Activating login accounts for <u>new</u> staff

1

DAY 1 @ ECU

New Staff Member

OPTION 1 | **1a** | **1b**

Internet Device

ECU Account Activations

OPTION 2 | **2a** | **2b**

6304 6000

IT Service Desk
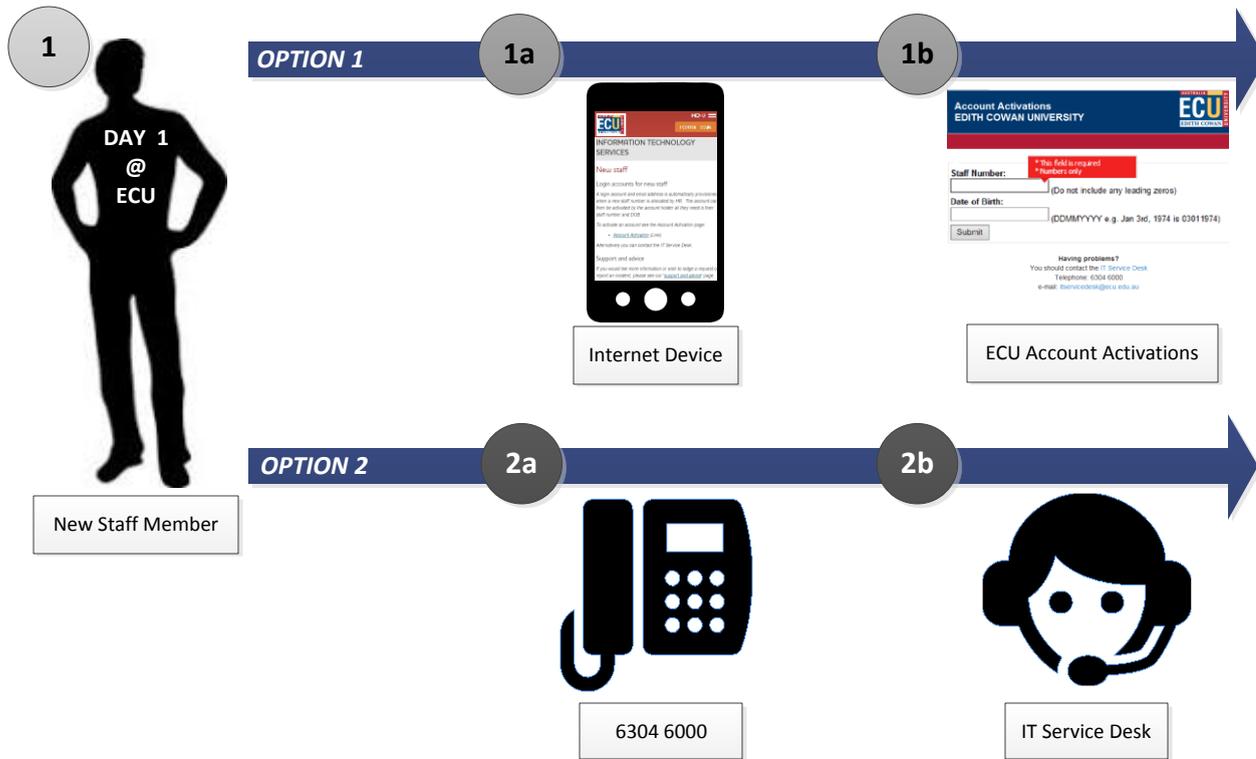
Steps:

1. Arrive at your ECU place of work with your staff number.
(If you do not have your staff number ask your manager)

OPTION 1

1a Use any device that has an internet connection like a smart phone to access the ECU Staff Activation Form

1b Enter your staff number and date of birth then follow the prompts to get your Login ID, ECU email address and set your password.

OPTION 2

2a Telephone the IT Service Desk on 6304 6000.

2b Service Desk will validate who you are then provide confirmation of your Login ID, email address and set you a 24hr temporary password.

Note: Returning staff who are having problems logging in or have forgotten their login and password should contact the Service Desk