



Welcome to Drake!

New Hire Checklist for Employees

Employment Forms:
date of employment

on or before the first

[Forms Page](#)

[New Employee Welcome Page](#)

Direct Deposit Instructions:

[here](#)

drakehr@drake.edu

Drake ID Card OR Drake Mobile ID Card:

[Create a Drake Mobile ID Card](#)

<https://www.drake.edu/student-services/drakecard/>

Parking Pass:

[myDrake](#)

<https://www.drake.edu/student-services/parking/>.

Office Keys (as applicable):

Pmust first

change your default password and set up MFA. See

<https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet?ID=21338&SIDs=10784>

Drake Email Address:

myDrake: