

# Steps for New Employee Registration

## Register an eID

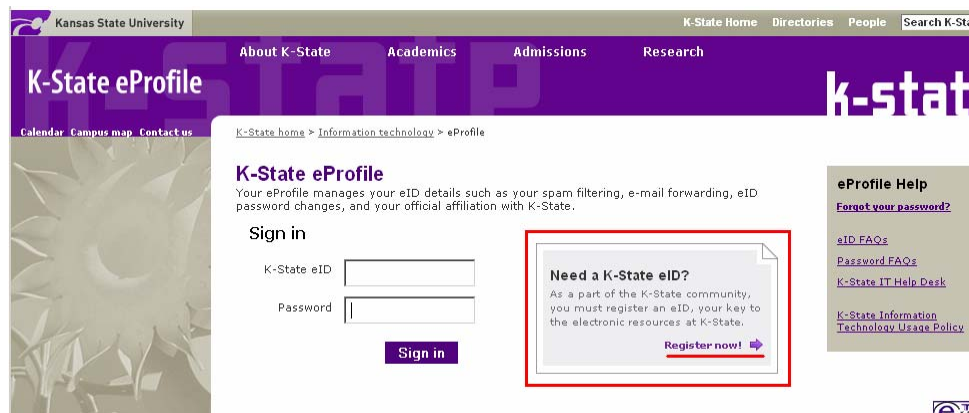
As a new member of the K-State community, you must register and select an eID, your K-State electronic identification.

Your eID will be part of your e-mail address and your key to the resources on K-State's central computer systems.

**User Assistance . . . Help!**  
**Contact the InfoTech Help Desk**  
**(785) 532-7722 or [consult@ksu.edu](mailto:consult@ksu.edu)**

### Step1:

Access the following Web page: <http://eid.k-state.edu/>  
and select "**Register now!**"



The screenshot shows the K-State eProfile website. The top navigation bar includes links for 'About K-State', 'Academics', 'Admissions', and 'Research'. The main content area features a 'Sign in' section with input fields for 'K-State eID' and 'Password', and a 'Sign in' button. A callout box with a red border highlights the 'Need a K-State eID?' section, which contains the text: 'As a part of the K-State community, you must register an eID, your key to the electronic resources at K-State.' and a 'Register now!' button with a right-pointing arrow. To the right of the sign-in form is an 'eProfile Help' sidebar with links for 'Forgot your password?', 'eID FAQs', 'Password FAQs', 'K-State IT Help Desk', and 'K-State Information Technology Usage Policy'.

# Register an eID

## Step 2:

Register an eID. Complete required information and select **"Create your eID"**

Passwords have special requirements, select a generated password using the "generate" link or create your own.

### Register an eID

As a member of the K-State community, you must register an eID, which will serve as your key to K-State's electronic resources. You must be 13 or older to register. **Choose your eID carefully. After registration, renaming your eID will cost \$50.**

An asterisk (\*) denotes a required field.

First name *	<input type="text"/>	
Middle name	<input type="text"/>	
Last name *	<input type="text"/>	
eID *	<input type="text"/>	3-8 characters, starts with a letter, no special characters
Password *	<input type="text"/>	7-8 characters, 5 different characters, not based on a word. Passwords are case-sensitive.
Confirm password *	<input type="text"/>	

Having trouble coming up with a password?  
Have eProfile [generate](#) a password for you.

**Create your eID**

# Register an eID

## Step 3:

After successfully creating an eID and password, the following page will appear. This completes the initial process. Confirm your affiliation within 90 days.

[K-State home](#) > [Information technology](#) > [eProfile](#)

**Congratulations! Your eID "adeutsch" has been created**

Your current eID status: **Unaffiliated**

Unaffiliated eIDs *do not* have access to e-mail or other K-State IT resources. To receive your eID privileges and to make your eID permanent, your affiliation(s) with K-State must be confirmed by **April 08, 2007** (90 days). You confirm your affiliation by providing information about your status as a student or employee. If your eID remains unaffiliated, it will be deleted and made available to other users. To confirm your affiliation(s) with K-State now, see the section below. Otherwise, you may do so from your [eProfile](#) within 90 days.

**Confirm K-State affiliation now**

You must provide proof of your affiliation(s) with K-State. Please choose an affiliation below:

Student

Employee

If you are neither a K-State student or employee, your eID will remain valid for 90 days. Please sign into your [eProfile](#) and select "Edit my Info" to provide additional contact information. Notify your K-State contact that your eID has been created.

## Important!

### Confirm Affiliation with K-State

Within a few days/weeks after creating your eID and password, you will be provided with an 11-digit Employee ID, go to: <http://eid.k-state.edu> to confirm your K-State affiliation.

Your Employee ID may be found on your pay advice or pay check stub ... upper left hand corner. Your Employee ID is unique and will normally begin with a "W" or a "K." (Ex: W0000012129, K0000121229, etc.)