

NEW EMPLOYEE ACTION LIST

Please be sure to complete these requirements within your first 30 days of employment!

Complete UW Medicine Day One: New Employee Orientation

Setup your UW Medicine AMC account

This is critical for assuring full access to all UW Medicine sites and applications.

Follow these steps to set up your AMC account

1. Navigate to [UW Medicine SailPoint](#)
2. Enter your AMC ID in the "Username" field and click "Forgot Password"
3. Verify your identity with Duo MFA
4. Answer security questions and follow the remaining steps to set your AMC account password

Read/Sign Privacy, Confidentiality, and Information Security Agreement

Turn this in to your manager on your first day of regular work. An electronic copy can be found on the UW Medicine Compliance Website: http://depts.washington.edu/comply/docs/002_F1.pdf

Complete additional on-line training (watch your email for instructions)

- Title IX: Husky Prevention & Response
- Advancing Equity Diversity & Inclusion
- Compliance
- Workplace Violence Prevention Training
- Other training modules as appropriate

Choose Benefits options...don't miss your deadlines!

Read any/all notifications that you receive via your Workday inbox and take **immediate action**.

Benefits Information: <http://hr.uw.edu/benefits/benefits-orientation/>