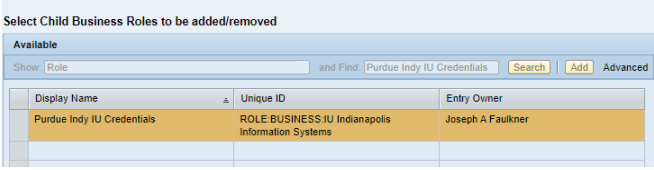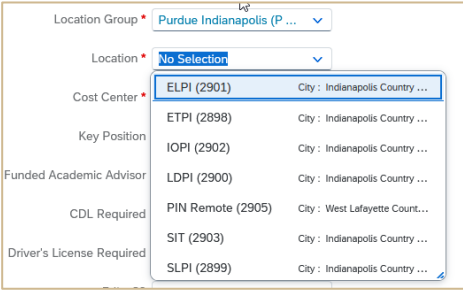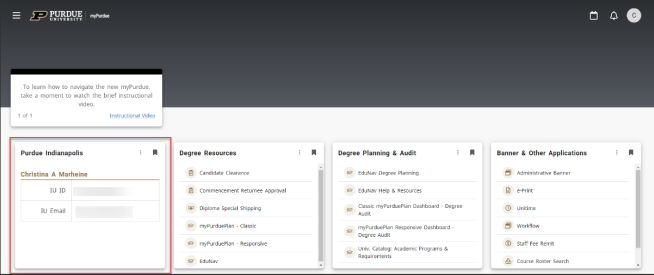**Summary:** Employees working at Purdue in Indianapolis will have both Purdue and IU credentials. The Purdue username and password provides access to Purdue systems and communications. The IU credentials will be used to access Indianapolis buildings, offices, printers and parking permits.

These positions have assigned a specific role that identifies the need for the IU Credential process.

	What to Do	Who	How to Do It
1	Request role on position to reflect location in Indianapolis (or has regular responsibilities requiring building access in IND)	Department Administrative role, Supervisor or Business Office	• Follow View Assigned Roles QRG to validate role needs to be requested. • Follow Request Roles QRG to request the Purdue Indy IU Credentials role.
2	Ensure **Location Group** is listed as Purdue Indianapolis (PIN) and **Location** is correct building	Department Administrative role, Supervisor or Business Office	• Follow Updating Position Details for additional reference.
3	New Hire receives 10-digit IU University ID ***Please note:*** *It may take up to 36 hours to process the role request in step 1. The new hire will not be able to retrieve their IU credentials the same day the role was requested.* *If the person cannot locate their ID they should contact their supervisor.*	New Hire	• Log into the myPurdue Portal at https://mypurdue.purdue.edu with your Purdue username and password to retrieve your 10-Digit IU University ID number. *An email from Purdue University Human Resources is sent if employees do not complete credentialing.* Follow this Quick Reference Guide for more details.

4	Access the IU Starter Kit	New Hire	• Access the IU Starter Kit (Create My First IU Account) at https://access.iu.edu/starterkit o Type Last Name, Birth Date and your 10-digit IU University ID to create your IU username and password. *Please note this can take up to 24 hours.*

5	Create and receive CrimsonCard	New Hire	• Use your IU username and passphrase to access the CrimsonCard at https://crimsoncard.iu.edu/purdue.html and follow the steps to receive the Purdue University in Indianapolis Affiliate CrimsonCard.
			    o The instructions on the website include uploading a picture or going to the CrimsonCard office to complete all steps. Walk-in services are available at Campus Center 205 Monday-Friday 8-5.
			    o Please note an email will be sent to your Indiana University email within 3 business days informing you that your photo and documentation were either approved or denied.
			    o This card will allow access to things like printing, libraries, secure entry into campus buildings and offices and more.

6	Acquire Parking Permit	Employee	• Access parking information at Permits: Parking: Parking and Transportation Services: Indiana University Indianapolis (iu.edu) and navigate to the Purdue Employee section and follow instructions.