

-----Original Message-----

From: ETES@northwestern.edu [<mailto:ETES@northwestern.edu>]  
Sent: Wednesday, June 06, 2007 1:57 AM  
To: (NetID Coordinator)  
Subject: New employee must activate NetID

Dear NETID Coordinator,

A new temporary non-student employee named \_\_\_\_\_ has recently been hired in your department. Please give or send this person a printed copy of this message. The employee will need this information to activate his/her NetID and log into the Electronic Time Entry System (ETES). ETES allows the employee to access and update his/her timesheet electronically.

Temporary employees are not automatically granted e-mail accounts. If this employee needs an e-mail account, a dean, director or department chair can request that the account be upgraded at no additional charge by writing to [email-accounts@northwestern.edu](mailto:email-accounts@northwestern.edu).

You have been identified as the NetID Coordinator for your school or department in HRIS. If this is not correct, please contact your School or Department Administrator.

Thank you.

===== message for employee follows: ===== Dear

\_\_\_\_\_,  
Welcome to Northwestern University! As a new employee, you receive a NetID, which is your electronic identity at Northwestern. Your NetID with its password allows you to access a variety of online University resources and services including the Electronic Time Entry System (ETES).

Temporary employees are not automatically granted e-mail accounts. If your job requires you to use e-mail, a dean, director or department chair can request that your account be upgraded at no additional charge by writing to [email-accounts@northwestern.edu](mailto:email-accounts@northwestern.edu).

Please follow the instructions below to activate your NetID. If you are not able to complete this process, please contact the NUIT Support Center at 847-491-HELP (4357).

Employee Name: \_\_\_\_\_  
EmplID: 1000000  
NetID: aa111

1. Visit the "Activate Your NetID" page:  
<http://www.northwestern.edu/facstafflogin>
2. Enter your NetID and other personal information requested to validate your identity.
3. Complete the remaining instructions and click "Activate your NetID."

4. You will see a new Web page listing your NetID and additional links to information on the NUIT Web site. Please print a copy of this page for your records.

Remember your NetID password, since you will need this to access University systems. To learn more about keeping your NetID and password secure, please

visit: <http://www.it.northwestern.edu/accounts/netid/security.html>.

Once you have activated your NetID, use your NetID and password to log into the ETES Web site and enter your time at:

<http://www.northwestern.edu/etes>

If you must enter time from off campus, use Virtual Private Networking (VPN). See <http://www.it.northwestern.edu/oncampus/vpn/>.

At the end of each pay period, your supervisor will log into ETES to approve

your time.

If you or your supervisor have any questions about ETES, please contact the ETES Help Desk at [eteshelp@northwestern.edu](mailto:eteshelp@northwestern.edu) or 847-467-7606.

If you have questions relating to your NetID or password, please contact the NUIT Support Center at 847-491-HELP (4357) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu).