Welcome to Drexel University!
New Employee Technology Checklist

☐ **Activate Your Email Account (accounts.drexel.edu)**
Click the "New to Drexel?" Link

☐ **Obtain Your Personal University ID Number (accounts.drexel.edu)**
A sequentially-generated number used to track your records through the system

☐ **Set Up Multi-Factor Authentication (drexel.edu/mfasetup)**

☐ **Access Your Email via Office 365 (portal.office.com)**

☐ **Set Up Office Phone (drexel.edu/it/help/a-z/phones)**

☐ **Connect to the Wireless Network (drexel.edu/it/connect/wireless)**
For laptops, tablets, gaming, and mobile devices

☐ **View Employee Information at DrexelOne (one.drexel.edu)**

☐ **Access Online Courses at Drexel Learn (learn.drexel.edu)**

☐ **View Online Course Resources (drexel.edu/it/help/a-z/learn)**
Guides for how to get the most out of Learn

☐ **Visit Instructional Technology Group (drexel.edu/it/about/facilities/itc)**
Korman Computing Center, Room 109

☐ **View Information Security Guides (drexel.edu/it/security/about)**
Protect your computer accounts and personal information

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