NEW REGISTRATION PROCESS FOR
NEW EMPLOYEE ORIENTATIONS (SU 101, 120, & 130)

Instructions for an HRA, HRM, DFA or Department Administrator

WHY A NEW PROCESS?
- All courses, including orientations 101, 120, and 130, have now converted to the STARS registration system on Axess at: http://axess.stanford.edu
- A SUNet ID is required to enroll in courses using STARS
- These instructions will guide you on how to obtain a SUNet ID for a new employee and enroll them in orientation courses
- It is at each department’s discretion to choose to follow this process either before the new employee’s start date OR on the employee’s first day of employment. If you choose to have the new employee obtain their own SUNETID and enroll in orientation on their start date, there may be a week or two delay in their ability to attend an orientation because of enrollment capacity limitations.
- If you experience difficulty at any point in this registration process, please submit a HELPSU request at: http://helpsu.stanford.edu

IF NEW EMPLOYEE ALREADY HAS A SUNET ID:
(employee may already have a SUNet ID if previously employed at Stanford, a Stanford alumnus/a, or previously a temp at Stanford)

STEP 1: SPONSOR SUNET ID (TO RE-ACTIVATE)
- Ask new employee for their SUNet ID. Do not ask for their password. HRAs can also search the registry to see if the employee has a SUNET ID by going to: http://regadmin.stanford.edu
- You will need to sponsor their SUNet ID temporarily to re-activate it:
  o Enter Sponsorship Manager on the SUNet ID website (http://sponsorship.stanford.edu)
  o Select Sponsor a Service and enter SUNet ID
  o When prompted to Select a Service type choose Account (SUNet ID, email)
  o On the Service Level drop down list choose Base (no email)
  o Enter start and end dates. End Date should be one week after the hire date
  o SUNet ID accounts will be upgraded to email services when the job affiliation becomes active. Sponsorship will be superseded at that time.
  o No fee is incurred for a base level sponsorship

STEP 2: HAVE EMPLOYEE REGISTER THEMSELVES FOR ORIENTATION (101, 120, AND/OR 130)
- Having them enroll themselves ensures protection of their SUNet ID password
- There may be up to a 24 hour delay before they can get into http://axess.stanford.edu
- Anything over 24 hours should be reported via HelpSU
- Provide the employee with the following instructions:
  o Go to Axess (http://axess.stanford.edu)
    o Login using SUNet ID and password
    o Select the Training tab at the top of the page to go to STARS Training Registration
    o Select Browse Catalog on the left side menu
    o Go to For New Employees category
    o Under the Related Categories section, click “New Employee Orientations”
Under the Activities Category, select SU 101, 120 or 130
Then click on View Details for the preferred session date
Click on Notes & Attachments to print out confirmation form/letter, agenda, and map
Don’t forget to click on the Enroll button to complete the registration process

If at any time during the process you encounter a problem, please submit a HelpSU request at: http://helpsu.stanford.edu

STEP 3: COMPLETE THE PROCESS

- On employee’s Start Date, provide them with a copy of the University’s computer usage Policy Administrative Guide Memo 62: http://adminguide.stanford.edu/62.pdf

IF NEW EMPLOYEE DOES NOT HAVE A SUNET ID:

STEP 1: CONTACT NEW EMPLOYEE

- After the job offer has been made and accepted, contact the employee and advise them that they can request their SUNet ID (Stanford University Network Identifier) by going to: http://sunetid.stanford.edu and following the instructions in STEP 2 Option A below
- If the new employee does not have Internet access before their start date, you may opt to choose the employee’s SUNet ID for him/her by following STEP 2 Option B below

STEP 2:

OPTION A: NEW EMPLOYEE CREATES A SUNET ID FOR HIM/HERSELF

- At the SUNet ID site (http://sunetid.stanford.edu), the employee should:
  - Select Request my own SUNet ID
  - Click on “Anyone else: Provide other identification”
  - Complete the requested information
  - Choose a SUNet ID
  - Choose a password
  - Tell you what SUNet ID he/she requested
  - The employee should NOT share his/her password with you

OPTION B: YOU CREATE A SUNETID FOR THE NEW EMPLOYEE

- Obtain the new employee’s date of birth, social security number and gender
- Go to: http://sunetid.stanford.edu:
  - Select Request my own SUNet ID
  - Enter new employee’s SS#, D.O.B., and gender
  - Choose a SUNet ID for the employee
  - Choose a temporary password
  - It is imperative that this password NOT be shared with the new employee PRIOR to his/her start date to protect University systems
- On new employee’s start date, give them their temporary password. Have the employee immediately go to http://sunetid.stanford.edu and choose Check status/Reset Password to change password
- It is imperative that the employee change their password on their first day to protect the security of their SUNet ID.
STEP 3: SPONSOR NEW EMPLOYEE’S PENDING SUNet ID:
  - Enter Sponsorship Manager at: http://sponsorship.stanford.edu
    - Select Sponsor a Service and enter the SUNet ID
    - When prompted to Select a Service type choose Account (SUNet ID, email)
    - On the Service Level drop down list choose Base (no email)
    - Enter start and end dates. End Date should be one week after the hire date
  - SUNet ID accounts will be upgraded to email services when the job affiliation becomes active. Sponsorship will be superseded at that time
  - No fee is incurred for a base level sponsorship

STEP 4: REGISTER FOR NEW EMPLOYEE ORIENTATION (101, 120 AND/ OR 130)
  - There may be up to a 24 hour delay before you or the new employee can get into http://axess.stanford.edu to enroll in orientation
  - If the new employee has set up their SUNet ID themselves, they should enroll themselves in orientation by going to Axess (http://axess.stanford.edu) and following the enrollment instructions below. Employee self-enrollment is the preferred method
  - If you established the employee’s SUNet ID for them and would like to enroll them in orientation before their start date, you may do so by going to: http://axess.stanford.edu. Login using the new employee’s SUNet ID and temporary password that you just created. Follow the enrollment instructions:

    - ENROLLMENT INSTRUCTIONS using: http://axess.stanford.edu
      - Select the Training tab at the top of the page to go to STARS training registration
      - Select Browse Catalog on the left side menu
      - Go to For New Employees category
      - Under the Related Categories section, click “New Employee Orientations”
      - Under the Activities Category, select SU 101, 120 or 130
      - Then click on View Details for the preferred session date
      - Click on Notes & Attachments to print out confirmation form/letter, agenda, and map
      - Don’t forget to click on the Enroll button to complete the registration process
      - Complete the confirmation letter/form with the correct dates of the Orientation(s)
      - Mail to new employee: confirmation form/letter, agenda, map, and SUNet ID but NOT password for security purposes
      - This process is to be used only for registering an employee in New Employee Orientations, not for other compliance classes

STEP 5: COMPLETE PROCESS
  - On new employee’s start date, provide them with a copy of the University’s Computer Usage Policy AGM 62: http://adminguide.stanford.edu/62.pdf

PLEASE SUBMIT A HELPSU REQUEST AT: http://helpsu.stanford.edu
IF AT ANY TIME DURING THE PROCESS YOU ENCOUNTER A PROBLEM