

## ***Important Post-Offer Steps***

---

### ***Activating your Net ID (<https://netid.usf.edu/una/>)***

- Important Note: Once your hire information is added to the Human Resource System, you will be able to activate your NetID, which will provide access to the Self-Service system.
- Self-service is an important resource where you will be able to perform a variety of functions such as view personal information, make address changes and view paycheck detail.

### ***Log into GEMS Self-Service (see [www.my.usf.edu](http://www.my.usf.edu))***

- We invite you to use Self-Service to Self-Identify Veteran Status and/or a Disability.

### ***Visit our HR Website for additional information regarding your first day, Parking and Transportation, USF ID Card, and other valuable details.***

- <https://www.usf.edu/work-at-usf/accepted/>