



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Information Technology

Dear ,

You are receiving this email because you have an employment affiliation with the University of British Columbia and further steps are required to complete the onboarding process.

Complete the following steps to link your Employee ID to your Campus Wide Login (CWL):

1. Login to www.myaccount.ubc.ca with your CWL
2. Select **Add Employee/Student** Number from menu on the left
3. Select **Affiliation Type** (Employee)
4. Enter Employee Number, Date of Birth, and CWL Sign Up PIN.
5. Click **Add**
6. Select **Logout**

*Note: You can obtain your Employee ID PIN from your HR representative

Your CWL Login Name is considered public information and is exempt from FIPPA. For more information about FIPPA, visit the following link <http://universitycounsel.ubc.ca/access-and-privacy/public-information> .

CWL gives you access to your UBC email (if applicable) and other UBC online services, such as free anti-virus software, UBC wireless, Faculty and Staff Self-Service Portal, and Virtual Private Network (VPN).

If you are having difficulties with your CWL Account, then please contact UBC IT Help Desk: <http://it.ubc.ca/helpdesk> . This message comes from an unmonitored mailbox. Please do not reply to this message.

Regards,

Sebastian Gonzalez
Sr. Manager, Identity and Access Management
Information Technology | Engage. Envision. Enable.
The University of British Columbia

