|  |
| --- |
| **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: 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]** **Your TXST ID: [insert A########]** | Programmer male with solid fill |
| Open envelope with solid fill | **Step 2: 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. |
| **Step 3: Register for Non-tenure Line Faculty Workshop****Non-tenure Line Faculty Workshop:** New non-tenure line faculty are encouraged to attend this supplemental session, which provides more in-depth information to help navigate the first year at Texas State. The focus is on practical tips for a successful semester including resources to support teaching, managing your syllabus, and submitting grades.**Register here:** <http://nontenurelinefaculty.facultysenate.txstate.edu/nlfo.html> Some of your onboarding forms will ask for your Texas State ID (TXST ID). **Your TXST ID: [insert A########]** |
| In preparation for your employment, we ask that you review the [Virtual Binder](https://facultyresources.provost.txstate.edu/work-at-txstate/binder.html), [Faculty Handbook](https://www.provost.txst.edu/resources-faculty.html), and the [required notices](https://www.hr.txstate.edu/New-Employee-Welcome/Get-Started/notices.html) for new employees at Texas State. 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 LogoMember of Texas State University SystemGo Green! Print this email only when necessary. Thank you for helping Texas State be environmentally responsible. |