



UNIVERSITY OF
TEXAS
ARLINGTON

UT DIRECT Employee Services

Unlock the Door to Secure Services!

UT DIRECT – Employee Services

What is a UT EID?

A UT EID is an electronic identifier that helps you stay connected to your university information. With your EID and password, you can access secure services and information online.

Where do I get my UT EID?

UT EID's are assigned when the individual's relationship begins with the university. This includes students, employees, job applicants, and companies conducting business with the university.

In order to access personal or secure information your UT EID must be "activated" (upgraded to high assurance). To upgrade your UT EID to high assurance, you may visit one of the following locations:

UT EID Contacts:	
Accounting & Business Services *DEFINE Education 219 West Main 817-272-2138	Employment Services Continuing Ed Workforce Development Bldg Room B200 140 W. Mitchell 817-272-3461
Human Resource Wetsel Service Bldg Room 212 1225 West Mitchell 817-272-5554	Payroll Services Wetsel Service Bldg Room 207 1225 West Mitchell 817-272-5426

Why Upgrade to High Assurance?

The 'assurance level' of a UT EID indicates the amount of trust afforded to a person's online identity. An individual with a high assurance UT EID has provided proof of their identity to the University by presenting a government issued photo ID (ex. driver's license or passport).

With a high assurance UT EID, you may view your earning statement, view and/or print your W-2 for filing, update your personal information such as addresses, emergency contacts, bank information, etc...

Login to UT Direct:

1. Log into **UT Direct** at the following website: <https://utdirect.utexas.edu/>

2. Type your **UTEID** in the UT EID field.
3. Tab to the **Password** field and type your UT EID password.
4. Select the **Log In** button. You will see a screen stating that you have successfully logged on; Click **OK**.

UT Direct - My Home

After logging-in, you will be directed to the UT Direct My Home page.

Note: If your page is orange with UT Austin's logo, you must update your component information by:

- a) Selecting 'Choose Content' located on the top right side of the UT Direct – My Home page.
- b) From the 'Choose Content for My Home' section, select 'Change UT Direct Component' and then click 'Update My Home'.
- c) You will be redirected to the My Home page. Select the radio button for 'University of Texas at Arlington', and then click 'Change My Component'. The UT Direct My Home page should now be **UTA blue** with UT Arlington's graphic.

