

HOW TO SET UP YOUR UNIVERSITY E-MAIL ACCOUNT

Before you begin you will need the following information:

1. Your 9-digit University of Arizona Employee ID Number
(Usually takes 7-10 business days from date of hire to get your EIN.
You will be notified through campus mail.)
2. Your Cat Card Number

Create a UA Net ID by going to this link:

<https://netid.arizona.edu/newid.html>

Follow the Step-by-Step instructions.

- Select your status
- Enter your EIN, CatCard, and Birthday
- Choose your NET ID
- Choose a password

You have now created your NET ID.

***PLEASE CONTINUE BELOW TO GET YOUR E-MAIL
ACCOUNT.***

Go to <https://account.arizona.edu>

- Click on: "Create CCIT Computer Account"
- Select "E-mail"
- Read policy and click on "Accept"

Your e-mail account is now set up.

Go to <https://www.email.arizona.edu/> to access your e-mail.

Please provide Africana Studies with your new email address.

Technical problems please call the CCIT Computer Help Desk at 621-2985.