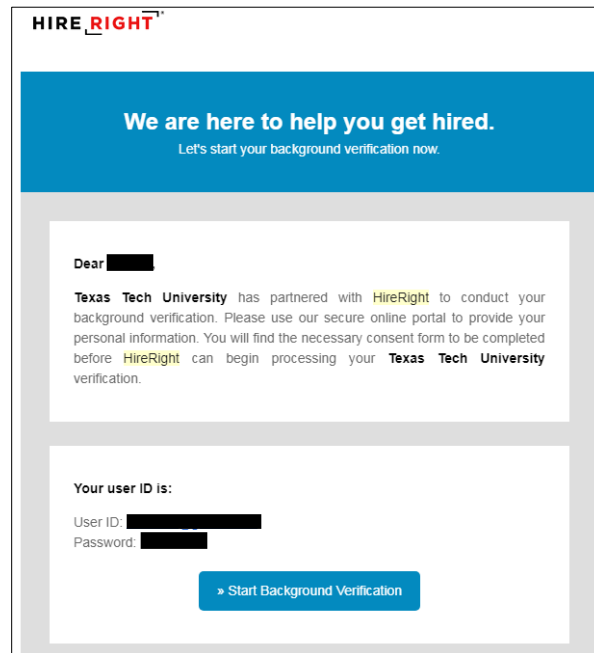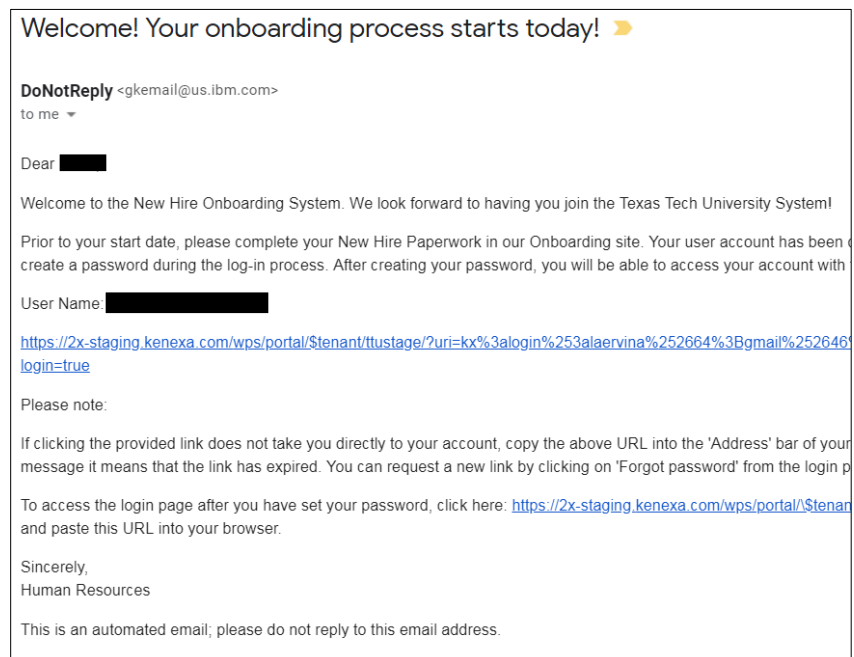# WHAT TO EXPECT AFTER THE OFFER IS ACCEPTED

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.

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

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.

Continue   Cancel

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   *Choose a Question* ⌄

* Enter Your Answer

Enter between 1 and 256 characters of text.

Question 2

* Challenge Question   *Choose a Question* ⌄

* Enter Your Answer

Enter between 1 and 256 characters of text.

Question 3

* Challenge Question   *Choose a Question* ⌄

* Enter Your Answer

Enter between 1 and 256 characters of text.

Continue   Cancel

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

Click Here to Begin

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