New Unclassified Employees: How to Get Connected at the UO

**UO Technology**
UO employees use email, DuckWeb, and a variety of other electronic resources. DuckWeb is a secure website that interfaces with the university’s central administrative system. In DuckWeb, employees can see payroll data and update their own personal information, such as their address. Faculty use DuckWeb to obtain class lists and for grading.

**Technology Access Codes**
At the University of Oregon, employees need two sets of login information:

<table>
<thead>
<tr>
<th>UO ID Number and PAC</th>
<th>DuckID and Password</th>
</tr>
</thead>
</table>
| ● The UO ID number begins with "95" and is nine digits long.  
● The PAC (personal access code) is 6 digits with a minimum 1 alpha and 1 numeric, case sensitive.  
● Manage your PAC in DuckWeb at duckweb.uoregon.edu. | ● The DuckID is the UO email address when followed by @uoregon.edu.  
● Passwords must be at least 8 digits, with a minimum 1 alpha and 1 numeric.  
● Manage your DuckID and password at duckid.uoregon.edu. |

For more information, see it.uoregon.edu/access-to-technology.

**How to Obtain Codes**

<table>
<thead>
<tr>
<th>“New-to-Campus” Employees</th>
<th>New Employees with Prior UO Affiliation</th>
</tr>
</thead>
</table>
| A “new-to-campus” employee is one who has never been a student or employee at the University of Oregon. All new-to-campus unclassified employees receive a printout with their UO ID number and PAC in the same envelope with their initial formal contract ("Notice of Appointment and Contract").  
Upon initial login to DuckWeb at duckweb.uoregon.edu, new-to-campus employees will be prompted to select a new PAC and to activate a security question to help manage their DuckWeb account.  
New-to-campus employees use the UO ID number and PAC to go online at duckid.uoregon.edu to establish a DuckID and password. | New unclassified employees who have a prior affiliation with the University of Oregon (either as a student or an employee) should already have a UO ID number and PAC. If the new employee previously set up a security question in DuckWeb, the PAC can be reset by clicking “Forget PAC?” on the DuckWeb login page. Otherwise, if the new employee does not know their PAC, he or she must stop by the Office of Human Resources (4th floor of Oregon Hall) with photo identification to have the PAC reset.  
New employees who do not already have a Duck ID can go online at duckid.uoregon.edu and use the UO ID number and PAC to establish a DuckID and password. |

**Assistance with Technology Login**
- For assistance with the UO ID number, contact the hiring department.
- For assistance with the PAC, contact the Office of Human Resources, 541-346-3159.
- For assistance with the DuckID and password, contact the Information Services Help Desk, 151 McKenzie Hall, by email at helpdesk@uoregon.edu, by phone at 541-346-4357.

For more information about IS Help Desk services, see it.uoregon.edu/is-help-desk-services.
Benefits
Employees hired at 50% or more for at least 90 days are eligible for insurance benefits. Contact the Benefits Office at 541-346-2956 or 541-346-3086 to schedule a benefits orientation or to receive a packet. Enrollment must occur within 30 days of your start date. Coverage will be effective for the employee and any eligible dependents the first of the month following enrollment. Information is available at hr.uoregon.edu/benefits.

Blackboard
The UO supports Blackboard for class management, content sharing, online assessments, and student tracking. Use your DuckID and password to access Blackboard at blackboard.uoregon.edu.

Course Materials
The UO Duck Store uses an online Faculty Course Material Adoptions system. To register for an account, go to literary.uoduckstore.com and click on Faculty Adoptions and Register Here. Contact your department for the codes you will need to setup departmental access. If you are creating a course packet, the Copyright Clearance office will handle logistics for you. See uopress.uoregon.edu/CopyrightClearance/CopyrightMain.html.

DuckWeb
DuckWeb is at duckweb.uoregon.edu. All faculty have automatic access to the DuckWeb Faculty Menu including: View Class List, View Teaching Schedule, and Grade Rosters. Upon request through their department and with an educational need to know, faculty may also have access to a Student Advising Menu.

Email
Your DuckID is your email username, meaning your email address is DuckID@uoregon.edu. The UO offers web-based email access at webmail.uoregon.edu.

ID Card
New employees may obtain a UO ID card at the UO Card Office in Room 12 of the Erb Memorial Union (EMU). Room 12 is on the lower level, adjacent to the Union Market. New employees should bring their contract and UO ID number. Your hiring department can assist with both kinds of required information. Also bring conventional photo ID (driver’s license or passport). For more information, see the card office website at uocard.uoregon.edu. Their phone number is 541-346-4363. If your ID card will be used for building access, contact your hiring department for the required information for proximity access.

Keys
Authorization for appropriate and essential keys comes from the hiring department. See your hiring department for details on getting authorization and for the relevant key authorization forms. When these are completed and signed off, take the forms to Public Safety to get your keys. A small deposit is required for each key. The Department of Public Safety is at 1319 E 15th Avenue, just east of Straub Hall.

Parking
Parking permits may be purchased online at parking.uoregon.edu. Employees may login to the system using their DuckID and password. For assistance, contact the Office of Parking and Transportation at 541-346-5444.

Transportation Options
The UO encourages everyone to consider alternatives to car transportation. This includes bus service, car pooling options, and excellent bicycle paths and services. For details, please see the Office of Parking and Transportation website at parking.uoregon.edu.

The university contracts with Lane Transit District to provide free-to-the-user bus ridership to all half-time or greater employees. These employees can ride any LTD bus free of charge by presenting their UO ID card to the driver when boarding.

<table>
<thead>
<tr>
<th>Email and Blackboard Access Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure-Related Faculty: Blackboard and email, one term prior to start of appointment</td>
</tr>
<tr>
<td>Non-Tenure-Track Faculty: Blackboard, one term prior to affiliation: Email, two weeks prior to appointment</td>
</tr>
</tbody>
</table>