Dear <name>,

Welcome to the Triton Family! You’re almost ready for your first day on <date>.

Please complete the following 2 steps **prior** to your first day of work to ensure system access, and payroll setup.

**Step 1. Login to your Single Sign-On, and update your password.**

Below you will find information regarding your UC San Diego e-mail account and Employee ID#. When clicking on the link to the Password Change Tool you will use your username (first part of your UCSD email address) and select the option to use personal information (Employee ID) to set your password. These steps can also be found on the [New Hire Website](http://blink.ucsd.edu/go/newhire).

Employee ID #: <UCPath Employee ID>

AD User Name: <AD-user name>

Email address: <[XXXXXX@ucsd.edu](mailto:XXXXXX@ucsd.edu)>

Password Change Tool: <https://password.ucsd.edu/>

Registering Devices: Please visit <twostep.ucsd.edu> to learn about two-step login and register your devices.

**Step 2. Establish your Employee Self-Service Portal in UC Path**

The UCPath online self-service portal will provide you with 24/7 access to your HR and Payroll information from your desktop, laptop, tablet or mobile phone.

1. Login to <ucpath.universityofcalifornia.edu>
2. Select University of California, San Diego from the location list
3. Enter your UCSD email address and password to login (from Step 1)
4. Verification & Security Questions

From the homepage, scroll down to the three drop-down menus next to each other: Personal Information, Health and Welfare, and Income and Taxes. Please complete the following forms under the Personal Information and Income and Taxes drop-down menus:

A) Personal Information

* Personal Information Summary
* Employee Disclosures
* Patent Acknowledgement

B) Income and Taxes

* Direct Deposit
* CA State W-4 (DE-4)
* Federal Withholding (W-4)

C) Health and Welfare - Please do not enroll in Benefits at this time. Your supervisor will give you information about our campus Benefits Orientation, which you will attend within the first two weeks of your hire.

**First Day Instructions:**

When: <date and time>

Where: <campus location>, on the Main Campus. [Map Link](http://maplink.ucsd.edu/)

Parking: <parking lot>. You will be meeting with <name>.

Form I-9, Employment Eligibility Verification: Please bring acceptable documents to verify identity and employment authorization. The list of acceptable documents is available online: [https://www.uscis.gov/i-9-central/acceptable-documents](https://urldefense.com/v3/__https:/www.uscis.gov/i-9-central/acceptable-documents__;!!Mih3wA!XQhiAoMG4ghv7TYg9VTl_p2Pr7_-Gl40wKCV7319C9rWPaO4KhGjc4HeZQ2siw$).

Please call your UC San Diego department contact or hiring manager if you have any questions.

Sincerely,

<Name>

<Title>

<Phone Number>

**Phishing & Fraudulent Email Info:**

It is important to note that email accounts at UC San Diego are occasionally the target of phishing scams which often involve fraudulent emails requesting access to personal or business information. UC San Diego will never ask for any of the following information:

* Verify your account information or ask for your password
* Confirm your address
* Confirm personal information (except UCSD affiliation) such as age, social security number, or home address

If you receive an email from any sender requesting the above information, do not respond. Report phishing attempts and false senders to [abuse@ucsd.edu](mailto:abuse@ucsd.edu). To learn more about fraudulent emails, visit the BLINK page on [phishing scams](http://blink.ucsd.edu/technology/security/user-guides/phishing.html).