

Locate your URID (aka UID, student ID)

Your University of Rochester ID (URID) may be found on your [Applicant Status Page](#) at the top, in parenthesis after your name.

Initialize your Accounts

Visit <https://tech.rochester.edu/services/account-initialization-new-user/> to initialize your URMIC Active Directory (AD Account/username) and NetID. You will need your URID to login. Through this process you will enroll in DUO mobile which is the two-factor authentication system that will help to verify your identity and allow you to access systems at the University. For a guide in completing this step reference <https://tech.rochester.edu/tutorials/account-initialization-workflow/>

Locate your URMIC accounts and email

Your URMIC account information along with instructions for access can be found in your Application Portal in late Spring. Once the information has been added, you will receive an email from the Grad_Registrar office. If you have issues gaining access please contact Miner Library Computing Center at 585-275-6865 or by email at ccdesk@urmc.rochester.edu.

Enroll in Duo

For security purposes, if you are not connected to the University network, you will be required to use two-factor authentication (Duo) to verify your identity and access the system. Please note, if you have already Initialized your accounts, you are signed up for DUO.

If you are not already enrolled in Duo, click here: <https://tech.rochester.edu/enroll-in-duo>.

For tutorials on how to install Duo, to add additional devices, or any questions you may have in regard to Duo navigate to <https://tech.rochester.edu/services/two-factor-authentication/>

Housing

All Summer Scholars participants who will reside in on-campus housing will need to fill out the housing application as soon as possible in order to secure their spot. The application can be found here: https://docs.google.com/forms/d/e/1FAIpQLSf-HVK_gfZFwRboKv1tNCp9HHID3WoVQObflpJrATAQqBacvg/viewform

Set up Direct Deposit in HRMS

Once you have activated your NetID and enrolled in Duo, you will be able to log into our [Human Resources Management System](#) (HRMS) in order to set up your direct deposit information to receive your stipend payments in the quickest way possible. You can find the enrollment page under Main Menu > Self Service > Payroll and Compensation once you have successfully logged in.

Sign up for Alert UR

AlertUR is an emergency notification system that allows for mass dissemination of critical information via voice, text, and e-mail to students, faculty and staff in all University Divisions

and Medical Center. This system alerts recipients about emergency events and supplements our already established emergency communication methods. <https://alert.rochester.edu/>

Complete Laboratory Safety Training for Biological/Chemical/Animal Research Laboratories

You will receive instructions via email on how to register to complete your trainings via MyPath. Please check with your lab mentor to determine any additional safety trainings you may need to complete.

Intellectual Property Agreements

The University requires everyone who has technical responsibilities to the University or who participates in an internally or externally sponsored research program at the University to execute an [Intellectual Property Agreement \(IPA\)](#). Each graduate program is responsible for securing execution of the IPA at the outset of the student's program.

The completed forms should be forwarded to ORPA prior to the time that the student begins the program.

[IP Form Link](#) | [ORPA policy link](#)

Access Services and Support

The Office for Graduate Education and Postdoctoral Affairs offers a variety of access services for graduate students in the School of Medicine and Dentistry (SMD). These services aim to provide an inclusive experience and equal access to academic content and program requirements. Our approach relies on collaboration among trainees, the SMD access coordinator, and instructors/other faculty members.

Get University Identification Card

Students will be brought to the ID Office to obtain their ID cards as part of orientation. The ID Office staff will take your photo and provide you with a laminated, clip-on ID card. Please note that display of an ID card is required for all members of the University while on Campus. Please be sure to bring a government form of ID with you for verification.

Get a parking permit for your vehicle

To obtain a parking permit please fill out a [parking registration form](#) and submit the form to Ben Lovell by 5/15. For more information on biking on campus, visit the [UR Biking site](#). Don't risk a parking ticket!!

Ask questions and let us know if we can help!

The Office for Graduate Education and Postdoctoral Affairs is a service office dedicated to providing our graduate students and postdoctoral appointees with the highest quality service possible. If you need information about the school, your program or obtaining various University services, please let us know. ***We are here to help YOU!***