The purpose of this document is to help you get started with the set-up portion of the new employee onboarding process.

Follow the steps below to begin.

- **Step 1: Claim Your Identikey**
  You will use your IdentiKey to access a variety of IT resources on campus. Your IdentiKey is a combination of your CU Login Name and a unique password set by you. The campus Office of Information Technology (OIT) will automatically create your CU Login Name and you will create your password according to University security requirements.

  Account Claim instructions – follow the link to claim your account:
  http://www.colorado.edu/oit/tutorial/identikey-primary-account-activation
  Once you have claimed your account, it may take 4 – 24 hours for your account to become active.

  Help Desk Contact info
  IT Service Center
  303-735-4357 (5-HELP) or help@colorado.edu
  Mon. - Fri.: 7:30 a.m. – 8:00 p.m.
  Sat. – Sun.: 12:00 noon - 6:00 p.m.

- **Step 2: Log into the MyCUinfo portal with your new IdentiKey credentials and password you created.** (If you are unable to log in, your account may not be fully activated. It may take between 4-24 hours after claiming your IdentiKey for the system to update.)

- **Step 3: Follow the step-by-step instructions in this document to complete your employee setup actions – W-4 and Direct Deposit**

  Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at the Systems Administration offices in Denver and their technology group manages this system.

  If you have problems moving through the set-up portion of the onboarding process, or if you have questions about benefits options, please contact Employee Services

  Employee Services
  https://www.cu.edu/employee-services
  303-860-4200
  employeesservices@cu.edu
  8 a.m. to 5 p.m. Monday through Friday

  If you contact Employee Services outside these hours, please leave a message, and they will return your call the following business day.
Step-by-step Instructions for Completing New Hire Paperwork in MyCUinfo Portal

If you have any questions, call Employee Services located in Denver  (303) 860-4200
All forms except I-9 are completed online. Please work with your department to complete the I-9 form, or visit the Boulder Campus Division of Human Resources, 3100 Marine St. Boulder, CO 80309 (303)-492-6475

Verify or Update Employee Information (emergency contacts, mailing address, home address, email, phone numbers) There are two ways to navigate to the Employee Dashboard:

1) My Info and Pay > Employee Profile

2) Under the icon with the employee’s name and employee ID > My Info > Employee Profile
Update personal contact information or add information as needed:

Fill out W-4: Two Ways to access

1) My Compensation > W-4
There is multi-factor authentication security in place – enter the information and a code or phone call will be sent to grant access to the W-4 screen:
Complete the W-4 Worksheet:

Enroll in Direct Deposit: Top Menu Banner > My Info and Pay > Direct Deposit
Select Add Account
Enter information from your bank account – be sure to know the routing number and account number

Enroll with the Boulder Campus Emergency Alerts System:
You will complete this enrollment in a separate webpage.
Please open a new webpage to the following address: http://alerts.colorado.edu/
Select: Alert Sign Up
On the second page, **Select: Register**

Follow the on-screen instructions to create your account