

SA-IT ONBOARDING RESOURCE

Created by SA-IT for divisional new hires

The purpose of this guide is to help you get started with your workstation on your first day of work.

Do not dispose of this Resource Guide.
It will be collected by an SA-IT Team Member in the next couple of days.

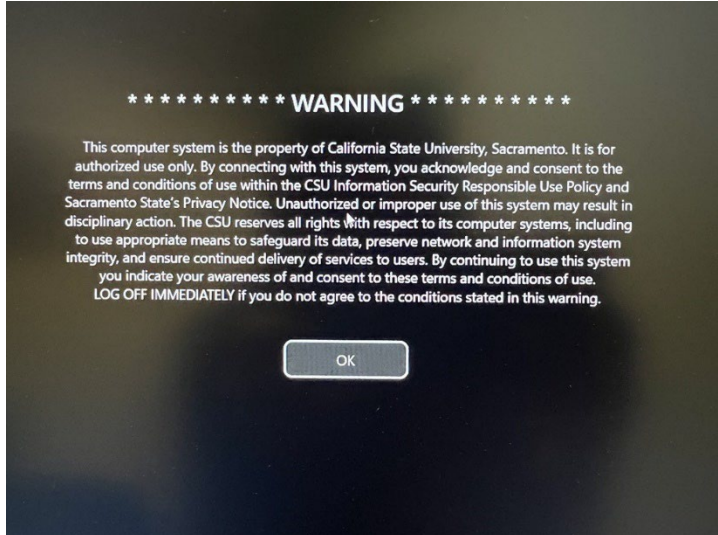
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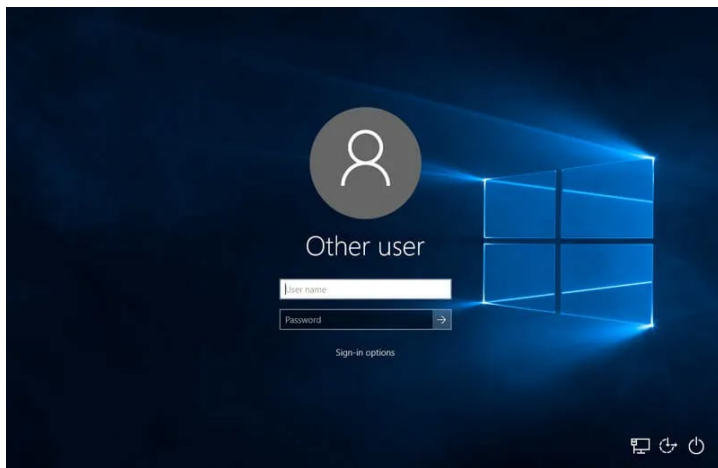
SA-IT Onboarding Resource

1. No Saclink Account (Campus Account) Yet? No problem!

If you already have one, skip to step 3...



Note: Click “Ok” on the “Warning” Message Window that appears on every new login.



Log in using the following credentials:

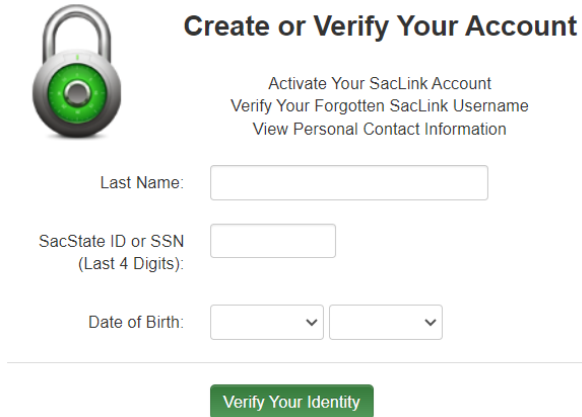
Username:

sa-newemployee

Password:

SacState#1StingersUp!

2. Create your SacLink Account (your Campus Account)?



Create or Verify Your Account

Activate Your SacLink Account
Verify Your Forgotten SacLink Username
View Personal Contact Information

Last Name:

SacState ID or SSN
(Last 4 Digits):

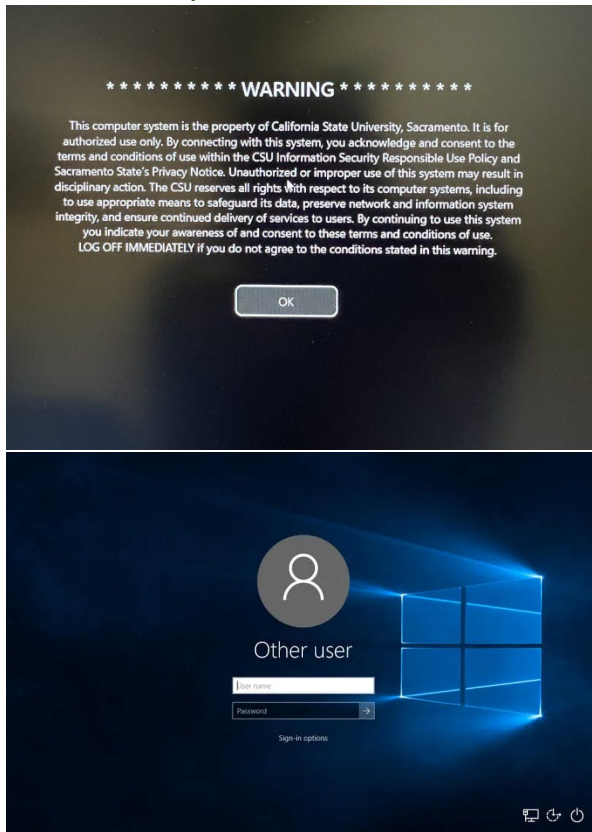
Date of Birth:

Login to <https://mysaclink.csus.edu> to create your SacLink account

Note: You will need to provide your last name, SacState ID (if known) or SSN (last 4 digits), and date of birth (Month and Day).

3. Login to the device with your SacLink Account!

If previously logged in with sa-newemployee, you will have to log out and log in with the SacLink Account you just created in Step 2

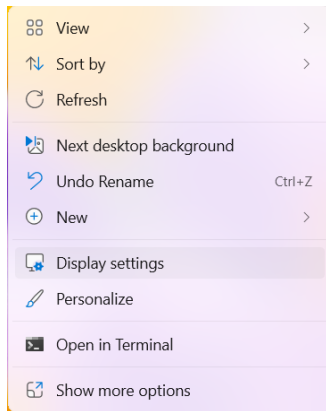


Note: Click "Ok" on the "Warning" Message Window that appears on every new login.

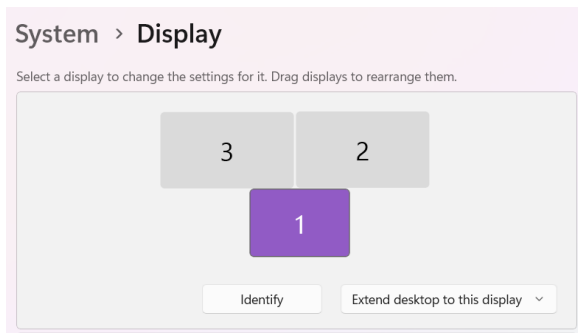
Log into the device using the credentials you just created in Step 2.

4. Issue with multiple displays?

Sometimes the displays don't automatically detect the order in which they are set up and/or detect at all. If you're in that situation, please follow the steps below.

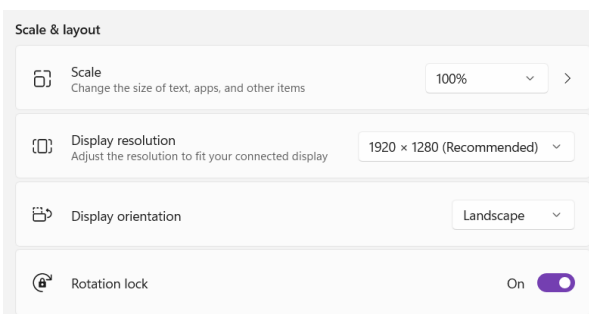


Step 1: Right-click anywhere on your desktop and select the “Display Settings” option on the pop-up menu.



Step 2: The Settings app opens with the Display panel loaded by default in a diagram. Click “Identify” to see the current arrangement. Drag the displays to rearrange them.

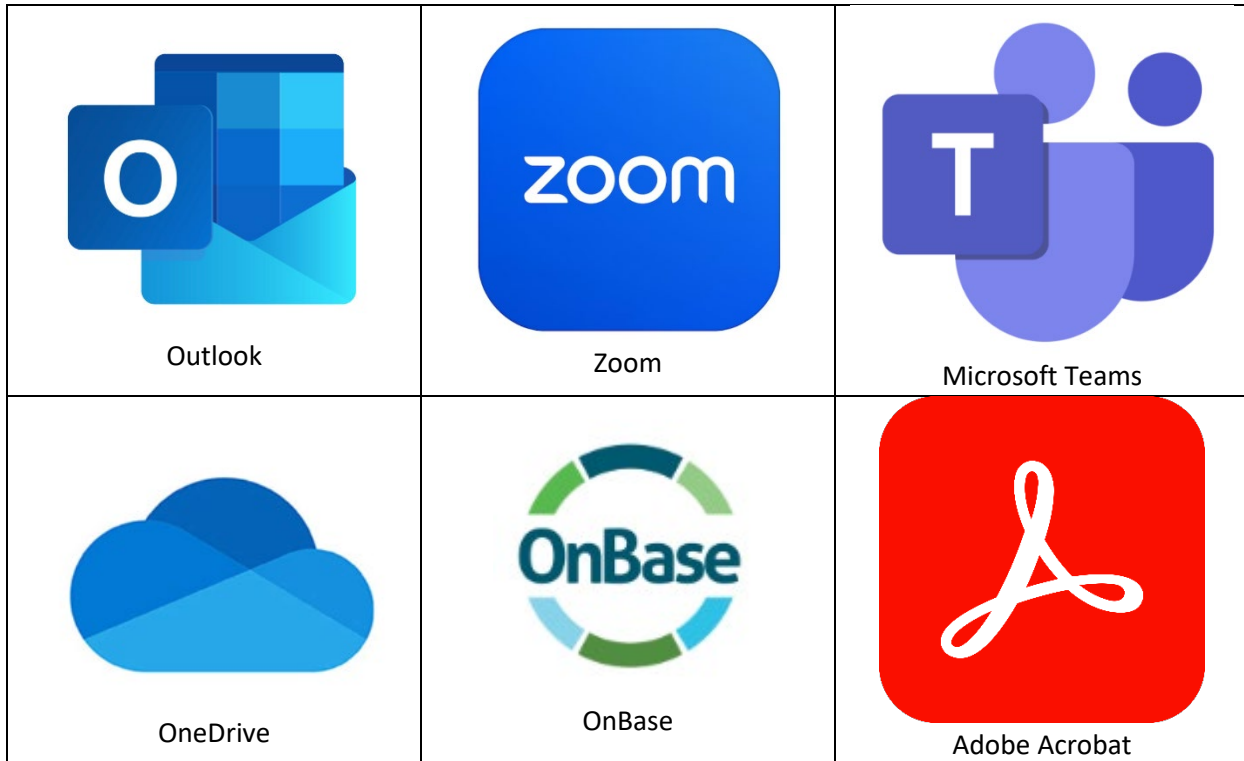
Note: If the quantity of screens does not match those shown in the diagram, click “Detect”. If the quantity still doesn't match, try unplugging the laptop from the dock, turning the monitor on/off.



Step 3: Confirm that you select a screen resolution that works best for you. (Windows designates one of these resolutions as “recommended” based on the display’s hardware.) Select a display to change the setting for it, scroll down to Scale and Layout and click the drop-down menu located under “Scale”.

5. Log into the Basics!

Here are a few of the applications you should log-into and start getting acquainted with:



For step-by-step instructions for each of these applications, please visit:

<https://studentaffairs.webhost.csus.edu/pdf/BasicApps-Step-by-Step.pdf>

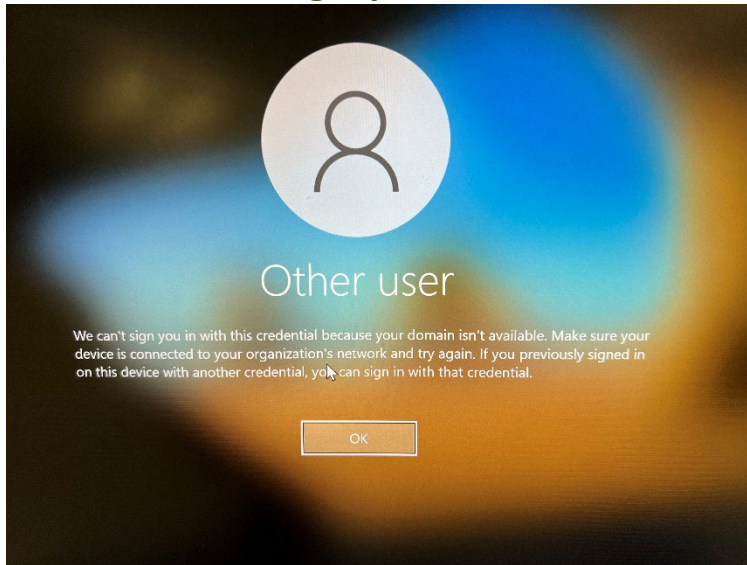
We've Got the rest Covered....

Your department has scheduled a meeting on your behalf with SA-IT. **Please ask them when it's taking place!** During this "Get To Know Your Laptop Session" we'll come to you and ensure you're set up with the following critical departmental resources:

- Confirm Global Protect Automatic Connection **VPN**
- Set Shortcut/Pin/Map **Departmental Shared Drive** [most refer to it as the "N" drive]
- Set Shortcut/Pin/Map **Departmental Scan Folder** [most refer to it as the "S" drive]
- Install & set as default the **Networked Departmental Printer** (if any)
- Log Into **Avaya Softphone** (if previously requested by Supervisor)
- Log into **Departmental Outlook Inbox** (if previously requested by Supervisor)
- Set-up/Open **Departmental Shared Calendars** (if previously requested by Supervisor)

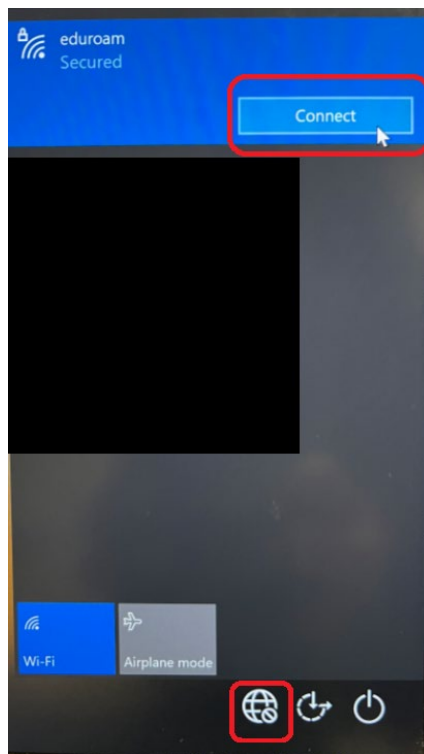
Note: Any items not listed above should be reviewed with you by your department.

6. Troubleshooting Tips



If, after entering your credentials, you see a message that reads *"We can't sign in with this credential because your domain isn't available."*

Make sure your device is connected to your organization's network and try again.



Ensure you have an internet connection. You DO NOT want to see the globe icon with a "no" symbol.

If that's the case, click on it and connect to

- WiFi: **Eduroam**
- Ethernet: **saclink.csus.edu**

If you are unable to log into the device, call ext. 8-2745 and let us know you're a new hire unable to log into your device. Provide Department and Identify the error the device is giving you.