New at CU - Your First Year

Becoming Oriented

Prepare for your start date

Speak with your supervisor so you understand:

-Where to go
-What to wear
-What time to arrive
- How to get to work
- Where to park

Explore www.colorado.edu

1st Day through end of 1st week of Work

Meet your supervisor and fellow staff

Get to know your office and work area

Obtain your Buff OneCard and EcoPass

Start completing online setup actions if you haven't already

1st 30 Days

Work with your supervisor to understand the expectations for your job

☐ Register for the New Employee Campus Experience

Attend The New Employee Welcome Experience within your first 30-45 Days

1st 90 Days

Proactively seek out resources to climb the learning curve of your new role .

Perks and Discounts

Attend CU Discover Series monthly lunch and learn sessions to learn more about CU Boulder

1st 6 months

Continue to establish a peer network

Check in with manager or supervisor to make sure you are on track with meeting work **expectations.**

1st Anniversary

Congratulations!

Meet with your supervisor to discuss your professional development so you can continue to grow successfully in your role.

Offer Accepted → Start Date → 30 Days → 90 Days → 6 Months → End of 1st Year

Online Setup Actions

Watch for email with instruction to claim your campus online credentials known as your IdentiKey:

☐ Activate your IdentiKey to unlock access to many campus online systems

Click here for instructions on how to claim your IdentiKey:

http://www.colorado.edu/oit/services/identity-access-management/identity-manager/help/new-identikey-activation

Start New Employee Setup Actions:

☐ Activate IdentiKey
☐ Access CU Email
☐ Begin New Employee Setup in MyCUinfo portal:

To log into MyCUinfo: click the button located on the Faculty/Staff webpage:

http://www.colorado.edu/facultystaff

Enroll in Benefits within your first 31 days:

Benefits for all four CU campuses are managed by the Employee Services office located in Denver

☐ Complete benefits enrollment online through your MyCUinfo portal

For assistance, contact Employee Services: (303) 860-4200 https://www.cu.edu/employee-services

Complete SkillSoft or other Trainings as required for your position:

Work with your supervisor or department PPL (Payroll & Personnel Liaison) understand which particular trainings you will need to complete

Renew Benefits Enrollment each May during Open Enrollment

Benefits for all four CU campuses are managed by the Employee Services office located in Denver

☐ Complete benefits enrollment online through your MyCUinfo portal

For assistance, contact Employee Services: (303) 860-4200 https://www.cu.edu/

Be Boulder.
University of Colorado Boulder