



# Welcome to Drake!

## New Hire Checklist for Employees

Updated August 2024

**Employment Forms:** Employment forms must be completed *on or before the first date of employment* in Human Resources on the third floor of Old Main. Original identification documents are required for completion of the federal government required I-9 form. Additional information can be found on our [New Employee Welcome Page](#) and our [Forms Page](#).

**Direct Deposit Instructions:** Direct deposit instructions are provided by HR in your welcome email. They are also available [here](#). You are responsible for entering your financial institution information into Self Service. Contact HR at 515-271-3133 or [drakehr@drake.edu](mailto:drakehr@drake.edu) with any questions.

**Drake Mobile ID Card:** Drake University offers a Mobile Drake ID. To create your ID, please start by [submitting a photo](#) at least one week before your start date. Once your photo has been approved, you'll receive emailed instructions on how to add a Mobile Drake ID to your phone and/or smartwatch. Read more about your Drake ID Card and its various uses (building access, charging meals, Bell Center access, checking out library materials, and more) here: <https://www.drake.edu/student-services/drakecard/>.

**Parking Pass:** These passes are ordered through [myDrake](#) Self Serve, Personal Information on the employee dashboard. You can pay via credit/debit/ACH. Once ready, passes can be picked-up in the Student Services Center in Olmsted. Parking passes (hung from your rear-view mirror) are required for use of Drake University parking lots. Learn more at: <https://www.drake.edu/student-services/parking/>.

**Office Keys (as applicable):** Student Services Center in Olmsted issues keys that have been requested by your manager. Identification may be required.

**Password/Multi-Factor Authentication (MFA):** Before you can access email, myDrake, or any other campus system you must first change your default password and set up MFA. See <https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet?ID=21338&SIDs=10784> or contact the ITS support center at 515-271-3001 for assistance.

**Drake Email Address:** Drake email addresses are automatically generated and are typically first name.last name@drake.edu (e.g., Griff.McGriffin@drake.edu). Login instructions are sent to the new employee's personal email address in a "Welcome to Drake" email. New employees are given an email initial password (and are prompted to change it). The initial password is always the employee's birthday, typed out as 'MonDD#YYYY' (e.g., Dec31#1999).

**myDrake:** Log into the myDrake campus portal using these directions:

<https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet?ID=56206>.

**Banner Access (as applicable):** Your department head will determine if you need Banner access. This link provides additional information about Banner:

<https://drake.teamdynamix.com/TDClient/2025/Portal/KB/?CategoryID=22665>.

**Online Resource for Tech:** This link connects you with the tech information needed to get started with campus tech including Microsoft Teams, One Drive, MFA, Reporting Time/Leave and much more: [service.drake.edu/its/newfacstaff](https://service.drake.edu/its/newfacstaff).