**SAMPLE EMAIL**

Dear [New Sessional],

Please let me welcome you to the [Department/Faculty of X] and the University of Calgary. We are very excited to have you joining our team!

Navigating the processes and systems required to get up and running in your new position can be complex, so my role as onboarding coordinator is to facilitate that process for you. I will be working closely with your Department to ensure that you are set up and ready to go for your first day and I will be your primary contact person through this process.

The first important step is to set up your IT user account. This process will require your UCID (Employee ID) number, which is: [xxxxxxxx]. Please go to the Onboarding [web page](https://www.ucalgary.ca/hr/training-development/onboarding) and follow step one (Seven Onboarding Essentials) and step two (Role-specific Onboarding Checklists).

Please follow the instructions in this checklist to set up your IT account (which will also be your email account) and eID (which will provide access to the University's intranet, the MyUCalgary portal). Once you have received your IT Username, **please reply all to this email** and confirm the IT Username that was assigned to you. This information is required in order to set-up access in other university systems prior to your first day.

If you have any questions as you go through your account setup, please do not hesitate to contact me.

We look forward to your arrival. Again, welcome to the [Department/Faculty of XXX], and please let me know how I can be of assistance.

Regards,

[Onboarding Coordinator]

[Department / Faculty]

[Contact Info]