Welcome to Drexel University!
New Employee Technology Checklist

- **Activate Your Email Account** ([accounts.drexel.edu](http://accounts.drexel.edu))
  Click the “New to Drexel?” Link

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

- **Set Up Multi-Factor Authentication** ([drexel.edu/mfasetup](http://drexel.edu/mfasetup))

- **Access Your Email via Office 365** ([portal.office.com](http://portal.office.com))

- **Set Up Office Phone** ([drexel.edu/it/help/a-z/phones](http://drexel.edu/it/help/a-z/phones))

- **Connect to the Wireless Network** ([drexel.edu/it/connect/wireless](http://drexel.edu/it/connect/wireless))
  For laptops, tablets, gaming, and mobile devices

- **View Employee Information at DrexelOne** ([one.drexel.edu](http://one.drexel.edu))

- **Access Online Courses at Drexel Learn** ([learn.drexel.edu](http://learn.drexel.edu))

- **View Online Course Resources** ([drexel.edu/it/help/a-z/learn](http://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](http://drexel.edu/it/about/facilities/itc))
  Korman Computing Center, Room 109

- **View Information Security Guides** ([drexel.edu/it/security/about](http://drexel.edu/it/security/about))
  Protect your computer accounts and personal information

---

**Office of Information Technology**
[drexel.edu/IT](http://drexel.edu/IT)
215.895.2020
[consult@drexel.edu](mailto:consult@drexel.edu)