New faculty and staff set up their UW NetID password at the start of employment through UW IT services.

If your job function requires access to patient care-related data, a separate UW Medicine account will also be required for you.

**UW IT Services: UW NetID**

Phone: 206-221-5000  
Email: help@uw.edu

UW NetID’s are administered by UW Information Technology (UW-IT). A UW NetID is your personal identification for many UW online resources and applications. It is also required of everyone associated with the University of Washington who plans on using online central administrative programs and computing services. You will maintain this account throughout your life, even after you end your association with UW.

**Example Usage:**

- Access to the MyUW page (including Employee Self Service) from which you can check and/or modify your personal UW information. This includes employee payroll records, benefits files, your UW Directory information, etc.
  - MyUW Web Portal: [https://myuw.washington.edu](https://myuw.washington.edu)
- Enable and access your UW email account, along with other computing services
  - @uw.edu/@u.washington.edu email systems (UW Deskmail/Alpine, UW Exchange Online/Office 365)
- Access UW OneDrive for Business
- Access Catalyst surveys
- Update your UW Medicine (AMC) account password (if applicable)
- Log into the MedHub Residency Management System (if applicable)
- Access the UW Medicine Learning Gateway eLearning Modules (if applicable)

**For First-Time Access:**

If you are new to the UW then you need to get the PAC (Private Access Code) Code to get your NetID. The PAC was generated for you automatically in the payroll system and is provided to you by your Administrator or via email from the Finance Office.

1. Go to [https://uwnetid.washington.edu/newid/](https://uwnetid.washington.edu/newid/)
2. If you are new to the UW: Select the 3rd option - “I don’t have a UW NetID (or I’m not sure)” – and then click on next or If you already have a NetID: Select the 2nd option - “I have a UW NetID but no password” – and then click on next
3. Select "UW Faculty, Staff, Retiree or Affiliate Employee" then follow the instructions from there on.

If you have difficulty establishing your UW NetID and password, please contact UW-IT for assistance.

**UW Medicine IT Services: AMC Domain**

Website: [https://info.medical.washington.edu/default.aspx](https://info.medical.washington.edu/default.aspx)  
Phone: 206-543-7012  
Email: mcsos@uw.edu

New user accounts, account changes and deactivations, audits: User Access Administration (UAA unit)

A UW Medicine (AMC) account is administered by the School of Medicine and enables access to UW Medicine applications. Your UW Medicine Account login name is the same as your UW NetID, but will have a different password.
Example Usage:

- Workstation support for AMC workstations (found in clinical areas)
- Access to ORCA PowerChart – UW Medicine inpatient Electronic Health Record (EHR)
- Access to EpicCare – UW Medicine outpatient EHR
- Access to MINDscape – Patient records for care received at UWMC, HMC, SCCA, UW Neighborhood clinics and outpatient records from NW Hospital Medical Center
- Access to UWCores – Web-based rounding and sign-out system to provide real-time data at patient bedside
- Access to Lapis or Hemingway file servers
- Access to websites that end in “uwmedicine.org”

These systems contain confidential patient information and should only be accessed by authorized personnel for official purposes. Security and confidentiality of information is required at all times.

For First-Time Access:

1. Go to MyUW: http://myuw.washington.edu/
2. Click "Log in with your UW NetID".
3. Log-in with your UW NetID credentials (UW NetID & UW NetID Password).
4. Locate the "UW Medicine Computing Services" section and click "Change your UW Medicine password"

Department of Medicine IT Services (Outpost Domain)

Website: https://depts.washington.edu/domis
Phone: 206-616-8805
Email: ishelp@medicine.washington.edu
After-Hours Emergency Pager: 206-663-1597

Example Usage:

- Workstation support for Outpost workstations
- Access to Outpost Exchange email services
  - @medicine.washington.edu, @cardiology.washington.edu, @derm.washington.edu, @kri.washington.edu, @nephrology.washington.edu, @neurosurgery.washington.edu, @uwmedres.org, and @uwmedres.washington.edu addresses
  - https://mail.uwmed.org
- Access to personal Y drive and shared U drive for network file storage
- Remote Desktop access
  - https://depts.washington.edu/domis/remotedesktop

Password Change Website: http://depts.washington.edu/isalert/password/

Helpful Information

UW Email

Every person who has a UW NetID has a default email address of your_uwnetid@u.washington.edu and your_uwnetid@uw.edu. Both addresses will deliver to the same mailbox. Official UW messages for you will be sent to your default email address. If you are using another UW approved email address, you can set forwarding via the UW Email Forwarding page accessible through MyUW. More information about UW email is available at http://www.washington.edu/itconnect/connect/email/.

Approved domains that email can be forwarded to can be found on UW Medicine’s website at https://security.uwmedicine.org/guidance/technical/electronic_comm/email/approved_list.asp.