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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 |
| 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]** |
| **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 |
| In preparation for your employment, we ask that you review the [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)! If you have any questions, please feel free to contact me at 512.245.xxxx or the Benefits Office at (512) 245-2557.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. |