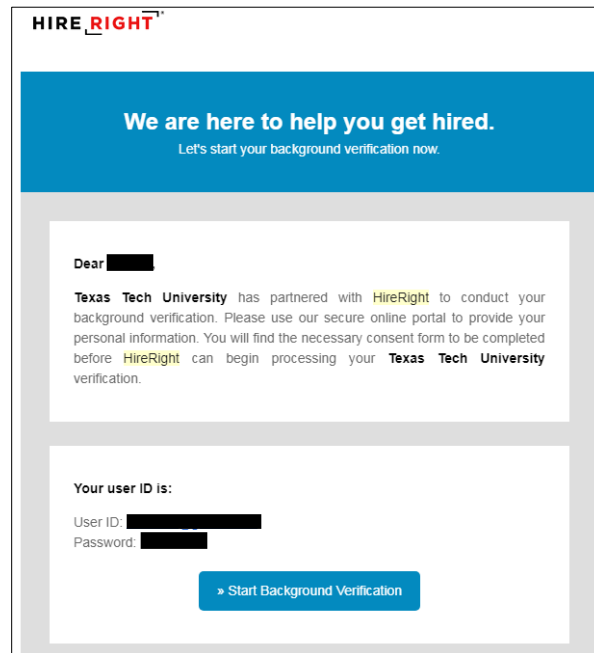




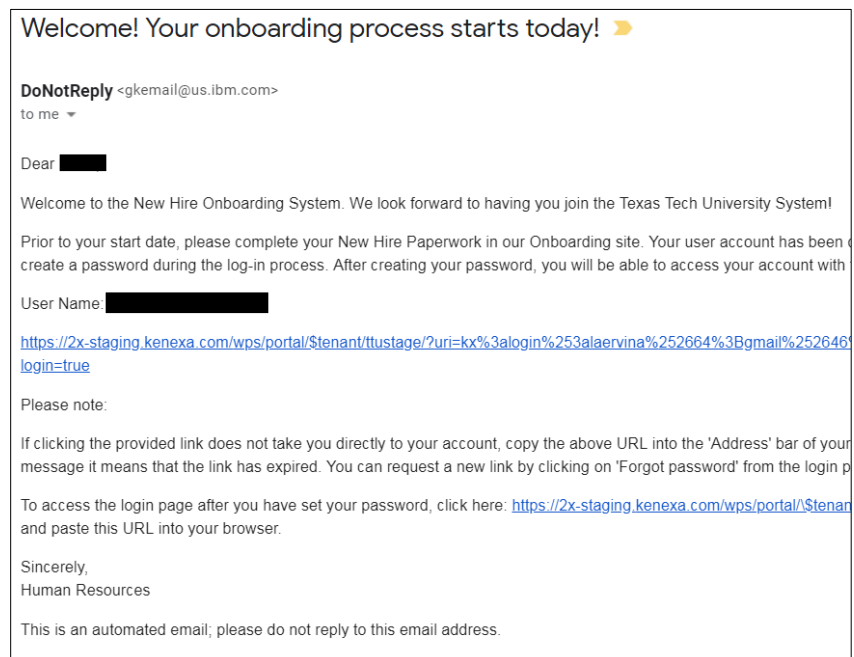
## WHAT TO EXPECT AFTER THE OFFER IS ACCEPTED

- 1) Once the official offer letter is accepted within the electronic application system, you will receive an e-mail from HireRight to consent to a background check.



The screenshot shows an email from HireRight. At the top, the HireRight logo is visible. Below it, a blue banner reads "We are here to help you get hired. Let's start your background verification now." The main body of the email is white and contains the following text: "Dear [redacted], Texas Tech University has partnered with HireRight to conduct your background verification. Please use our secure online portal to provide your personal information. You will find the necessary consent form to be completed before HireRight can begin processing your Texas Tech University verification." Below this, it says "Your user ID is:" followed by "User ID: [redacted]" and "Password: [redacted]". At the bottom, there is a blue button that says "» Start Background Verification".

- 2) After the background check is complete, you will receive a Welcome email to begin the onboarding process.



The screenshot shows a welcome email. The header says "Welcome! Your onboarding process starts today! ➡". Below this, it says "DoNotReply <gkemail@us.ibm.com> to me ▾". The main body of the email is white and contains the following text: "Dear [redacted], Welcome to the New Hire Onboarding System. We look forward to having you join the Texas Tech University System! Prior to your start date, please complete your New Hire Paperwork in our Onboarding site. Your user account has been created and you will be able to access your account with the following information: User Name: [redacted] and Password: [redacted]. Please note: If clicking the provided link does not take you directly to your account, copy the above URL into the 'Address' bar of your browser. To access the login page after you have set your password, click here: [https://2x-staging.kenexa.com/wps/portal/\\$tenant/ttustage/?uri=kx%3alogin%253alaervina%252664%3Bgmail%252646%3Blogin=true](\"https://2x-staging.kenexa.com/wps/portal/$tenant/ttustage/?uri=kx%3alogin%253alaervina%252664%3Bgmail%252646%3Blogin=true\") and paste this URL into your browser. Sincerely, Human Resources. This is an automated email; please do not reply to this email address."

## WHAT TO EXPECT AFTER THE OFFER IS ACCEPTED

- 3) Log into your portal; you will be prompted to change your password and answer three security questions.

### Create Password

You are required to create a new password.  
Required fields are marked with an asterisk(\*).

\* New Password:

Enter 8 - 20 characters using at least one special character: ` ! @ \$ % ^ & \* ( ) - \_ = + [ ] ; : ' " , < . > / ? and at least one character from each of the following: Upper case (A-Z), lower case (a-z), numerals (0-9)

\* Confirm New Password:

Re-enter your new password.

### Create Security Questions

Select your question(s) from the choices below and type in your answer(s).  
Required fields are marked with an asterisk(\*).

**Question 1**

\* Challenge Question

\* Enter Your Answer

Enter between 1 and 256 characters of text.

**Question 2**

\* Challenge Question

\* Enter Your Answer

Enter between 1 and 256 characters of text.

**Question 3**

\* Challenge Question

\* Enter Your Answer

Enter between 1 and 256 characters of text.

- 4) After the password has been reset, you will immediately be prompted to log back into the portal with the new password. You will then move to the Welcome page of the onboarding process, click the “Welcome to Texas Tech University” link to begin the new hire paperwork. ***It is highly recommended to complete the onboarding paperwork at one time.*** When you are ready to begin, click the “Click Here to Begin” button.

*Texas Tech is a great place to work!*

Onboarding Process & Instructions

Welcome to your new career at Texas Tech University!

This is an exciting time to be a part of Texas Tech University, as we are well on our way to becoming the next National Research University in Texas. With a career at Texas Tech University, you are limited only by your own ambition. Our people are our most valuable asset, and we make sure to hire the very best. We foster an environment of success for our faculty, staff, and students. When you work here, you become part of our campus community that's dedicated to advancing each other personally and professionally. In order to complete your onboarding requirements, start by clicking the “Click Here to Begin” button below and proceed with completing all of the tasks that are listed.

*Note: the entire process will take approximately 30 minutes*

After submitting all documents, you will be logged out of the system. Congratulations, you have completed the required onboarding activities!

Important Note –It is a federal requirement that all employees establish their identity and authorization to be employed within the United States. As referenced on the [last page](#) of your I-9 form, you will need to bring one document from “List A” or one document from “List B” and one document from “List C” on your first day of work. This will help us establish your right to work in the United States.

[Link to the Human Resources Website](#)

## WHAT TO EXPECT AFTER THE OFFER IS ACCEPTED

- 5) Every form presented must be completed.

***Note: If a state specific form pops-up for you, please complete it even though you will be moving to Texas.***

- A. The following documents will be presented for completion:
- B. Profile
- C. Equal Employment Opportunity Information
- D. Veteran Status & Identification
- E. Emergency Contact
- F. Public Information Act
- G. Direct Deposit
- H. W-4
- I. Benefits & TRS Enrollment
- J. Texas State Prior Service
- K. Employee Acknowledgement