (CSU)”**, and follow provided instructions.

Note: Other mandatory training may apply. Check with your Hiring Department.

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VIII. Step 8. Attend New Faculty Orientation Session (Mandatory)

Academic Personnel will notify you via CSUSB email regarding details of **New Faculty Orientation**. Please hold on your calendar: **September 12-13, 2018** for the two- day New Faculty Orientation.

NOTE: Your New Hire Orientation **will continue throughout your first year at the University** in a form of **Lunches with Provost** and various **Workshops**: see **University Faculty Mentoring Network (UFMN)** website for list of events: <http://facultymentoringnetwork.csusb.edu/>

IX. Calendars

Academic Calendars <https://www.csusb.edu/academic-programs/academic-calendars>

Academic Scheduling <https://www.csusb.edu/academic-scheduling>

Payroll Calendars <https://www.csusb.edu/payroll/payroll-calendars>

RPT Time Table <https://www.csusb.edu/academic-personnel/rpt>

SOTEs Calendar <https://www.csusb.edu/academic-personnel/rpt/sote-calendar>

X. Additional Resources for Tenure-Track Faculty

- **Academic Personnel Resources-New Faculty:** <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>
- **Faculty Resource Directory (FRD) Webpage:** <https://www.csusb.edu/faculty-resource-directory-ft>
- **Faculty Center for Excellence:** <https://www.csusb.edu/faculty-center-for-excellence>
- **University Faculty Mentoring Network (UFMN):** <http://facultymentoringnetwork.csusb.edu/>
- **Teaching Resource Center (TRC):** <https://www.csusb.edu/trc>
- **Academic Technologies and Innovation (ATI):** <https://www.csusb.edu/ati>
- **RPT Process:** <https://www.csusb.edu/academic-personnel/rpt>

- **Faculty Administrative Manual (FAM):** <http://senate.csusb.edu/fam/>
- **Syllabi requirements** <http://senate.csusb.edu/FAM/FAM-818-20.htm> ; <https://www.csusb.edu/trc/teaching-tips/course-syllabi>
- **Final Exam Policy FAM 832** <http://senate.csusb.edu/FAM/FAM-832.htm>
- **FAM 650-654: RPT/Evaluation/Review etc.** <http://senate.csusb.edu/FAM/FAM-650-54.htm>
- **Collective Bargaining Agreements (CBA)-Unit3:** <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/>

- **Free Software:** <https://www.csusb.edu/its/software/faculty-staff-software>
- **Training Opportunities:**
 - eLearning via myCoyote account: <https://training.csusb.edu/hrtraining/reg/elearning.php>
 - Defensive Driving Course: <https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>

Free Gym Membership:

<http://www.csusbrecsports.com/about>

Bring the Membership Form to RF Building (Recreation and Wellness Center) by parking Lot G, **show your Coyote OneCard** and get set up.

Membership Form: http://www.csusbrecsports.com/media/membership/membership_form.pdf

To be added to the “Campus Directory” work with your Hiring Department:

<http://phonebook.csusb.edu/>

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Appendix A. myCoyote Account ACTIVATION Instructions

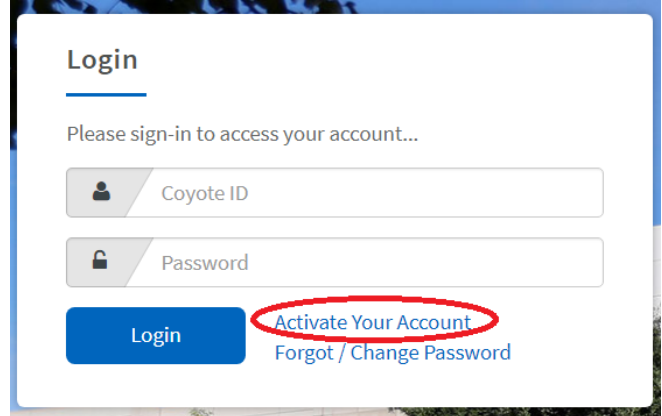
NOTE: Before completing the instructions below, obtain your **Employee ID number (Coyote ID)** from Academic Personnel or your hiring department.

Follow the Four Step Process outlined below to activate myCoyote Account:

Step 1: Click on **myCoyote** in the upper left corner on the main University website.
www.csusb.edu



Step 2: Click on **Activate Your Account** link below the login box



Step 3: Click **Activate Your Account** button

Activate your CSUSB Digital Identity (CoyoteID)

All CSUSB users must activate their CoyoteID login before 03/28/2016 in order to continue accessing campus resources. If you have not reactivated your account prior to 03/28/2016 and you have been locked out of your account, please use the following link to reactivate your account.

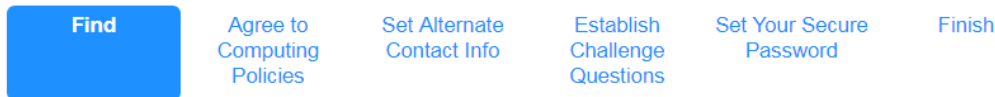
[Activate Your Account](#) →

Manage Your Account

Continued on the next page:

Step 4: Follow the screen instructions to complete the six steps to activate your account.

Make sure to “**set alternate contact info**” so your account could be unlocked easily in case you forget answers to your security questions. Otherwise, you will need to come in person to Technology Support Center and present a valid ID to unlock your myCoyoter account.



Let's begin by finding your account. Please provide all of the information requested below so that we can accurately verify your identity.

CoyoteID:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Birthdate (mm/dd/yyyy):	<input type="text"/>
Postal Code:	<input type="text"/>

Note: See a page layout of myCoyote Portal at [Appendix A1](#)

If you need help logging-in please contact: **Technology Support Center**

Web: <https://www.csusb.edu/its/support> **Phone:** (909)537-7677; **Email:** support@csusb.edu

User Guide for myCoyote Portal-Self Service (Employee):

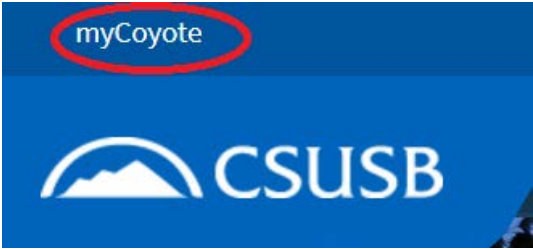
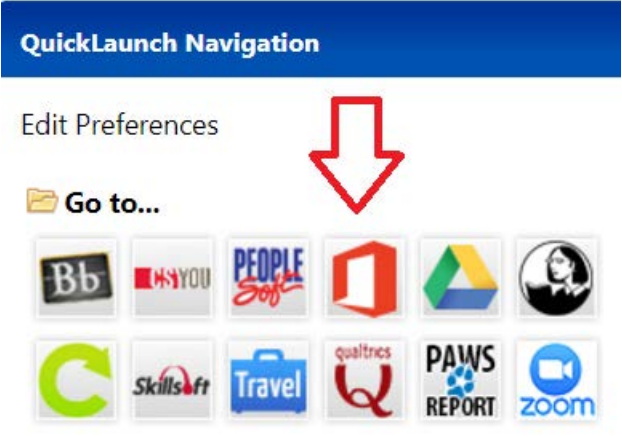

Login to your myCoyote account (see instructions at [Appendix A1](#) on next page). Click TAB “**Faculty and Staff**”. In Section “**How To’s**” click on LINK “**Employee Self Service**”. **Open Word file** (after it downloads in left bottom corner of your screen).

[Go back to Checklist](#)

Appendix A1. myCoyote Portal Page Layout and access to CSUSB email

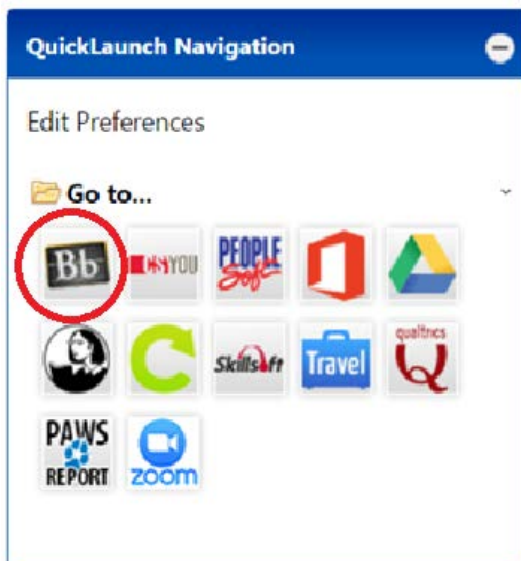
Once you **activate** your **myCoyote** account and **login**, you will enter **myCoyote Portal**.

Follow 4 steps to **access** your **CSUSB Email inbox in Outlook via myCoyote**

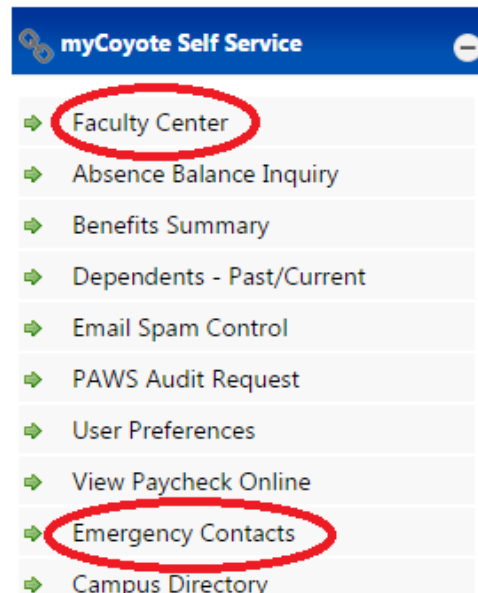
<p>Step 1: Click on myCoyote in the upper left corner on the main University website www.csusb.edu or type: my.csusb.edu</p> 	<p>Step 3: Click on Office 365 icon (red box) in the section called: QuickLaunch Navigation:</p> 
<p>Step 2: Login to your myCoyote Account by entering your Coyote ID and Password</p>	<p>Step 4: Your CSUSB Outlook inbox will open in a new tab of your browser. Select other MSoftware applications from the menu:</p> 

In **myCoyote Portal** note the location of **Blackboard (Bb)** icon and **Faculty Center** link circled in **red**. **Important:** Enter/Update your **Emergency Contact** Information under: myCoyote Self Service-Emergency Contacts. Link circled in **red** below.

Section: QuickLaunch Navigation:



Section: MyCoyote Self Service:



Contact **Technology Support Center** if any issues: **Phone:** (909)537-7677.
Email: support@csusb.edu **Web:** <https://www.csusb.edu/its/support>

Appendix B. Blackboard Access and Support: Academic Technology Support (ATI)

You will have **access to the Blackboard**, to **view and build your course(s)**, **once your hiring department adds you to the Instructor Table** and **assigns you to a Course and Term**, **and after you activate your myCoyote account**. Course activation on Blackboard is automatic **3 weeks prior to class start date**.

Timeline (before the start date of classes):

- **9 weeks** before: you will be able to see your course(s) in Blackboard. If you need access **sooner**, or if you have any special course needs, request it via ATI: <https://www.csusb.edu/ati/faculty-staff>
Click on the blue box called “**Blackboard Course Copy/Merge Request**”
 - In case the system **does not recognize you** as the instructor of record, please have your Department Coordinator or Chair contact the Blackboard Administrator, Micah Schiessel, at micah.schiessel@csusb.edu
 - **3 days** before: Class rosters are added to courses. At that point, students gain access to their courses.
- Note: **Faculty Center** (Appendix C) provides the **most up-to-date Class Roster**. Blackboard is updated once a day.

Blackboard Access:

To **access Blackboard**, go to my.csusb.edu, and login using your Coyote ID and password. Look for the **Blackboard icon** (BB) under the section called: **QuickLaunch Navigation**.

- See a page layout of myCoyote Portal at ([Appendix A1](#))

If you need assistance with your login, please contact **Technology Support Center**.

Web: <https://www.csusb.edu/its/support> **Phone:** (909)537-7677 **Email:** support@csusb.edu

Blackboard Support:

Academic Technologies & Innovation (ATI): <https://www.csusb.edu/ati>

Email atidesigners@csusb.edu **Phone:** (909) 537-7439; **Location** (ATI Office): PL-002

Blackboard Administrator: Micah Schiessel, email: micah.schiessel@csusb.edu

Academic Technologies & Innovation (ATI) also can assist you with:

- Course design, particularly online/hybrid courses
- Zoom, the campus videoconferencing platform
- Technologies for creating instructional content, such as Camtasia, Softchalk, etc.
- Lecture capture solutions, including a video studio for DIY lecture capturing
- Accessibility solutions (e.g., video captioning)
- Distance learning assistance (lesson broadcast to the Palm Desert Campus)
- Classroom technology support and Multimedia materials
- Trainings and workshops with Blackboard, instructional design, and technologies for teaching and learning

ATI Contacts:

- Instructional design, video, and learning technologies support: Email atidesigners@csusb.edu (an email sent to the entire team)
- One-on-one training and campus workshops: **Mihaela Popescu**, Faculty Associate with ATI, Email popescum@csusb.edu
- Distance Learning: **Joeleen Monclova**, Distance Learning Technician, Email: joeleen@csusb.edu
- Accessibility: **Christine Fundell**, Email: cfundell@csusb.edu
- **Classroom Technician Support:** (909) 537-5060; M-TH 8am-9pm; Fri 8am-5pm

Blackboard Resources:

Blackboard Tutorials: <https://www.youtube.com/playlist?list=PLontYaReEU1tzu1T5qfiX-JQA5nBc3isN>

Technology Support Center, Knowledgebase (see Blackboard section): <https://www.csusb.edu/its/support/knowledge-base-articles>

Appendix C. Faculty Center, Faculty Self-Service - Access and User Guides

You will have access to the **Faculty Center via the myCoyote Portal** after activating your myCoyote account and once your hiring department adds you to the **Instructor Table** and **assigns you to a Course and Term**.

Faculty Center Access:

To access the **Faculty Center via myCoyote Portal**:

- Go to my.csusb.edu and login using your myCoyote ID number and password
- Once you are logged in:
 - Under the section called: **Self Service** look for the **Faculty Center** link, click on it
 - See a page layout of myCoyote Portal at ([Appendix A1](#))

At the **Faculty Center** you will find information regarding:

- Class Roster
- Grade Roster
- Browse Course Catalog
- Search for Classes
- View Teaching Schedule
- Exam Schedule – populated for current term after census

User Guide: Faculty Center

After you log into your myCoyote account, you can find the Faculty Center Manual by following these steps:

Click on: **“Faculty and Staff”** Tab

- Find **“How To’s”** Section (bottom/right side of the screen)
- Click **“Faculty Self Service”** Link
 - **Open Word file** (after it downloads in left bottom corner of your screen)

Quick Guides: Faculty Center, Grade Upload and Grade Roster

Faculty Center - Grade Upload and Grade Roster - **Quick Guides**

- 1) Go to: <https://www.csusb.edu/its/training/how>
- 2) Scroll down to section called: **MyCoyote Faculty Self Service**, click on links:
 - Grade Upload Process
 - Faculty Center Grade Roster Quick Guide
 - **“Change Grade online instructions”** *(ADD Link when it becomes available)...*

WARNING: You will **not have access to Faculty Center** if you don't fulfill the requirements listed below **within 30 calendar days from contract/appointment effective date:**

- If you don't complete mandatory training: **“Information Security Training SB99101”**
- If you don't complete and submit **“Confidentiality Compliance Form”**
- Your **myCoyote account will be disabled** if you don't pick up **Coyote OneCard**. Meaning, you will have no access to the applications via myCoyote Portal, such as Blackboard, Outlook, Faculty Center, and no ability to post grades.

Appendix D. Pre-Provisioning<>Early Activation<>Pre-Onboarding Access.

In case if you are out of state and cannot come in person to the campus to complete Mandatory First Steps of Onboarding Process, but you would like to establish your **CSUSB email account** and start working on developing your course in **Blackboard**, there is an option of **Pre-Provisioning (Early Activation)**, **once your Employee ID number and CSUSB email account are created.**

Pre-Onboarding myCoyote Account Activation and Blackboard access:

1. Obtain your **Employee ID number** from Academic Personnel, Heather Lint x75421, email: HLint@csusb.edu
2. To activate your myCoyote account follow steps in [Appendix A](#).
3. To access your CSUSB email mailbox follow steps in [Appendix A1](#).
4. To obtain early access to Blackboard follow steps listed in [Appendix B](#):
 - 9 weeks before your start date, you will be able to see your course(s) in Blackboard. If you need access sooner, or if you have any special course needs, request it via ATI:
 - <https://www.csusb.edu/ati/faculty-staff>
 - Click on the blue box called “Blackboard Course Copy/Merge Request”

NOTE: Your access will be limited and you will need to complete all the mandatory steps of the **Onboarding Process** ASAP, and well in advance of your effective start date, definitely before the New Faculty Orientation Session.

[Go back to Checklist](#)