

Welcome New Faculty!

**Do you know the answers to the following important department (or school) specific questions?**

* Where to go to get campus mail?
* Where to go to make copies?
* What are the copy codes for department copier (if applicable)?
* Who is the administrative support person for your area?
* Where to obtain office supplies (printer paper, pens, markers, etc.)?

**Don’t forget!**

* Complete HR related paperwork (I-9, Federal and State tax forms, Direct Deposit Form, Benefits Enrollment Forms)
* Obtain a parking pass (University Police Department in Moler Hall)
* Obtain a Rambler card (Bookstore in Student Center)
* Check with Bookstore regarding textbooks and other materials requested for upcoming classes
* Set up RAIL pin and email password
* Visit “User-Support Desk” in Library (lower level) for any computer issues or network access issues (especially if you plan to use your own computer in the classroom)
* Obtain key card access to needed classrooms and buildings (visit Maintenance Building to swipe your card for *classroom* access; discuss any *building* access needs with your school dean)
* Obtain keys to mailroom or other appropriate department areas (ask your administrative support person how to obtain these)

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