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## How to Set Up Access to the University of Washington Network

To set up access to UW Medicine systems, you will first need to set up access to the University of Washington network then set up access to the UW Medicine network. This guide outlines how to set up your University of Washington NetID (UW NetID) which controls access to the UW Network. This is the first step in the process.

Setting up your UW NetID requires you to first identify your relationship with UW Medicine. Select from one of the following to identify your relationship to UW Medicine and follow the hyperlink to the instructions that apply to you.

### UW Medicine Faculty, Staff, or Retirees

If you are Faculty, Staff, or a Retiree of UW Medicine, proceed to [Page 3](#)

### Fred Hutchinson Employees

If you are an employee of Fred Hutchinson, proceed to [Page 8](#)

### All Others

If you are one of the following, proceed to “UW Medicine Personnel” on [Page 6](#)

**Student:** University of Washington students and external education programs.

**Workforce Member an Organization with a Contractual Agreement for Access to Electronic PHI:** Employees covered under an external organization’s contract with UW Medicine

**Children’s Hospital Employee**

**Children’s University Medical Group (CUMG) Employee**

**Valley Medical Center Employee**

**Non-UW Medicine Workforce Member:** Auditors, reviewers, insurers, and regulators.

**Researcher:** Researchers working on Institutional Review Board (IRB) approved projects.

**UW Medicine Business Associate:** Contractors, trainees, vendors, volunteers, and other persons who perform work for UW Medicine.

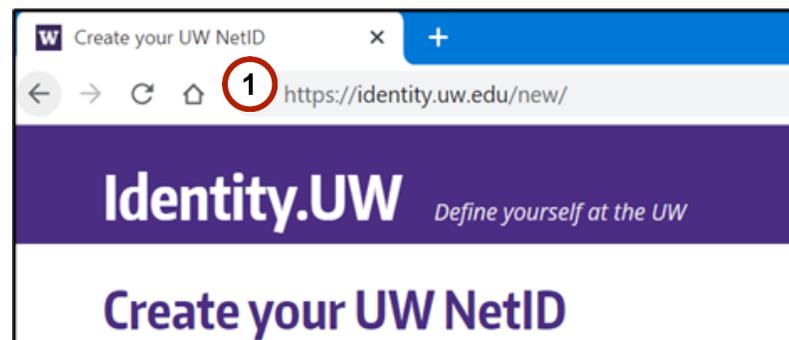
### UW Medicine Faculty, Staff, or Retirees

Before you begin using your UW Medicine Account, you will need to set up your UW NetID and 2FA (Two Factor Authentication).

#### UWNetID Claiming Process

**NOTE:** If you have already completed all of the steps outlined in this document and have an active UW NetID & Password set up, you may skip these steps and continue to the last page of this document for further instructions / next steps.

1. Navigate to <https://identity.uw.edu/new/>
2. Select **UW faculty, staff, retiree**



#### Tell us who you are

What is your relationship to the UW?

UW applicant for admission with PAC

**2** UW faculty, staff, or retiree

UW Medicine personnel

UW student

UW alumni or UWAA member

HEAL-WA

Or, use your account at another institution to sign in

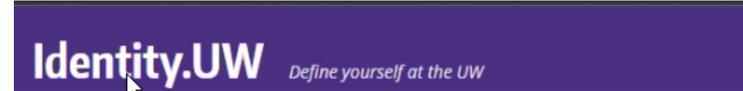
[Sign in to Cascadia College](#)  
[Sign in to Fred Hutch](#)

UW Medicine Faculty, Staff, or Retirees (continued)

UWNetID Claiming Process

Verify your identity

1. Enter your **Last Name**
2. Enter your **UW Employee ID**
3. Click **Next**



Create your UW NetID

Let's verify your identity as a UW faculty, staff, or retiree

1 Last Name

2 Employee ID

3

### UW Medicine Faculty, Staff, or Retirees (continued)

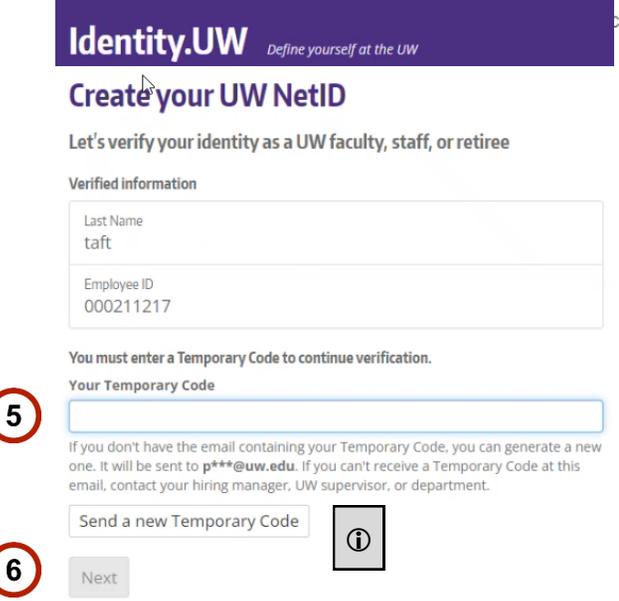
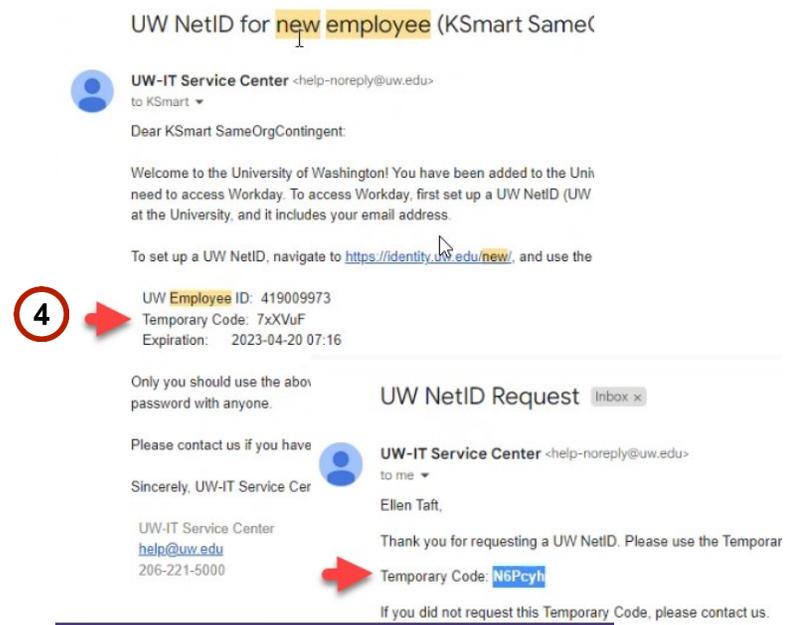
#### UWNetID Claiming Process

#### Verify your identity (continued)

4. Look in your personal or non-UW employer inbox for an email with a subject line that begins with “UW NetID for...” or “UW NetID Request” which will show your **temporary code**.
5. Enter your **Temporary Code**
6. Click **Next**
7. **Continue to Page 10**

❗ If you did not receive a code, click **Send a new Temporary Code** and check your email.\*

❗ If you cannot receive a temporary code at this address, contact your hiring manager, UW supervisor or Department. They will need to request a change to your contact email address.



### UW Medicine Personnel

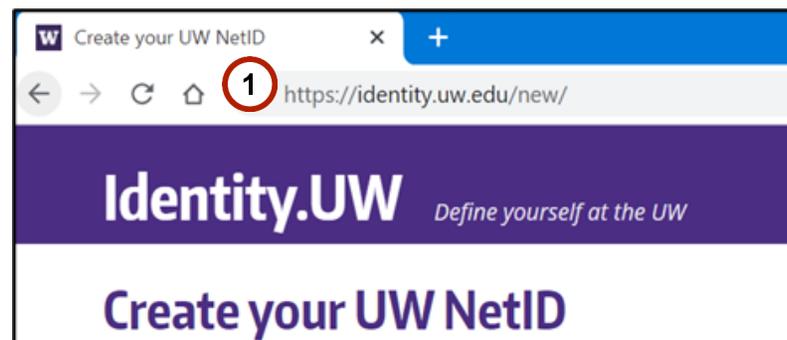
Before you begin using your UW Medicine Account, you will need to set up your UW NetID and 2FA (Two Factor Authentication).

#### UWNetID Claiming Process

**NOTE:** If you have already completed this process and have an active UW NetID & Password set up, you may skip these steps and continue to the last page of this document for further instructions / next steps.

1. Navigate to <https://identity.uw.edu/new/>
2. Select **UW Medicine Personnel\***

**\*Note:** UW Medicine Personnel are contractors, students, researchers or members of other organizations with a contractual agreement with UW Medicine who are NOT UW or UW Medicine employees.



#### Tell us who you are

What is your relationship to the UW?

- 
- 
- 2**
- 
- 
- 

Or, use your account at another institution to sign in

[Sign in to Cascadia College](#)

[Sign in to Fred Hutch](#)

### UW Medicine Personnel (Continued)

#### UWNetID Claiming Process

#### Verify your identity

Your **Personal Identifier** is one of the following:

- **Student ID** Number with UW or another WA state college or university
- **Passport** Number
- **State Issued ID** (such as a Driver's License or Military ID)
- **Employee ID** with another organization\*\*
- **Last six digits** of your **Social Security Number**.

1. Enter your **Last Name**
2. Enter your **Date of Birth**
3. Enter your **Personal Identifier**\*\*\*
4. Click **Next**
5. Continue to Page [10](#)

Identity.UW Define yourself at the UW

### Create your UW NetID

Let's verify your identity as UW Medicine personnel

Last Name

Date of birth

 /  / 

Alternate ID, School ID, Passport #, State ID, Employee ID, or Last six digits of your SSN

Use a UW Employee ID for verification instead

Next

Help | Terms | Privacy | MyUW | UW Directories  
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- ① If you had access prior to 11/16/21, the number may be an "Alternate ID #" issued by our organization to use as your personal identifier.
- ① Enter all values for the identifier including special (characters such as an asterisk) and any spaces in the identifier as they appear on your identification card.
- ① This will NOT be the temporary password / code which may have been sent to you or your manager / onboarding coordinator.

- \*\* If you are NOT employed by CUMG, Seattle Children's or Valley Medical Center, we will not have your Employee ID on file. You should try another identifier.
- \*\*\* If you are unsure of which identifiers were used, contact your hiring contact to ask what information they provided when requesting your account.

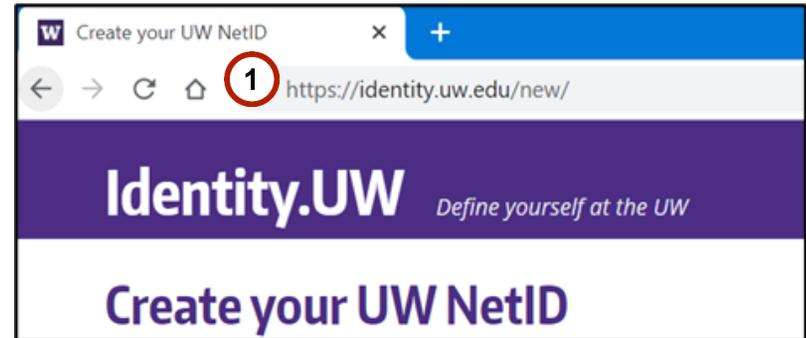
### Fred Hutchinson Employees

Before you begin using your UW Medicine Account, you will need to set up your UW NetID and 2FA (Two Factor Authentication).

#### UWNetID Claiming Process

**NOTE:** If you have already completed this process and have an active UW NetID & Password set up, you may skip these steps and continue to the last page of this document for further instructions / next steps.

1. Navigate to <https://identity.uw.edu/new/>
2. Select **Sign in to Fred Hutch**



#### Tell us who you are

What is your relationship to the UW?

- 
- 
- 
- 
- 
- 

Or, use your account at another institution to sign in

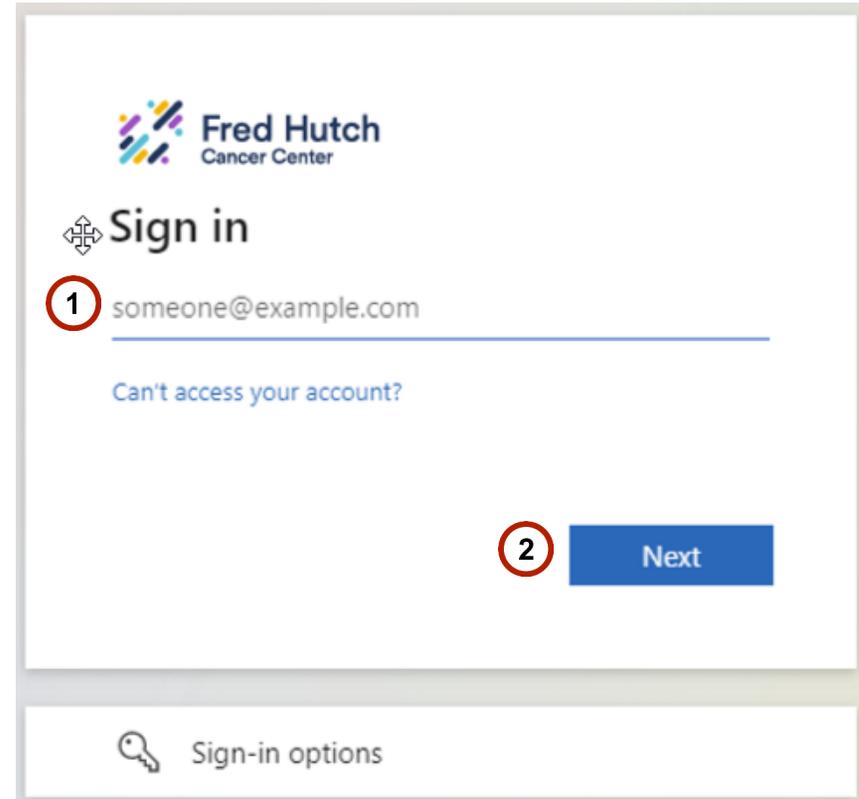
- 
-

### Fred Hutchinson Personnel (continued)

#### UWNetID Claiming Process

#### Verify your identity

1. Enter your Fred Hutch credentials.
2. Click **Next**
3. Follow prompts to enter your Fred Hutchinson Password and Multifactor Authentication Options.



The screenshot displays the Fred Hutch Sign in interface. At the top left is the Fred Hutch Cancer Center logo. Below it is the 'Sign in' heading. A text input field contains the email address 'someone@example.com', with a red circle containing the number '1' to its left. Below the input field is a link that says 'Can't access your account?'. To the right of the input field is a blue 'Next' button with a red circle containing the number '2' to its left. At the bottom of the page is a link with a key icon and the text 'Sign-in options'.

For assistance with **Fred Hutch authentication**, please contact the Fred Hutch IT Service Desk at (206)667-5700 or [helpdesk@fredhutch.org](mailto:helpdesk@fredhutch.org).

## UW Net ID Account Set-Up

### Set your UW NetID Password

Your NetID will be used as part of your UW email address and used to access UW information and online services. If one has not been assigned yet, choose a NetID that will be appropriate for professional communications. It is permanent and cannot be changed.

1. Enter **Password twice** to confirm and set password
2. Click **Set Password**
3. Read **UW NetID acceptable user policies**
4. Click **Set password for \*\*\*\*\***

#### Set a password for your existing UW NetID

You already have a UW NetID. Please set a password and continue.

- Your UW NetID will be your username and email address, and will be used to access UW information and online services.
- Choose a UW NetID that will be appropriate for professional communications. It will be permanent and cannot be changed.
- Your UW NetID must be 8 characters or less and be comprised of only lowercase letters and numbers.

1 Your UW NetID is **etaft**  
Enter a password  
.....  
Strong

Re-enter password  
.....

2 Set password

3 UW NetID acceptable use policies

Your UW NetID is for your use only. Keep your password private.

Many laws and policies regulate your use of UW computing resources and services such as email, internet access, mailing lists, newsgroups, computer hardware and software, etc. **You are responsible for compliance with all such laws and policies.**

- You must not share your personal UW NetID password with anyone.
- You must not use someone else's personal UW NetID.
- Faculty, instructors and staff may not use UW computing resources and services for commercial or political purposes.
- UW computing resources provided to UW employees and workforce members may not be used for personal purposes, except to a degree that is de minimis.
- You may not use licensed or copyrighted software, images, or files without proper authorization.
- You must not use UW computing resources to violate the privacy rights of

Your UW NetID will be **etaft** and your official UW email address will be **etaft@uw.edu**.  
Your use of your UW NetID and all other UW computing resources and services requires you to comply with all relevant state and federal laws and UW policies. More information is available at the IT Connect website.

4 Set password for **etaft** Back

## UW Net ID Account Set-Up (continued)

### Set your Email Forwarding

If **UW Office 365** is visible, you should forward your official UW email to it. If not, forward your email to the email address you use with your employer.\*

**DO NOT CHOOSE UW's Gmail** (as it is not HIPAA Compliant)



#### 5. Set your Email Forwarding

- a. Choose **UW's Office 365** if it is displayed
  - b. Otherwise, enter a forwarding email address or click on **email address on record** in blue hyperlink to use that one (see limitations below)\*
6. Click **Save email setup**

#### 5 One more step to receive email sent to cmynetid@uw.edu.

Choose where you want to receive official UW email sent to cmynetid@uw.edu

a  Use UW's Office 365

Use UW's Gmail

**Forward to an existing address**  
Forward all mail sent to cmynetid@uw.edu to:  
  
Email forwarding will take two hours to update.  
**Future clinical students and employees:** HIPAA restrictions may apply.  
Due to HIPAA restrictions, UW Medicine workforce members and clinical students at HMC, UWMC, NWH, VMC, or UWNC are prohibited from forwarding their UW email, except to a UW Medicine-approved domain. See the list of approved email domains.

6

① *\*Your forwarding email address must be your email address at your place of employment. This is where you will receive emails sent to your uw.edu email address. It cannot be a Hotmail, Gmail, Yahoo, or other personal domain as these domains are NOT HIPAA COMPLIANT.*

① **Email Forwarding will take at least 2 hours to be updated.**

## UW Net ID Account Set-Up (continued)

### Add Your Account Recovery Settings

This is an important timesaving feature that will allow you to reset your password without having to call the service desk.

8. Enter your recovery mobile number or recovery email address and follow prompts to verify recovery methods by choosing
  - a. **Send SMS** and / or
  - b. **Send email**
9. Click **Next**
10. Review and **Agree to the terms of service.**

### 8 Add account recovery settings

If you are locked out, we will use this information to help you regain access to your UW NetID [more about account recovery settings.](#)

#### a Your recovery mobile number

Enter your mobile phone number. You will receive a verification code to complete the setting. Message and data rates may apply. US numbers only.

#### b Your recovery email address

Enter an email address that you can still access if you've forgotten your UW password. A non-UW email is required.

### 9

### To use this service, please agree to these terms

### 10

## UW Net ID Account Set-Up (continued)

### Enroll in two-factor authentication (2FA)

Duo is a *required* additional layer of security which protects your access and ensures patient privacy in UW Medicine's systems.

11. Click **Duo Service Terms and Conditions** to read its terms and conditions
12. Click **I agree to the terms**
13. Click **Next**
14. Click **Start setup**
15. Click **Next**
16. Choose one of the 4 options listed and click **Continue**, after which you will receive directions on how to set up your device.

### Enroll in two-factor authentication (2FA)

Two-factor authentication (2FA) adds a layer of security when you sign in with your UW NetID.

To set up or manage 2FA, you must agree to the **Duo Service Terms and Conditions**.

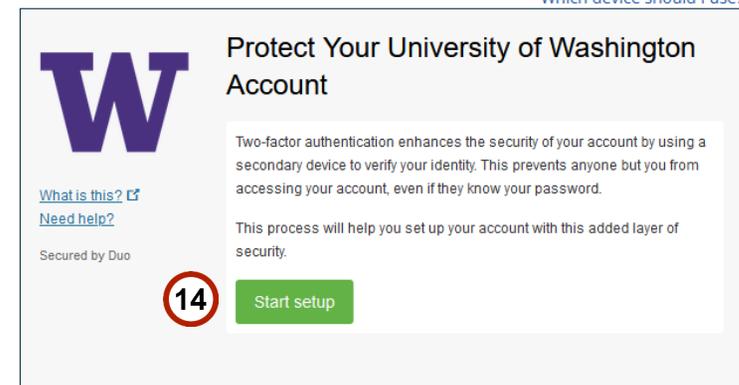


### Enroll in two-factor authentication (2FA)

Two-factor authentication (2FA) adds a layer of security when you sign in with your UW NetID.

#### Step 1. Enroll a device

[Which device should I use?](#)



### 16 What type of device are you adding?

- Mobile phone** RECOMMENDED
- Tablet** (iPad, Nexus 7, etc.)
- Landline**
- Security Key** (YubiKey, Feitian, etc.)



#### Step 2. Verify 2FA enrollment

Click the button below to verify your 2FA enrollment. [?](#)



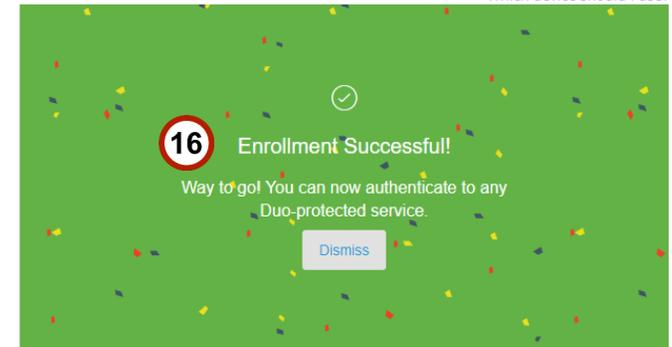
## UW Net ID Account Set-Up (continued)

### Finish 2FA Setup

- 16. Verify popup of **Enrollment Successful!** Click **Dismiss**.
- 17. Click **Verify 2FA enrollment**
- 18. Click **Next**

#### Step 1. Enroll a device

[Which device should I use?](#)



#### Step 2. Verify 2FA enrollment

Click the button below to verify your 2FA enrollment. [?](#)

**17** Verify 2FA Enrollment

**18** Next

## UW Net ID Account Set-Up (continued)

### Set your Preferred Name

You can choose to use a preferred name rather than your legal name. Your Preferred Name will display on Zoom calls and your email profile. Choosing a preferred name will also make it easier for people to find you in the UW Directory.

1. Click **Set preferred name**
2. Click **Next**

### Set Up Preferred Name

Preferred Name

Set your preferred name to replace your legal name wherever possible.

1

Set preferred name

2

Next

 Preferred name and other updates may take overnight to process.

### UW Net ID Account Set-Up (continued)

#### UW System Access Complete?

Once you complete your NetID setup steps, you should see all features with a **green checkbox** displayed. This confirms you can log into the University of Washington system.

#### UW Medicine System Access

Read the instructions on the next page to understand how and when you will be able to set up your UW Medicine Account Login, your final step to gaining access to UW Medicine online services.

The screenshot shows the 'Identity.UW' dashboard for user 'sarahc76'. The top navigation bar includes 'Profile', 'Recovery settings', and '2FA'. A progress bar at the top shows five completed steps: 'UW NetID', 'Set Up Email', 'Account Recovery', '2FA', and 'Preferred Name', each with a green checkmark. Below this, a large heading reads 'Done setting up your UW NetID account!'. The page provides details for the user's NetID, email (sarahc76@uw.edu), account recovery phone number (402) 417-0032, and preferred name (blank). It also includes a 'What's next?' section with links to the Integrated Service Center, preferred name settings, itconnect.uw.edu, and uwnetid.washington.edu.

For assistance with **UW NetID Passwords**, please contact UW Information Technology at 206-221-5000 or [help@uw.edu](mailto:help@uw.edu)

## UW Medicine AMC Account Set-Up

### You're Almost There!

Now that your UW NetID Login, email forwarding, and mobile 2 Factor Authentication have been set up, you have one more set of steps to complete before you will have access to your UW Medicine Login, also known as your AMC ID.\*

### Instructions to set up your UW Medicine Login will be sent based on your relationship to UW:

#### **Credentialed Clinical UW Medicine Users (MDs, ARNPs, Residents, Fellows...): 6 Weeks Prior to your Start Date**

You should receive a communication up to 6 weeks prior to your start date. You will also need to complete the required training for the credentialing process and obtain EHR access when you begin clinic.\*\*

#### **All Other Users: 7 Days Prior to your Start Date**

If you are not a credentialed Med Staff provider, you should receive a communication approximately 7 days prior to your start date with instructions on how to claim your UW Medicine login.\*\*

- ① \* Your UW Medicine login is a separate network login that allows you access to online training and various UW Medicine clinical systems. You will have separate passwords for your UW NetID and your UW Medicine Login (AMC ID).
- ① \*\* You will receive an email with a link and instructions to complete self-setup for your AMC ID online.