

Student Offer Acceptance Process



University
of Windsor

Guide to Accepting Your Job Offer

This guide provides the essential information you need to successfully accept your job offer.

Following these steps is important to ensure your offer is processed on time and that you are able to begin working without delays.

To support you, the guide includes clear summaries of key emails as well as a step-by-step breakdown with screenshots, making the process straightforward and easy to follow.



Your job offer will arrive by email and must be accepted through that email. Accepting the offer will then trigger a series of follow-up emails with the next steps you'll need to complete. This guide will walk you through those emails, explaining what each one means and the actions required.

Important!

IMPORTANT EMAILS: SUMMARY



Action is required for this email
email from UWin Careers to complete your personal details



No action is required for this email
Job Offer Acceptance – Thank You Email



Action is required for this email
email from
efhc-dev2.fa.sender@workflow.email.ca-toronto-1.ocs.oraclecloud.com
outlining Tasks in UWP New-Hire Journey that you need to complete



Action is required for this email
email from
efhc-dev2.fa.sender@workflow.email.ca-toronto-1.ocs.oraclecloud.com
includes Employee number, and other relevant information related to
your employment at the University

EMAIL 1: COMPLETE YOUR PERSONAL DETAILS



An email from **UWin Careers** requesting Additional information. It is highly important that the tasks associated with this email are completed accurately to avoid delays in processing your employment. Tasks related to this email include:

- Date of Birth
- SIN number information (please expand “National Identifier” section)
- Marital status
- Gender
- Address
- Contact information

Once the Provide Additional info is clicked on, you will be required to confirm your identity to inputting the code that gets emailed to you.

SCREENSHOTS ARE

NEXT



Screenshots of **email 1** and step-by-step instructions for completing the tasks:

Additional information required for your job application for jobFitness Centre (Student) - Winter 2025 - ARS

 UWin Careers <noreply@uwindsor.ca>

 Thursday, May 08, 2025 1:27:06 PM

Additional information required!

Hello,

Additional information is required for your job application for the jobFitness Centre (Student) - Winter 2025 - ARS. Complete this request to be considered for the position.

Sincerely,

UoW Recruiting Team

Provide Additional Info

← Click here to go to the task

today



UWin Careers

Additional information required for your job application for job...

Email received

13:27

🏠 Fitness Centre (Student) - Winter 2025 - ARS

Clicking on Provide Additional Info will bring this page up.

A separate email will be sent with the code.

Confirm Your Identity

The verification code was sent to you. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

Verification Code *

☐ Keep me signed in @

VERIFY ▶

[Send New Code](#)

today

Email received to confirm**UWin Careersidentity**

15:04

Confirm your identity

**Check the box**

I'm not a robot

reCAPTCHA
Privacy - Terms**Confirm your identity** UWin Careers <noreply@uwindsor.ca> Thursday, May 08, 2025 3:04:06 PM

Hello frog,

Just one more step before you get started.

You must confirm your identity using the one-time pass code : 196527

Note : This code will expire in 10 minutes.

Sincerely,

UoW Recruiting Team.

Confirm identity by copying this code

Confirm Your Identity

The verification code was sent to you. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

Verification Code *

Input code from
email here

1

9

6

5

2

7

☐

Keep me signed in ?

Click verify once code is
entered

VERIFY ▶

[Send New Code](#)

This is the 1st part of the provide additional info
section

SENSITIVE PERSONAL INFORMATION

Date of Birth *

Enter day of birth

Month

Day

Year

Enter month of
birth

Enter year of birth



Click here to expand
the section for SIN
info to be entered

ADD NATIONAL IDENTIFIER

Important!

Add National Identifier

Country *  Enter country of issue from the drop down options

Canada

National ID Type *  Select the only option available - Social Insurance Number

National ID *  Enter the SIN number here

Issue Date

Month  Select the month issued from the drop down | Day  Select the day issued from the drop down | Year  Enter the year SIN was issued

Expiration Date

Month  If applicable, enter expiration month | Day  If applicable, enter expiration day | Year  If applicable, enter expiration year

Place of Issue  Enter the place of issue, such as city and province

 Only select this to clear all information entered

 Select done once all information has been entered correctly

REMOVE

DONE

DEMOGRAPHIC INFORMATION Once SIN info is added, this section will be next to complete

Gender *  Select an option from the drop down

Marital Status *  Select an option from the drop down

ADDRESS

Please enter your home address.

**Fill in all the fields below for home address information**

Country

Canada

Province

City

Postal Code

Address Line 1 *

Address Line 2

CONTACT INFORMATION

Please enter your contact information.

← Accurately fill in all the sections in the Contact Information section

Last Name *

Prince

First Name

Title

Middle Name

Email Address

Phone Number

Country code
+1 (Canada)**E-SIGNATURE****← Final section of the Additional Information section**

Full Name *

← Enter your First and Last name as appears on your Offer letter

Once done, click on submit

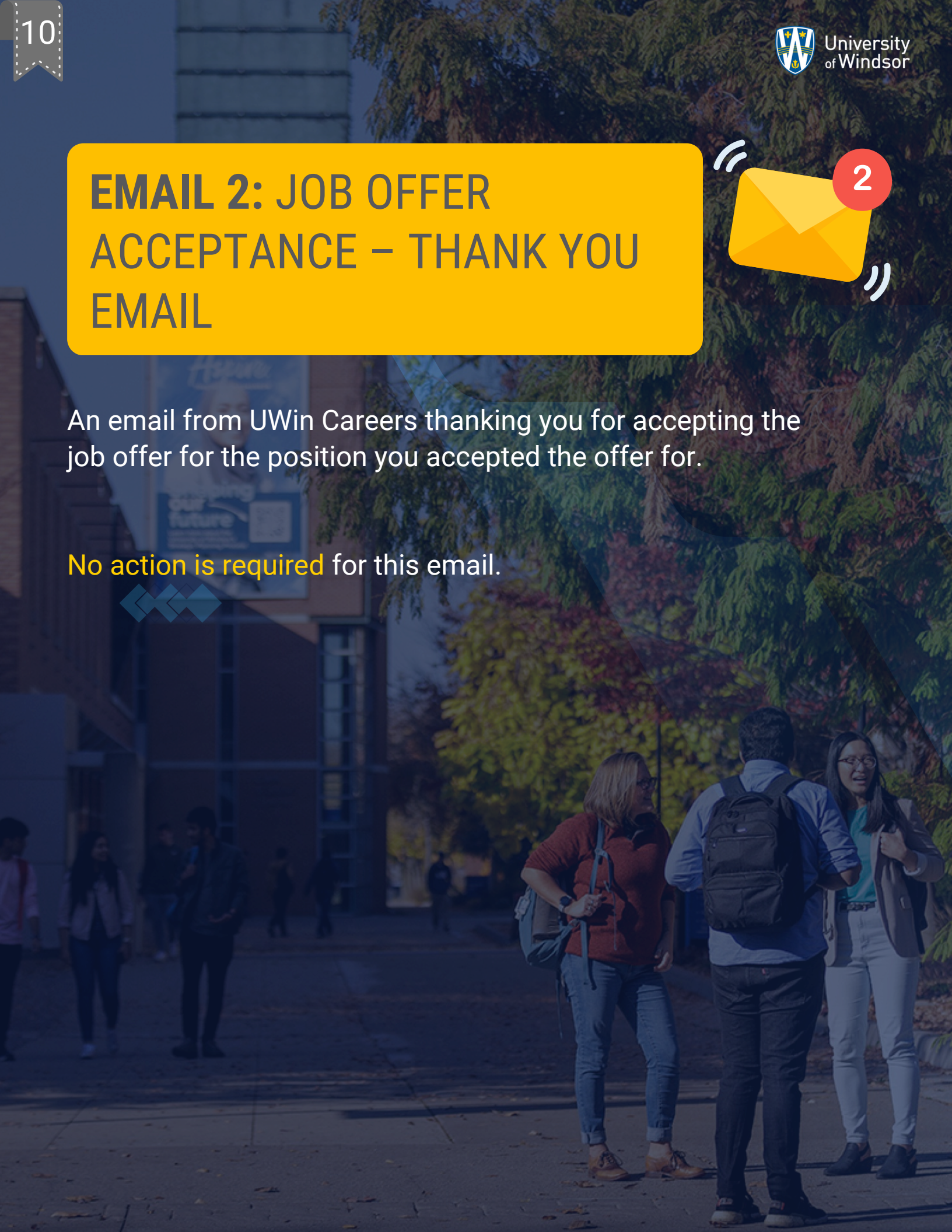
→ SUBMIT ▶

EMAIL 2: JOB OFFER ACCEPTANCE – THANK YOU EMAIL



An email from UWin Careers thanking you for accepting the job offer for the position you accepted the offer for.

No action is required for this email.



EMAIL 3: TASKS IN UWP NEW-HIRE JOURNEY



efhc-dev2.fa.sender@workflow.email.c... 13:28

Tasks in frog prince's UW New-Hire Journey journey on ****_*

Watch for this email — it may look like spam, **but it is not**. If you don't see it in your inbox, check your junk or spam folder.

This email contains the tasks you need to complete in UWinsite People. These are referred to as Journeys and can be found in the Journeys section under the Me tab on your UWinsite People home page.

After accepting a job offer, **students must wait 2 hours before accessing UWinsite People**. This time is needed for the system to update and integration to occur to ensure there are no sign-in issues. Please wait at least 24 hours before submitting a ticket for access support.



All tasks that must be completed by the employee in UWinsite People are listed directly in the body of this email (see on the next page).



Screenshot of email 3

Tasks in frog prince's UW New-Hire Journey journey on 2025-05-08.

 <efhc-dev2.fa.sender@workflow.email.ca-toronto-1.ocs.oraclecloud.com>

 Thursday, May 08, 2025 12:28:02 PM

Hello,

You have new tasks.

The tasks listed here are assigned for frog prince's UW New-Hire Journey journey.

Action Required

Task	Due Date	Required Details
Welcome to University of Windsor	Yes	Details
Employment Standard Acts Poster	Yes	Details
Contact Information	Yes	Details
Emergency contact information	Yes	Details
Personal details	Yes	Details
Upload Work Permit / Study Permit / Authorization to Work in Canada	Yes	Details
Upload Government Issued ID	Yes	Details

Each task can be completed by clicking on "Details" for each task. However, there is a separate email with a link to all journey tasks that need to be completed in UWP

FYI

Task	Due Date	Performer	Status
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Thank you.

EMAIL 4: WELCOME TO THE UNIVERSITY OF WINDSOR!



efhc-dev2.fa.sender@workflow.email.c... 13:28

Welcome to the University of Windsor!

The contents of the welcome email include the Employee number, and other relevant information related to your employment at the University that may or may not be applicable to you.

This email also includes the link to start the preboarding tasks.

Screenshot of email 4:

Welcome to the University of Windsor!

<efhc-dev2.fa.sender@workflow.email.ca-toronto-1.ocs.oraclecloud.com>

Thursday, May 08, 2025 12:28:03 PM

Welcome to the University of Windsor!

Dear ,

Welcome to the University of Windsor family! We are thrilled to have you join our vibrant community and look forward to the contributions you'll bring to our team.

Next Steps:

1. Obtain Your UWIN ID Card (*Not Applicable for University of Windsor Students*):

- Visit the UWIN Card Office website for instructions on how to obtain your ID card.
- You will need your employee number and university email for the process. Our IT team will be in touch soon to create your university email, and your Employee number is: 73287.
- Your employee number is an important piece of information you'll need throughout your time with us. Most immediately, you will need this number to obtain your UWIN ID card, which is essential for accessing various campus services and facilities.

2. Complete all Pre-boarding tasks:

- After obtaining your UWIN email address, your next step is to complete all pre-boarding tasks to facilitate a seamless onboarding experience.
- Prior to starting your pre-boarding tasks, please be aware that Conditional Access has been implemented across the UWindsor campus for faculty and staff. This security measure verifies users and their devices through a set of automated policies designed to safeguard the University's network and data. Conditional Access functions similarly to an "if-then" statement—if a University employee attempts to access University data, then their device must meet the required security standards to gain access. To ensure your device complies with these security requirements, refer to the available Knowledge Base Articles (KBA).
- Once your device has been verified as compliant and all security requirements have been met, you may proceed with your pre-boarding tasks by clicking on [Start journey](#) once you receive your UWIN ID.

Once again, welcome to the University of Windsor. We are excited to embark on this journey with you!

Best regards,

Human Resources
University of Windsor
www.uwindsor.ca/humanresources

Click on this link to begin journey tasks in UWP, remember to wait 2 hrs after receiving this email before attempting to sign into UWP

We hope you found this guide helpful!

Additional tips and step-by-step instructions related to UWinsite People can be found here

Human Resources, Payroll & OHRCRM

Services offered by HR, payroll, health and safety, employment equity, and accessibility.

Categories (4)



UWP Time, Labour & Absences

Information to request and manage absences, vacations, and payroll timecards in UWinsite People.



UWP Career

Resources on how to create and update your talent profile and apply for a UWindsor position.



UWP Benefits

Resources on how to update your benefits information in UWinsite People.



UWP Payroll

Find payroll essentials, including how to access T4 slips, view pay slips, and update banking information for direct deposit.

Articles (1)

[How to access your T4 Slips and other HR related files in UWinsite People without a compliant/registered device](#)

uwindsor.teamdynamix.com/TDClient/1975/Portal/KB/?CategoryID=24190



University
of Windsor

HUMAN RESOURCES