WELCOME TO THE OREGON EXECUTIVE MBA
We’re thrilled that you are joining us. To make sure you are ready to start the program this September, there are a handful of tasks you must complete. We recommend that you start each task as soon as it becomes available. Please be sure to complete each task by its deadline.

**DATES AND DEADLINES OVERVIEW**

The following is a list of key tasks and events for students in the program. This booklet contains details and instructions.

*Important*: Starred items are required. Please complete each task on or before its deadline. Missing deadlines or submitting incomplete tasks may result in a deferral of your enrollment for one year.

<table>
<thead>
<tr>
<th>Tuesday, August 1</th>
<th>Friday, September 1</th>
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<tr>
<td><em>Deadline to complete and deliver final admissions documents. Find them here: oemba.uoregon.edu/admitted-student-documents-info</em></td>
<td><em>Deadline to activate your University of Oregon ID and claim your Duck ID.</em></td>
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<th>Monday, August 14</th>
<th>Tuesday, September 5–Friday, September 8</th>
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<td><em>Deadline to complete online personal assessment survey.</em> <em>(You will receive an email with a link to this in early August.)</em></td>
<td><em>Attend Residency in Eugene.</em> <em>(You will receive a full agenda at the August 29 event. We book your hotel room—all you do is show up and be ready to learn.)</em></td>
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<td>Attend welcome reception at Portland City Grill.</td>
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DETAILS AND INSTRUCTIONS

Final Admissions Documents

- [oemb.uoregon.edu/admitted-student-documents-info](oemb.uoregon.edu/admitted-student-documents-info)

**Deadline: Tuesday, August 1**
- RSVP for August 29 welcome reception
- Student information details
- Learning team preferences
- Tuition options form
- Textbook options form

**Deadline: Monday, August 14**
- Online personal assessment survey

**Fill out, sign, and return by August 1**
- Information and photo release form

**By email**
kingsley@uoregon.edu

**By mail**
Oregon Executive MBA
Attn: Sandy Kingsley
38 NW Davis St.
Suite 200
Portland, OR 97209

**Online Personal Assessment Survey**
**Deadline: Monday, August 14**
You will receive an email with a link to the online personal assessment survey website in early August.

You and your classmates will use the survey results in the leadership workshop you take during Residency.

**Welcome Reception**
**Tuesday, August 29, 6:00-8:00 p.m.**
Meet your learning team and fellow classmates. Get your UO ID card photo taken by a professional photographer (you'll receive the ID card in September). Enjoy beer, wine, and light hors d'oeuvres. Receive materials you'll use during Residency. Spouses, partners, and corporate sponsors/mentors are encouraged to attend!

**Location:** Portland City Grill, 111 SW 5th Avenue, 30th Floor, Portland, OR 97204
UNIVERSITY OF OREGON ID AND DUCK ID

Deadline: Friday, September 1 (but sooner is better!)
Each UO student has two main IDs: the UO ID number and the Duck ID. During your time in the program, you will use each ID for different types of tasks. See below for detailed instructions for activating both these IDs.

UO ID Number
A nine-digit number that you will receive in a letter from the UO Office of the Registrar.

- Use your UO ID and temporary personal access code (PAC) to create a new PAC (see instructions below).
- Use your UO ID to claim your Duck ID (see instructions below)
- Use your UO ID to log in to DuckWeb (duckweb.uoregon.edu), where you can update contact information, check grades, make tuition payments, and more.

Duck ID
The first part of your UO email address. Example: yourname@uoregon.edu.
Use your Duck ID to log in to:

- Webmail (webmail.uoregon.edu)
- UO wifi on campus in Portland and Eugene
- UO Virtual Private Network (VPN)
- Canvas, the online service where faculty members post key course materials (canvas.uoregon.edu)
- Duck ID self service to change your email password, set up email forwarding, and more (duckid.uoregon.edu)

Step 1: Activate Your UO ID
A few weeks after you are accepted into the program, you will receive an admissions letter from the UO Office of the Registrar containing your UO ID number and a temporary personal access code (PAC).

IMPORTANT: If you have not received the letter containing your PAC, contact the Registrar to get a new PAC. Call 541-346-2935 and have your UO ID number handy.

Here’s how to activate your UO ID:

1. Go to DuckWeb (duckweb.uoregon.edu)
2. Log in with your nine-digit UO ID number and temporary personal access code (PAC).
3. Follow the instructions to create a new PAC.
4. Keep a record of your UO ID and new PAC and store it in a secure spot.
IMPORTANT: If your contact information changes, be sure to update it on DuckWeb. The UO uses the information from DuckWeb to mail tax forms and other important information.

SECURITY NOTE: Your DuckWeb account contains confidential information about tuition payments and your grades, so we strongly suggest using a non-shared computer whenever you log in.

Step 2: Claim Your Duck ID
Your Duck ID is the part of your UO email address that comes before @uoregon.edu. You’ll have a chance to choose among available Duck IDs during the following process.

IMPORTANT: In order to claim your Duck ID, you must first activate your UO ID number and create a new PAC using the steps described above.

Here’s how to claim your Duck ID:

1. Have your nine-digit UO ID number and PAC handy
2. Go to Duck ID self service (duckid.uoregon.edu)
3. Click on “Claim Your Duck ID” and follow the instructions
4. Log in with your nine-digit UO ID number and PAC
5. Set security questions and password. Please note: the password must be reset every six months.

RESIDENCY

Tuesday, September 5–Friday, September 8
Held at the University of Oregon’s Lundquist College of Business in Eugene, Residency includes an overview of the program, alumni presentations, team-building activities, and a case-analysis workshop.

Residency is required. It provides a foundation for the program and accelerates the formation of a supportive, positive, learning environment and cohort.

Oregon Executive MBA takes care of reserving your hotel room and will supply most of your meals during Residency. All you need to do is show up and be ready to learn!
EMAIL TIPS, TRICKS, AND BEST PRACTICES

Seize the Day—Set Up Your Email ASAP
Make sure you receive messages from the Oregon Executive MBA. Set up your UO email as soon as you are able. Start checking your UO email regularly or set it to forward to another account.

Class 33 Listserv
oembaclass33@lists.uoregon.edu

This is the email address from which you’ll receive many communications from us during the next 20 months. It’s also a listserv, so members of Class 33 can use it to send messages to the class as a whole.

Be a Spam Stopper
From time to time, students who forward their UO email to Gmail or work accounts report that some emails from the Oregon Executive MBA end up in their spam or junk folders. Help keep important program-related messages out of your spam/junk folders: Add the email address oembaclass33@lists.uoregon.edu to your email address book, contacts list, or safe senders list.

Using Webmail
You can access your UO email via the Webmail service. Here’s how to log in to Webmail:

1. Go to webmail.uoregon.edu
2. Log in with your Duck ID and password

Forwarding from Your UO Email Address
You may want to set up your UO email account so that it automatically forwards to one of your primary email accounts.

Here’s how to set up email forwarding:

1. Go to Duck ID self service (duckid.uoregon.edu)
2. Click on “Manage Your Duck ID”
3. Log in with your Duck ID and password
4. Select “Manage Email Forward” option and follow the instructions
QUESTIONS?

Contact Erika Foin
foin@uoregon.edu
503-412-3785

Serving the region’s leaders since 1985.

BUSINESS.UOREGON.EDU/OEMBA

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