Welcome to Drake!
New Hire Checklist for Employees
Updated January 2024

Employment Forms: Certain 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** with any questions.

Drake ID Card OR Drake Mobile ID Card: For physical Drake ID Cards, visit Student Services located in Olmsted. You can also **Create a Drake Mobile ID Card**. Photos can be submitted or taken in person. 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/studentservices/drakecard/.

Parking Pass: These passes are ordered through **myDrake** and 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/studentservices/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**.