



PRIOR TO YOUR ARRIVAL

- Contact your new Stanford advisor and set up a meeting on your first day if possible to discuss what you will be working on.
- Review the Individual Development Plan (will help w/ you initial mtg)
<http://postdocs.stanford.edu/idp/>
- **COVID:** See info below

- Register for a mandatory Benefits Session (within the first 2 weeks of your start date)
<https://postdocbenefits.stanford.edu/programs-activities/information-sessions/postdoctoral-scholar-benefit-sessions>

- Create Your SUNet ID (info below)
- Complete the Copyright agreement (SU 18) (info below)
- Conduct Training Needs Assessment (info below)
- Visit http://postdocs.stanford.edu/incoming_scholars/
- <https://postdocs.stanford.edu/onboardingchecklist>

- Review attached Postdoc Welcome Guide
- **Set up your direct deposit in [Axess.stanford.edu](https://axess.stanford.edu)**

Create a Stanford University SUNet ID and setup an e-mail account

Go to <http://www.stanford.edu/dept/as/mais/applications/sunetid/> for an overview of services provided when you obtain your SUNet ID. In SUNet ID pages section, click on Request a SUNet ID link to start process. You will then be asked to enter your student ID and give some additional identification to verify that you are the person who owns this ID. The SUNet ID creates a [@stanford.edu](mailto:stanford.edu) email account. If you have been sponsored by your home department with a SUNet ID prior to postdoctoral appointment, this affiliate sponsorship does not entitle you to postdoctoral privileges. Go to Check Status paragraph on <http://accounts.stanford.edu/> to check the current status of your SUNet ID. You will only be entitled to Postdoctoral privileges after you have been set up in AXESS as a Postdoctoral Scholar by our office.

Required Patent and Copyright Agreement (SU-18)

Once you have your SUNet ID, log-in to Axess (<https://axess.stanford.edu>); click the link to "Patent and Copyright Agreement (SU-18)" to review and submit your electronic signature. The link to the SU-18 form is in the lower right corner of the main AXESS page under the heading "LEGAL".

Training Needs Assessment.

Once you have set up your SUNet ID and password you can log into Axess <https://axess.sahr.stanford.edu/> and click on the STARS tab

Check with your advisor to find out what kind of work you will be doing. You can also take a Training Needs Assessment to launch a self-service survey to identify required training for your position in STARS. **Additional information can be found on the last page of the Welcome Guide (attached).**

HIPAA - You will also receive an email from the Law Room for HIPPA training (after you start), which everyone needs to take (online)