

HSC Team Member Onboarding Checklist

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o Activate EUID and set password if necessary	Visit https://ams.unt.edu/ .
o Complete Onboarding Tasks	Review "Invitation to Complete Onboarding" sent to your personal email.

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o Verify I-9 Documents with HSC HR		First, complete Section 1 of the I-9 in Electronic Onboarding. Schedule I-9 Verification Appointment. Visit 550 Bailey Avenue, Suite 330, Fort Worth TX 76107 for appointment. Remember to bring your Form I-9 Acceptable Documents to the Verification Appointment.
o ePAR (Electronic Payroll Action Request)		Parking Permit

h n b E b. Purchase parking permit [online](#). Print temporary permit after your purchase. Your sticker will be mailed to your home address.

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- o Microsoft Teams Chat/Meet