



## Creating a Chicagoid Using CAT HR

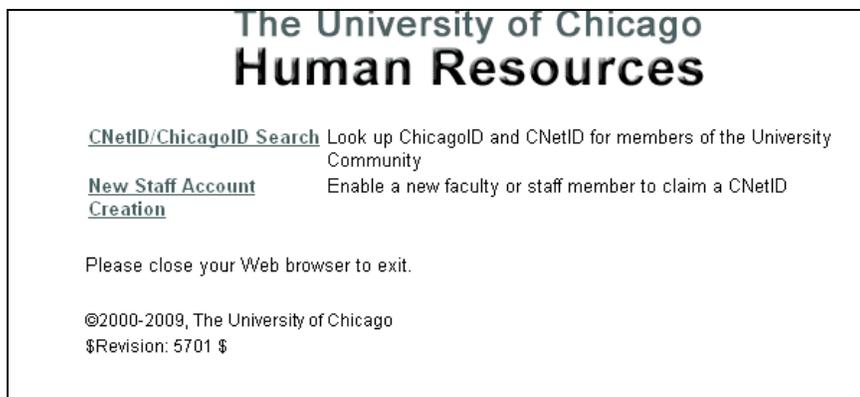
CAT HR (Chicago Authorization Tool for Human Resources) allows authorized HR Administrators to create Chicagoids for new hires before they come to work. By creating a Chicagoid, you allow the new hire to claim a CNetID. Obtaining a Chicagoid and a CNetID before the new employee's start date will speed up the on-boarding process.

First access the CAT HR system:

1. In your internet browser, go to [cat-hr.uchicago.edu](http://cat-hr.uchicago.edu)
2. Log in to the secure site using your CNetID and password.

*If you are unable to access the site after typing your CNetID and password, contact Janice Cobb ([jmarkul@uchicago.edu](mailto:jmarkul@uchicago.edu), 2-8909) or Renee Lucido ([rlucido@uchicago.edu](mailto:rlucido@uchicago.edu), 2-0315) and ask to obtain permission.*

*Once you are logged in, the main page appears:*



Check to make sure the new employee **doesn't** already have a Chicagoid:

1. Click the **CNetID/Chicagoid Search** link.
2. Type the person's first and last names in the blanks provided.  
*You can use the wildcard \* for part of a name (e.g., type **pav\*** to search for "Pavlov").*
3. Click the **Submit** button.

If a list of names appears and the new employee is on the list, this means the new employee already has a Chicagoid. This will occur if the employee was a former student or a former employee at the University. If the employee already has a Chicagoid, **DO**

Continue →

**NOT** create a new one. Check to see if the employee has claimed a CNetID. If not, send an email to the new employee and ask them to go to [cnet.uchicago.edu](http://cnet.uchicago.edu) to claim a CNetID.

If the employee is not in the list or you see the message “**No Results Returned,**” then you are cleared to create a new ID.

To create a new ChicagoID:

1. Click the browser’s Back button until you get back to the main page.
2. From the main page, click the **New Staff Account Creation** link.
3. In the blanks provided, type the new employee’s **full name**, select her/his **date of birth**, and type and verify her/his **Social Security Number**.  
*If the employee does not have a Social Security Number, contact Wage & Salary Administration ([jmarkul@uchicago.edu](mailto:jmarkul@uchicago.edu), 2-8909 or [rlucido@uchicago.edu](mailto:rlucido@uchicago.edu), 2-0315) and request a temporary SSN.*
4. Select the employment category: **Staff, Faculty, or Academic**.
5. Leave the Expiration Date as is. (Note: if the CNetID is not claimed within three months, the ChicagoID will expire.)
6. Double check all information to make sure it is accurate.
7. Click **Submit** to create the ID.

*You will see the following message:*

<p><b>Add Pre-Feed User</b></p> <p>Jason Doe has been successfully enabled to claim a CNetID. You now have until 02/08/2010 to get the paperwork for this person processed by HR or the Provost's Office so that his or her record appears in the regular data feed that NSIT receives. Otherwise this account will be terminated.</p> <p>The ChicagoID for this person is: 21680537A.</p>
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The message contains the person’s name, instructions, and the new ChicagoID. Be sure to contact the new employee by email or phone with their new ChicagoID and request that s/he go to [cnet.uchicago.edu](http://cnet.uchicago.edu) to claim a CNetID.