- **Register for KSU eID @ https://eid.k-state.edu**
  - New K-Staters must register for an eID through eProfile. If you attended as a student or were employed with K-State after Fall 2002, you should already have an eID and you should not register for another one. If you are unsure whether you have an eID or want to change or reactivate an old eID, please contact the IT Help Desk, 532-7722 or helpdesk@ksu.edu
  - Your eID must be 3-20 characters long, with letters from "a-z" and/or numerals from "0-9," and no special characters such as @ or ^. The first character must be a letter of the alphabet. Choose carefully, your eID becomes part of your K-State Email address.
  - You need to verify your eID if: You registered for your eID but did NOT include your WID (Wildcat ID number) or SSN (Social Security Number) during registration and are now affiliated with K-State.
  - You do not need to verify your eID if: You included your Wildcat ID number or Social Security Number when you registered your eID. You were previously a K-State student or employee. Contact the IT Help Desk to reactivate an old eID. You are a new employee who was granted preliminary privileges.

- **Complete Basic On-Line Safety Training**
  - http://www.vet.ksu.edu/safety/basic.htm

- **Complete Safety Compliance Form**
  - http://www.vet.ksu.edu/safety/pdf/safety_compliance_form.pdf

- **CVM Photo ID Card**- Cards can be obtained in the Library, 4th Floor Trotter Hall, must have completed Safety Compliance Form along with Access Control Form if available, or letter from department head confirming employment, a current employee should accompany new employee.

- **Access Control Form-** issued by Department Office, provides access to CVM building added to CVM Photo ID and obtained at CVM Facilities, Trotter Hall Room 16.

- **Key Card Form**– if needed, issued by Department Office. Allow 2–3 days for key to be issued or call first and then pick up at Dykstra Hall. Employee must have KSU ID to pick up key, keys not in stock may take up to 4 weeks to obtain.

- **CVM Network Account** – KSU eID required, online form submitted to CaTS, account set up within 24 hours
  - http://www.vet.ksu.edu/depts/cats/forms/network_accnt/ntwrk_accnt.aspx

- **KSU Photo ID** – ID Center K-State Student Union, sw corner of first floor, new employee must present photo ID and a copy of appointment paper. If appointment paper is not available, letter from Department Head & photo ID will substitute. WID (Wildcat ID Number) will be assigned on card.

- **Parking Services** – 30 day temporary parking permit will be requested for new employee. After being added to HRIS, apply online for Parking Permit at Employee Self Service: http://www.as.ksu.edu/HRIS (must be .4 fte or greater to apply online) if less than .4 letter verifying employment must be taken to Parking Services Office at 1 Parking Garage. Instructions for purchasing parking permit on line is found at: http://www.k-state.edu/parking/ParkingPermitInstructions.pdf

- **IT Training**
  - The course is broken into three sections and should take about 45 minutes to complete. Go to http://www.k-state.edu/its/security/secureit/2013-secure-it/ and sign in with your K-State eID to get started.
  - Employees who complete the online security training will have their personal record in HRIS updated to indicate they have met the state requirement.
  - If you prefer to take the class in person, it will be available live several times in the coming months. Register to attend one of those sessions through the HRIS website.