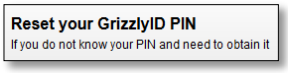
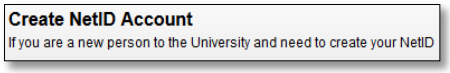
EMAIL INSTRUCTIONS

How to create NetID username, NetID Password, or reset GrizzlyID pin

1. Visit https://netid.oakland.edu/profile/
2. Select 

3. Complete information, check 'I'm not a robot' box, click 'submit'

4. You will complete two more forms and your pin will be created. Pin must be six (6) numbers.
5. Go back to https://netid.oakland.edu/profile/
6. Select 

7. Click

8. Enter your G# and the pin number that you created, click submit
9. Now, select the NetID that you would like from the list, click submit
10. You should receive a congratulations message stating your new email address.
11. Return to https://netid.oakland.edu/profile/
12. Select

13. Enter your G#, Pin, and a password (8-15 characters), you must use at least one uppercase letter and at least one number.
14. **Congrats!** You have created your password for Google, NetID login, and ADMNET.

HOW TO ADD YOUR CAMPUS INFORMATION TO THE WEB DIRECTORY

1. Locate your department name, your room number, phone extension, and the official address of your building.

2. Go to https://sail.oakland.edu and Click on 'Log In to Secure Area'

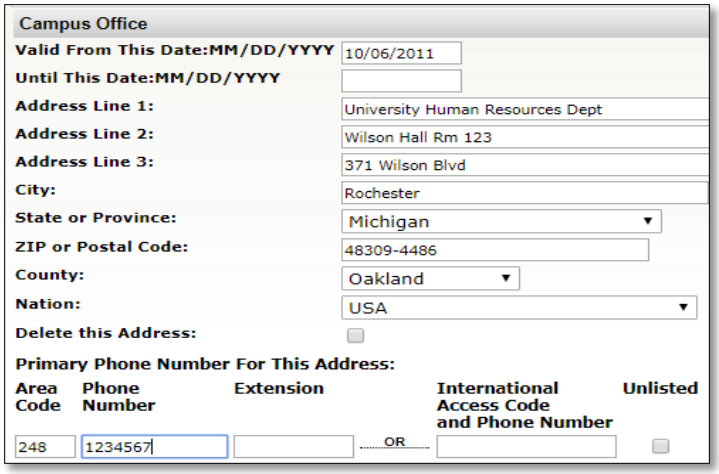
3. Log in using your NetID credentials (same as your email name and password).

4. Select 'Personal Information' > 'View/Update Address and Phone'

6. At bottom of page, choose 'Campus Office' from Type of Address to Insert menu, and click Submit.

7. Fill out the information as shown below:

8. Click Submit at the bottom of the page



Policies & Additional Information

Payroll: Payroll Calendar

Paystub: Retrieve your pay stub by accessing the Employee Services site on the Oakland University SAIL website. After logging in, go to Employee Services >Pay Information > Pay Stub.

Health: Health Insurance Coverage

Policy 710 Administrative Guidelines Prohibiting Discrimination

Policy 711 Guidelines for Handling Discrimination Complaints

Information Technology Policies: Policy 830; Policy 850; Policy 860; Policy 870; Policy 880; Policy 890;

Policy 470 Release of Student Educational Records

Policy 1130 FERPA (Family Educational Rights & Privacy Act) ;

Policy 406 Conflict of Interest Nepotism