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| **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** 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. **Your TXST ID: [insert A########]** | Compass 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]** |
| **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 |
| **Step 4: Register for New Faculty Orientation & New Tenure-Track Orientation: Resources and Responsibilities****New Faculty Orientation:** This orientation will acquaint new faculty with essential policies, offices and resources at Texas State, and information about the many benefits and opportunities associated with employment. This orientation is required for all new benefits-eligible faculty. Human Resources will email all new benefits-eligible faculty further instructions closer to the orientation date on **August 18th, 2025**.**New Tenure-Track Orientation: Resources and Responsibilities**Attendance is expected for all new tenure-track faculty and those who were previously in a non-tenure track position and hired this year to a tenure-track position. This required session is in addition to attendance at New Faculty Orientation, and focuses on familiarizing you with policies, procedures, and practices that will help you be successful in progressing toward tenure. New Tenure-Track Orientation will take place on **August 19th, 2025.****Register here:** <https://www.facdv.txst.edu/early/ntto.html>Some of your onboarding forms will ask for your Texas State ID (TXST ID). **Your TXST ID: [insert A########]** |
| **Departmental/College Meetings:** Insert meeting info here. |
| 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. |