Date XXXX

Dear XXXX,

I received notice that you are in the GW payroll and HR databases. What follows is information on how to access some GW systems that you will be using.

First things first; your GW identification number (GWID) is GXXXXXXX. This number is key to accessing several GW systems, and is used largely in lieu of your Social Security Number for general University business. It is a good idea to keep it at hand or commit it to memory.

There are a number of things you can take care of online now or after your official start date (INSERT START DATE HERE), such as setting up a password for your GWID, submitting your I-9 registration, setting up an email account and accessing Blackboard. This memo will walk you through the steps necessary to set up these various accounts. You are going to be creating several ID numbers and/or passwords, so have paper and pen handy to jot information down.

To start, go online to the [My GW Portal](https://my.gwu.edu/). Along the left side of the page, you will see a menu that includes 'email,' 'gweb info system,' and 'blackboard,' as well as a couple other things.

Start with the ‘gweb info system’ link. Here you establish the **PIN for your GWID** and your security questions. You will want to enter your GWID at the “User ID” prompt. Please be sure that the “G” in your GWID number is entered as a capital letter. As you are a first-time user of the system, your initial PIN will be your birth date in either MMDDYY or MMYY99 format, where M=Month, D=Day, and Y=Year (example: for March 5, 1983, try 030583 and 038399). If neither of those works, you may try the last 6 digits of your GWID (516122). Should you get locked out while trying to setup your PIN, go to the [help page](https://banweb.gwu.edu/gwuhelp/GWU_hwgholgi.htm) for assistance.

The next step involves completing and **I-9** form with the University. All employees of GW are required to complete an I-9 form; which is the federal proof of eligibility to work. At GW the process has two steps; the first online, the second in person. You can [begin the I9 process here](https://hr.gwu.edu/employment-eligibility-verification).

Once your I-9 processing is complete and you have set up your PIN and security questions for your GWID, you can go ahead and **create/claim a NetID/email address**. The NetID will be your email address and your login ID for Blackboard. The NetID can only be claimed after your official start date with GW.

To claim your NetID visit this [link](https://identity.gwu.edu/claim/) and click the “Claim Your GWEmail Address/NetID” box.

On the next screen, you will be asked to enter your GWID, your last name and date of birth.

Once these are entered, check the “I have read and accept the policies” button [feel free to read the policies, of course] then click the “Claim Email/Account” button and go on to create the NetID, and an associated password. The NetID is the email address at which students and the department will use to contact and correspond with you. This will also be the ID and password you use to access Blackboard.

After the NetID is set-up you will be able to log in the email system. To get to the email log in screen, go to [My GW Portal](https://my.gwu.edu/) and click the Email Link (left -hand side of the screen). On the next screen be sure to click the “Faculty & Staff” option under Email and Calendar.

I have asked that your name be linked to your courses now that you have a GWID. You can check course information and verify that you are indeed listed as the instructor of record by

visiting: [INSERT LINKS TO ONLINE SCHEDULE HERE]

As far as **Blackboard** is concerned, it can take about 24 hours for the Blackboard system to register your NetID once you’ve created it. The easiest way to access Blackboard is through the [My GW Portal](https://my.gwu.edu/). Training is offered through the Blackboard program and their contact information is located on log-in page.

I’ve attached a memo that you can take to the Marvin Center building on the GW campus to have a GW identification card made. This card is better known as the **GWorld card**. The GWorld Card Office is located on the ground floor of the Marvin Center (800 21st Street, NW). In addition to the attached memo, please also bring with you a form of photo ID to present. If it will be more convenient for you, I can print the memo for you to pick up at my office to then take to the Marvin Center.

Please contact me \_\_\_\_\_\_\_\_\_\_\_ (XXX@gwu.edu) or \_\_\_\_\_\_\_\_\_\_\_ (XXX@gwu.edu) if you have any questions or concerns.

I look forward to working with you this coming term.

All good wishes,

XXX