|  |  |  |  |
| --- | --- | --- | --- |
| Texas State University New Employee Welcome logo | | | |
| **Dear (name),**  Welcome to Texas State University!  We are excited to welcome you to the Bobcat family. Your employment as a (job title) in (name of department) will begin on (date). Below you will find information about onboarding with the university. | | | |
| **Before Your First Day:**  **Step 1: Complete New Employee Welcome Course & Opt In/Out of the Bobcat Buddies Program**  Your start at TXST begins with our [New Employee Welcome Course](https://canvas.txstate.edu/courses/1643546). This course is designed to provide a benefits overview and information about the many wonderful resources you have at TXST. You can also choose to participate in the [Bobcat Buddies program](https://www.hr.txstate.edu/New-Employee-Welcome/bobcat-buddies.html) by completing a brief [personal interest survey](https://txstate.co1.qualtrics.com/jfe/form/SV_4PxWFtYXZYYAR5Y). If you need assistance with the Welcome Course or have questions about the Bobcat Buddies program, our team will be able to help you after your welcome session on your first day. Some of your onboarding forms will ask for your Texas State ID (TXST ID).  **Your TXST ID: [Insert TXST ID]** | | | Compass with solid fill |
| Programmer male with solid fill | **Step 2: Activate Your NetID\***  Your Net ID will be used to log in to most TXST systems. To activate your net ID, you’ll need to access the Net ID Activation in the [Online Toolkit](https://tim.txstate.edu/onlinetoolkit/Login?returnurl=%2fonlinetoolkit%2fHome%2fProceedIdVet%2fTrue). For more information on this process, please visit the [NetID Support page](https://itac.txstate.edu/support/netid).  **Your Net ID: [insert Net ID]**  *\*Please note that Net IDs are commonly released by the Human Resources team the Friday before employment. Until this happens, you will not be able to activate your Net ID.* | | |
| **Step 3: Set up Your Bobcat Mail**  You’ll need to use your newly activated Net ID and password to [log in](https://doit.txstate.edu/services/email.html) to Bobcat Mail. | | | Open envelope with solid fill |
| **Online meeting with solid fill** | | **On Your First Day:**  **New Employee Welcome Zoom Q&A Session Monday, Insert Date |** [**Zoom**](https://txstate.zoom.us/j/94215827926?pwd=YlN5VFVTM0pLWmNqVmVQc3RZRWxWdz09) **| 10 – 11 a.m.**  The New Employee Welcome Zoom Q&A Session is a brief, optional session to answer any questions you may have regarding your benefits, any network or system issues, and provide you with an opportunity to meet members of our HR Benefits team. Feel free to log in anytime during the session to ask your questions!  Additionally, the HR Benefits office, located in Suite 360 of the J.C. Kellam Administration building (JCK), is open on weekdays from 8 a.m. to 5 p.m. for you to stop by and chat with an HR Benefits representative. No appointment necessary! | |
| Once you get settled, be on the lookout for an invitation to an in-person New Employee Welcome experience from the HR Organizational Development and Communications team.  We look forward to seeing you on (date)!  Please feel free to call me at 512.245.#### or contact Human Resources at 512.245.2557 if you have any questions.  Sincerely,  (your name) (your title) | | | |
| Texas State University Logo  Member of Texas State University System  Go Green! Print this email only when necessary. Thank you for helping Texas State be environmentally responsible. | | | |