

PART TIME FACULTY WORKING AT WESTERN AND WESTERN ID ACTIVATION GUIDE

For Part-Time Faculty Clinical Adjunct,
Clinical Preceptor, Adjunct and Cross
Reappointments and New Appointments

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Part 1. Working at Western (W@W) Faculty User Process

1. An automated W@W email is sent to your UWO Email address for reappointments.

For new appointments, the automated W@W email is sent to your preferred contact email address.

2. This automated email is from hr-communications@uwo.ca. It is not spam. It contains important instructions for your reappointment or new appointment and a link that you click to enter the W@W system. Here is a sample:

Invitation to apply to an academic position at Western



hr-communication@uwo.ca
To Tannis Radcliffe



Thu 2023-12-07 1:21 PM

Thank you for your interest in this opportunity with us at Western. The link below will take you to your job opening details where you can apply.

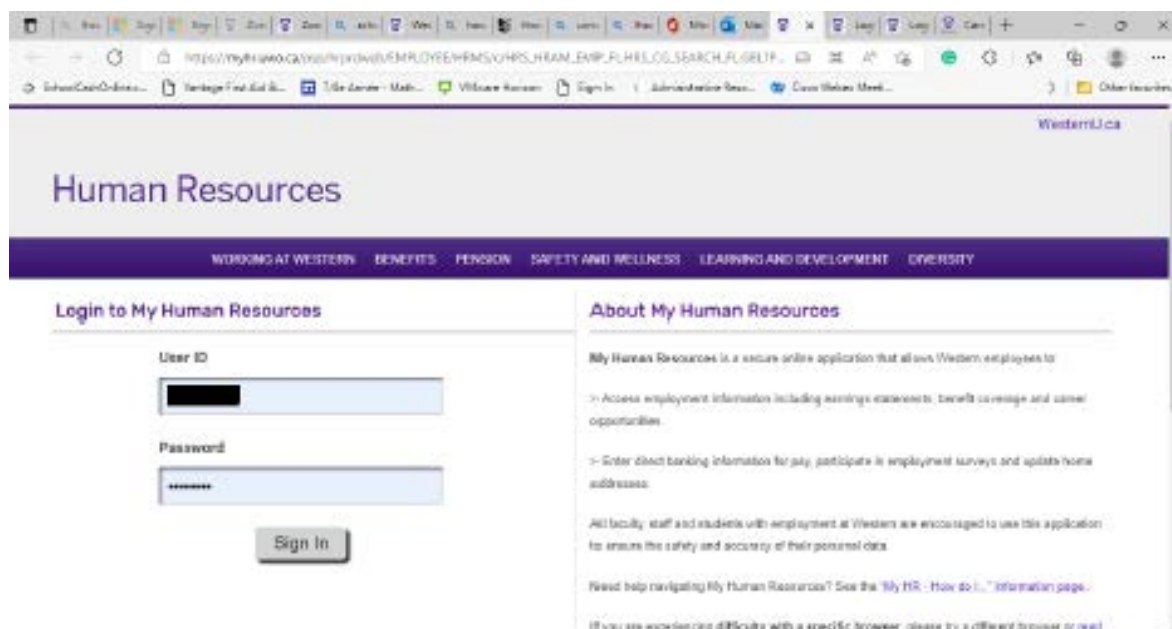
Please complete the Education section (Degrees), the Application - Questionnaire, and the Equity Questionnaire on the application and upload the supporting documentation listed in the job opening details.

Apply here:

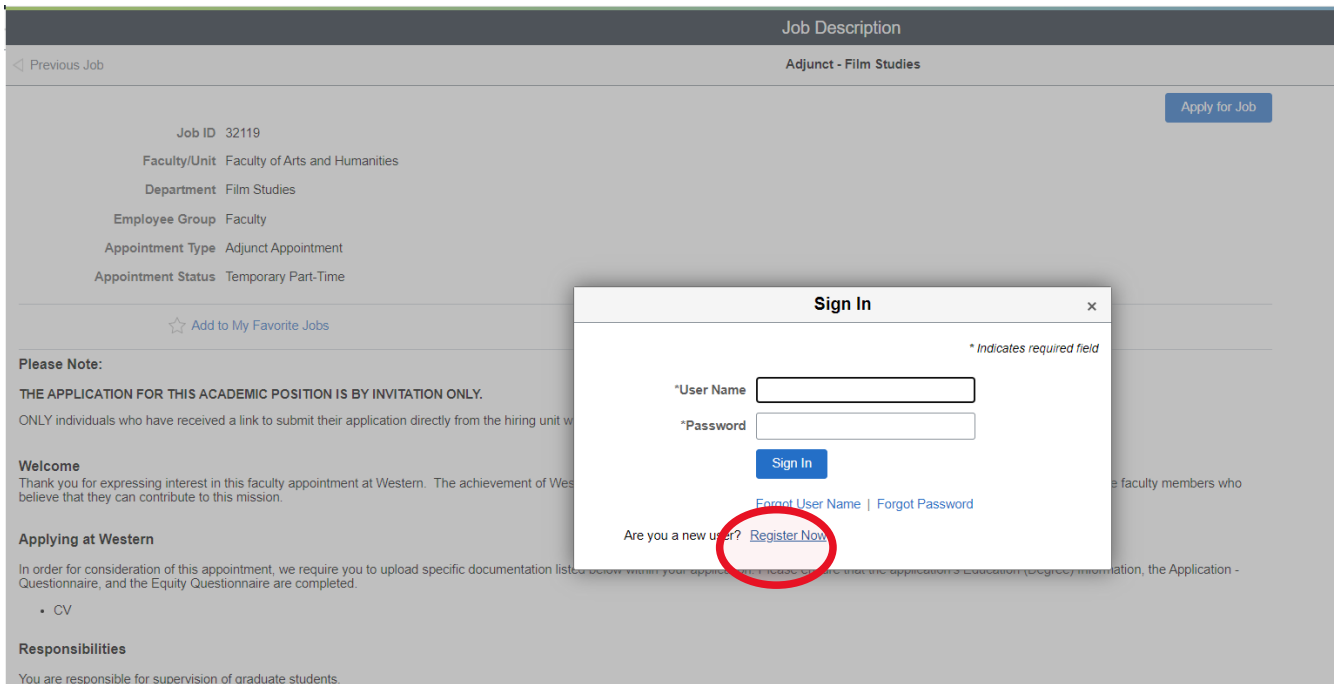
https://myhr.uwo.ca/psp/hrprdweb/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS.CG_SEARCH_FL.GBL?age=HRS_APP_JBPST_FL&Action=U&FOCUS=Employee&SiteId=33&JobOpeningId=32621&PostingSeq=1

3. Click on the link provided to take you to the W@W login page.

4. For reappointments, enter your Western ID username and password.



5. For new appointments, click on Register Now to create a temporary ID and password.



6. If your login is unsuccessful:
 - a. For reappointments, your Western ID may not be activated. To activate your Western ID, Multifactor Authentication and UWO email address, please go to Part 2 of this Guide.
 - b. For new appointments, please contact your Department (London), the Office of Distributed Education (Rural Region) or Windsor Campus depending on your type of appointment and/or your location for support and assistance.

Schulich.preceptor@schulich.uwo.ca

Schulich-Faculty@uwindsor.ca

7. Successful login will bring you to the reappointment or appointment posting. Click on the **Apply** button in the top right corner. Here is a sample:

The screenshot shows a mobile application interface for a job description. At the top, there is a dark navigation bar with a back arrow, 'Search Jobs', 'Job Description', and icons for home, search, notifications, and a menu. Below this is a light blue header with 'Previous Job', 'Clinical Adjunct-Preceptor', and 'Next Job'. A blue 'Apply for Job' button is positioned in the top right corner of the main content area.

Job ID 31876

Faculty/Unit Schulich School of Medicine & Dentistry

Department Department of Pathology and Laboratory Medicine

Employee Group Faculty

Appointment Type Adjunct Appointment

Appointment Status Temporary Part-Time

[☆ Add to Favorite Jobs](#)

Please Note:

THE APPLICATION FOR THIS ACADEMIC POSITION IS BY INVITATION ONLY.

ONLY individuals who have received a link to submit their application directly from the hiring unit will be considered.

Welcome

Thank you for expressing interest in this faculty appointment at Western. The achievement of Western's mission depends upon excellence in teaching, research and scholarship, and we welcome faculty members who believe that they can contribute to this mission.

Applying at Western

In order for consideration of this appointment, we require you to upload specific documentation listed below within your application. Please ensure that the application's Education (Degree) Information, the Application - Questionnaire, and the Equity Questionnaire are completed.

- CV

About Western

Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

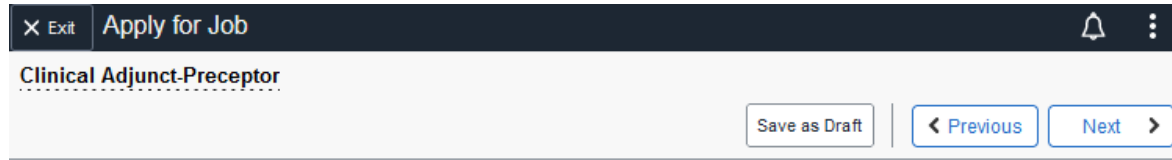
8. View the Terms and Conditions and click on the “I agree” box. Click Next in the top right corner.

The screenshot shows the top navigation bar with 'Exit' and 'Apply for Job' on the left, and a bell icon and three dots on the right. Below the bar, the job title 'Clinical Adjunct-Preceptor' is displayed. To the right of the title are two buttons: 'Save as Draft' and 'Next >'. The main content area is titled 'Step 1 of 7: Start'. It contains a paragraph of instructions: 'Please fill in all information carefully and completely to ensure that Western hiring managers can fully review and assess your application. Follow the step-by-step process to complete the application sections and upload supporting documents (CV/resume, cover letter in PDF format only).'. Below this is another paragraph: 'Before starting, please read the Terms and Conditions. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.'. At the bottom of the content area is a light blue box containing a link 'View Terms and Conditions' and a checkbox 'I agree to the Terms and Conditions'.

9. Upload your most current CV only. (DO NOT CREATE OR ATTACH A COVER LETTER.) Click on Next.

The screenshot shows the top navigation bar with 'Exit' and 'Apply for Job' on the left, and a bell icon and three dots on the right. Below the bar, the job title 'Clinical Adjunct-Preceptor' is displayed. To the right of the title are three buttons: 'Save as Draft', '< Previous', and 'Next >'. The main content area is titled 'Step 2 of 7: Resume/CV'. It has a sub-section 'Resume/CV Attachment' with the text 'You have not provided a Resume/CV.' and a button 'Attach Resume/CV'. Below that is another sub-section 'Cover Letter Attachment' with the text 'You have not provided a cover letter.' and a button 'Attach Cover Letter'.

10. If you have been asked in the Automated Email to complete a reapplication or application PDF, please upload the completed form at this next step. Otherwise, there is no action for this page. Click NEXT.



The screenshot shows a dark header bar with 'Apply for Job' and a bell icon. Below it, the job title 'Clinical Adjunct-Preceptor' is displayed. At the bottom right of this section are three buttons: 'Save as Draft', '< Previous', and 'Next >'.

Step 3 of 7: Supporting Attachments

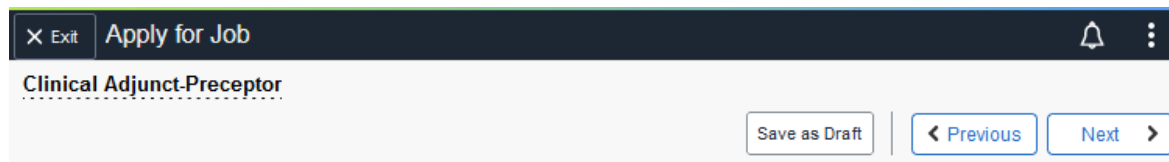
Attachments

You have not added any attachments.

[Add Attachment](#)

11. For reappointments, please verify that your Education Information is entered correctly. Revise if required.

For new appointments, please enter your Education Information. When complete, click Next.



The screenshot shows a dark header bar with 'Apply for Job' and a bell icon. Below it, the job title 'Clinical Adjunct-Preceptor' is displayed. At the bottom right of this section are three buttons: 'Save as Draft', '< Previous', and 'Next >'.

Step 4 of 7: Education

Education History

Highest Education Level

Degrees

+	
Degree	
Bachelor of Arts Degree	>
Masters	>
Professional Designation	>

12. Answer the two employment eligibility questions in the Application Questionnaire.

The screenshot shows a web application interface for 'Apply for Job'. At the top, there is a dark header with 'Exit' and 'Apply for Job' on the left, and a bell icon and a menu icon on the right. Below the header, the page title is 'Clinical Adjunct-Preceptor'. There are three buttons: 'Save as Draft', '< Previous', and 'Next >'. The main content area is titled 'Step 5 of 7: Application Questionnaire' and 'Questionnaire'. It contains two mandatory questions marked with an asterisk. Question 1 asks if the user is legally entitled to work in Canada, with radio buttons for 'Yes' and 'No'. Question 2 asks if the user is a Canadian Citizen or Permanent Resident, also with radio buttons for 'Yes' and 'No'. Below the questions is a section titled 'Referrals' with two input fields: 'How did you learn of the job?' (a dropdown menu) and 'Specific Referral Source' (a text input field).

13. Complete Equity Survey if you would like to. Click Next.

The screenshot shows the 'Apply for Job' application form at 'Step 6 of 7: Equity Survey'. The header and navigation buttons are the same as in the previous screenshot. The main content area is titled 'Equity Questionnaire'. It contains a paragraph explaining that Western is committed to EDI-D and is collecting applicant equity and diversity information. Below this is another paragraph stating that participation is appreciated and that users can choose to decline to answer any or all questions. A link is provided for 'Equity and Diversity Applicant Survey Information'. At the bottom, there are two radio button options: 'Yes, I would like to participate' and 'No, I would not like to participate', with the second option selected.

14. Review your reapplication or application. You can make edits from this page if required. Click Submit when complete.

The screenshot shows a web browser window titled 'Apply for Job'. The page header includes 'Clinical Adjunct-Preceptor' and navigation buttons: 'Save as Draft', '< Previous', and 'Submit'. Below the header, a message reads: 'Review your application and make any changes before submitting.' The main section is titled 'Step 7 of 7: Review and Submit'. It contains a list of sections: 'My Contact Information', 'Resume/CV Attachment', 'Cover Letter Attachment', 'Attachments', 'Education History', 'Degrees', 'Referrals', and 'Application Questionnaire'. The 'My Contact Information' section is expanded, showing: Email: tradcli@uwo.ca, Address: 14130 Belmont Road PO Box 24 Belmont ON N0L 1B0, Phone: 519/636-9040, and Contact Method: Email. A 'Modify' link is visible at the bottom right of this section.

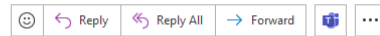
15. All done. Here is your Application Confirmation and a sample of the online application successful submission email.

The screenshot shows a web browser window titled 'Application Confirmation'. A green banner at the top states: 'You have successfully submitted your job application'. Below this, the section 'Jobs Applied For' is displayed. It contains the following information: Job Title: Clinical Adjunct-Preceptor, Posting Date: 2023/07/11, Job ID: 31876, Application Date: 2023/12/07, and Location: UWO Main Campus. At the bottom, there are two links: 'Careers' and 'View Submitted Application'.

Your online application has been successfully submitted



hr-communication@uwo.ca
To Tannis Radcliffe



Thu 2023-12-07 10:01 AM

(Please Note: This message was automatically generated. Please do not respond.)

Dear Tannis Radcliffe,

Thank you for your interest in Working at Western. Your online application was successfully submitted on 2023-12-07 for competition(s):

31876-Clinical Adjunct-Preceptor

To review or check the status of your application, please click on the following link:

https://myhr.uwo.ca/psp/hrprdwweb/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_CAREERS_FL&Action=U&FOCUS=Employee&Siteid=33

Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Learn more about diversity in the workplace from our Equity & Human Rights Services website:

<http://www.uwo.ca/equity>

Western University

Part 2. Western ID Activation, Multifactor Authentication and Western UWO Email

To Set Up Your Western ID:

1. Your Department/Distributed Education/Windsor Campus will provide you with your 9-digit Western ID Number.

Windsor Campus: Schulich-Faculty@uwindsor.ca

Distributed Education Office: schulich.preceptor@schulich.uwo.ca

Or you can call Human Resources, verify your identity and receive your 9-digit Western ID Number

Western HR Hours: Monday – Friday, 9:00 am to 4:00 pm

Phone: 519-661-2194 or ext. 82194 Select Option 1

2. You must call the Computer Accounts Office (CAO) to obtain your Western Identity username and temporary password.

Provide your 9-digit Western ID Number and verify your identity with CAO

CAO hours: Monday – Friday, 8:30 to 4:30 pm

Phone: 519-661-3800 or ext. 83800,

Select Option 1 for Faculty/Staff, then Select Option 2 – CAO

3. You must Activate your Western Identity at this link with your Western ID username and temporary password: <https://identity.uwo.ca/activate-hr?1>

Activating Your Western Identity

You may activate your Western Identity online by following the procedure below. Please select the correct method depending on your relationship with Western.

Students and Student Applicants

What is required for Access Code Retrieval:

Student number
OUAC #/Application Number/SIN # (portion of)/OCT #
Birth Date

Retrieve your Access Code:

Access Code Retrieval

What is required for Activation:

Student number
Access code

Activate your Western Identity:

Student
Activate
Student Activate

Faculty, Staff, and Associated Persons

What is required for Activation:

User ID
One Time Password - OTP

Retrieve your One Time Password:

Contact the **Computer Accounts Office**. You will need your **Western ID Number** and be prepared to answer personal identity questions.

Activate your Western Identity:

Faculty / Staff / Associated Persons
Activate
Faculty / Staff / Associated Persons Activate

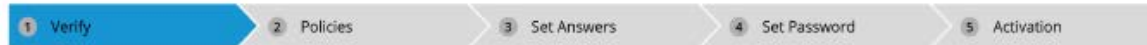


4. Complete the activation steps on Western Identity Manager. When finished, a “success” message displays with a note to set up Multifactor Authentication (MFA). You will receive an email confirming activation.

Alumni whose Western Employee/Faculty ID Number is also their Student Number will have one Western ID username and can skip this step because they likely have already activated their Western ID username, or this will happen:

Error! This identity has already been activated.

Activate My Identity



Enter your User ID and Password to verify your identity and click Next.

Asterisk (*) indicates a required field

User ID *

Password *

Next

5. Enroll in MFA here: https://mfa.uwo.ca/steps_to_setup_mfa.html. Inquiries can be sent to: mfa-inquiries@uwo.ca

Setup MFA at Western

- ▶ Step 1: What authentication device(s) do you want to use to verify your identity?
- ▶ Step 2 (written instructions): Enroll your authentication device(s) on the Western University Duo site
- ▶ Step 2: (video instructions) Enroll your authentication device(s) on the Western University Duo site

After Setting up MFA in Step 2, go to Step 3 to opt-in to MFA for Office 365.

- ▶ Step 3: Opt-in to MFA for Office 365

When you finish Step 2, the MFA is added to W@W by 9 am the next day. You will receive an email notification.

When you finish Step 3 (before 9 pm), MFA will be added to your Office 365 and Western UWO Email address by 7 am the next day.

6. Access your Western UWO email at <https://myoffice.uwo.ca/> using your Western ID username and password set up during the Western Identity activation.

Email Forwarding: How to redirect messages from your Office 365 email address to another email address. If you forward your mail, all new messages will automatically be sent to the address you specified.

Some examples of when you might want to use mail forwarding:

- if you have more than one email address
- if you are going to be away and you would like someone else to respond to your emails during this time.

Turn ON Email Forwarding

1. Go to myoffice.uwo.ca and login
2. Click on Outlook
3. Click the Gear icon in the top right corner
4. Click on View all Outlook settings
5. In the left sidebar, under Mail, click Forwarding
6. Click Enable Forwarding
7. Enter the email address you wish to forward to
8. Ensure Keep a copy of forwarded messages is selected
9. Click Save.

Testing Mail Forwarding: Be sure to test that your email is being correctly forwarded to avoid generating a mail loop.

1. Send a message to your email address.
2. Check your destination email account (where you forwarded your messages to). The new message you sent should be there.
3. Your test message will appear in the inbox of your Western email address as well, unless you have removed the checkmark from Keep a Copy of the message.

Turn OFF Email Forwarding

1. Go to myoffice.uwo.ca and login
2. Click on Outlook
3. Click the Gear icon in the top right corner
4. Click on View all Outlook settings
5. In the left sidebar, under Mail, click Forwarding
6. Uncheck Enable Forwarding
7. Click Save.