How new Student Workers gain computer access to the PCs on campus.

Step 1:
Have them sign in to MyASU on their personal computer or their phone.

Step 2:
Once they are signed in they need to go to this website: www.asu.edu/selfsub.
At the bottom of the page select "ASURITE Windows Domain (faculty/employee)" or "Windows NT"
Then click on "Subscribe to selected service".

Step 3:
Go back to MyAsu and have them reset their password.

Step 4:
They should be able to login normally to the computer.

Request Outlook Exchange access (Optional)
Step 5:
Submit a ticket to create an Exchange Outlook account. This is the link for the ticket.
https://asu.service-now.com/sp?id=sc_cat_item&sys_id=ca07a4a4e143e10047cd75a5d1bde0ef

Request type:
Add EDNA service to existing account
Fill the Student Worker Name and ASURTE
Check the box Exchange Email (*Outlook - requires ASURITE-NT Domain access)
Fill Reason for Access box: New CONHI Student Worker
Fill the supervisor name in the Box
Fill Additional Details box if needed.

Supervisor will receive an email that will ask to approve the Outlook Exchange request.
Reply to the email with "Approved".

The E-mail Support team will create an exchange account for the Student Worker and give her access in the next 24 hours.

Step 6:
Create a ticket to CONHI Deskside and we can help setup Outlook for the Student Worker if needed.