How the New Process Works

Once the usual required appointment paperwork is submitted to the Office of Faculty Affairs, approved by the dean, and entered into the system, faculty will be required to actively confirm their identity and set up their accounts online. Completing the following steps will activate their faculty appointment so that the OFA can send their formal appointment confirmation letter and faculty ID.

The following outlines the steps in the new process:

1. The faculty member will be asked to verify their identity in a pre-provisioning email from noreply@tufts.edu that will be sent to the email address provided on the Non-compensated Faculty Appointment Form. *[NOTE: Verification of identity is mandatory to complete the appointment process.]*

2. A second email from noreply@tufts.edu will provide a User ID and a link to Tufts Account Registration with instructions on how they should set their personal email to forward to a preferred email account*. *[NOTE: This step is mandatory in order to receive a User ID for accessing Tufts University systems and services.]*

   *IMPORTANT: Faculty must list the email address that they use to receive all formal communications from Tufts University (e.g. If your hospital requires that faculty use a hospital address, please communicate this to your faculty.)

3. Once successfully registered, faculty will receive an email from TTS (it@tufts.edu) confirming account set up and some helpful links.

4. Upon completion of steps 1 – 3, the OFA will send the faculty member's appointment confirmation letter and faculty ID to the mailing address provided by your department.

If you have questions or need assistance using the Faculty Information System (FIS) or other general IT services, please contact the 24/7 TTS Service Desk by calling 617-627-3376 or by emailing it@tufts.edu.

If you have questions about the appointment process, please contact your chief or chair, or the Tufts University School of Medicine Office of Faculty Affairs at 617-636-6631 or med-ofa@tufts.edu.