Ki-Net University of Texas at Austin

**Getting Set-up in the Computer System**

This process only has to be done once to enter your information into the U.T. system. Please complete the following 3 things and email them back to me:

1. **Create a UT EID.** Click the link, answer a few questions, and a UT EID will be created; note down the UT EID for future use.

[https://idmanager.its.utexas.edu/eid\_self\_help/?geid=](https://idmanager.its.utexas.edu/eid_self_help/?geid=" \t "_blank)

1. **Personal Identification form (PIF).**   Complete Section I and Section IV of the attached PIF form and sign it at the bottom. This information is needed to pay you.
2. **Copy of your government-issued photo ID.** US citizens: scanned copy of your passport or your driver's license.   Non-US citizens: scanned copy of your passport.

Please email me the above three things so that you can be reimbursed through the University of Texas computer system. If you have questions or need additional information, feel free to contact me.

Best regards,

**Nora Roostaie**

**Program Coordinator**

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