

**Subject: Carnegie Mellon University – Important Onboarding Instructions**

Dear <First Last Name>,

Welcome to the Carnegie Mellon Community!

The next step in your onboarding process is to fill out the Prior Affiliation Questionnaire. The questionnaire is used to help identify whether or not you have had a previous relationship with the university and **must be** completed as part of your onboarding process. It will only take a few minutes.

Prior Affiliation Questionnaire: [<insert link here>](#)

Within a week of submitting the questionnaire, you will receive an email from IT-HELP@cmu.edu with the subject line: Retrieve your Andrew ID. Follow the instructions in the email to set up your Andrew ID and gain access to computing resources.

If you have issues on of these steps, please direct any questions or comments to the Computing Services Help Center at 412-268-4357 (HELP) or it-help@cmu.edu.