Waldo Wildcat
Department Name
Onboarding Schedule

Building	Main Office Room #	Your Office Room #	Campus Map
Name of your building			[Map](#)
Mailing Address	**Main Phone Number**	**Department Email**	**Dept Mail Code**
		department@weber.edu	
Your W#	**Your phone number**	**Your Email**	**Your Door Code**
WXXXXXXXX	801-626-XXXX	waldo@weber.edu	
Your Supervisor	**Supervisor Phone**	**Supervisor Email**	**pCard Reconciler**
Your Admin	**Admin Phone**	**Admin Email**	**Dept Index (Cost) Code**

[Department Website](#)   [People on your Team](#)

[WSU Online Tour](#)   [Campus Map](#)

[General IT Help](#)   [Supervisor-specific Training](#)

[New Employee Toolkit](#)   [New Employee Website](#)

[Academic Calendars](#)   [ASSET (for Admins)](#)

Index	Fund	Org	Description
xxxxxx	*xxxxxx*	*xxxxx*	*index name/description*
xxxxxx	*xxxxxx*	*xxxxx*	*index name/description*

1st Day: xx/xx/xx

- Pick up a pre-arranged parking pass at the drive-up Information Booth. (Check with your admin to be sure they have pre-arranged with Rhonda X6975.) Park in the A1 lot shown on this map [here](#) and proceed to the Miller Administration building, room 306.
  - <mark>*or*</mark>
- Arrive and park in the paid parking lot shown on this map. (At [the end](#) of *the day, ask your admin for parking validation stickers.)*

Last updated August 2024

- Meet with HR
- Tour of office and facilities, introductions, etc

To-Do List:

- ☐ Give your admin a 4 - 6 digit number to program into your office and the office suite door keypads.
- ☐ To order a workstation computer, contact IT at 801-626-7777 (nickname "quad 7")
- ☐ You can get your username and a temporary password (if you do not already have it) at: https://portalapps.weber.edu/getwcid/
- ☐ Email:
  - ☐ Access through the eWeber portal under **Faculty/Staff Email**
  - ☐ Sign up for DUO 2-factor authentication
  - ☐ *(The username and password you use to log into eWeber is the same password you will use for nearly all of the apps you use regularly in the portal)*
  - ☐ Add a signature to your email using WSU Branding
- ☐ Look up your profile in **Lynx Self Service** in the eWeber portal to check for accuracy. Many choose to remove their mobile phone number here so it won't be published in the Campus Directory
  - ☐ Lynx Self Service >> Personal Information
- ☐ Share your calendar with your team, or if needed, become acquainted with Google Calendars
  - ☐ You can find your Google Calendar in the eWeber portal, or by logging into your email and clicking on the cookie sheet menu in the top right corner
  - ☐ Ask others to share their calendars with you (your team, admin, etc) or request access through Calendar
  - ☐ To add commonly used conference rooms to your calendar, click on '+' by *Other Calendars* (left menu) and select → Browse Resources.
  - ☐ To add WSU-specific calendars, such as the Dean Reminder Calendar, or the Academic Calendar subscribe to other calendars
- ☐ Attend HR New Employee orientation and complete all mandatory trainings within 90 days
- ☐ Create Zoom account
  - ☐ Assign scheduling privileges in Zoom so your admin may schedule Zoom meetings on your behalf.
- ☐ Provided Software for Personal Computers
  - ☐ Install VPN on any home computer or work laptop to connect to WSU's secure network from off campus.
- ☐ While you have IT personnel, these are a few things you can ask them to help with:
  - ☐ Connecting your computer to the department printer
  - ☐ Connecting your calendar with your Zoom account
  - ☐ Adding BOX and DRIVE files to your File Explorer or Finder window
  - ☐ Add VPN
  - ☐ Add Adobe package *(specifically Acrobat Pro–* Adobe Sign *can also be a great resource)*
  - ☐ Add Word/Excel/etc
  - ☐ Faculty/Staff IT Resources

- ☐ Ask your team about any Google Chats, Google Calendars, Google Shared Drives, Google Groups, or Box folders to which you should be added.
    - ☐ Box files: weberstate.box.com (or can access through the eWeber portal)
        - ☐ IT can help you connect Box to your computer's File Explorer or Finder
    - ☐ Google Drives or Shared Drives (can access through the Google cookie sheet menu)
        - ☐ IT can help you connect DRIVE to your computer's File Explorer or Finder
    - ☐ Google Groups (can access through the Google cookie sheet menu)
    - ☐ Google Chats (can access through the Google cookie sheet menu)
    - ☐ Google Calendars (can access through the Google cookie sheet menu)
- ☐ Get a parking pass
- ☐ Get a Wildcard which may also be your [Door Access Proximity "Prox" Card](Door Access Proximity Prox Card)
    - ☐ Wildcards/Prox Cards have moved to mobile phones, or when necessary, a smart card can be issued for prox card access for a small fee.
    - ☐ Take the form from HR and gov-issued ID to the Information Desk in the Union Building to get your Smartcard/Mobile Access Card
    - ☐ Ask your admin or department who the contact is for your building for Prox Card Access
    - ☐ OR if your building has keys: Request key and building access
- ☐ Set up phone
- ☐ Request a purchasing card *(WSU credit card commonly referred to as a pCard)*
- ☐ Request Access to Finance Org Codes *(e.g. 10000 & 20000)* in the "Security Access" app in eWeber portal
    - ☐ Meet with budget specialist or admin to determine which org codes to request
    - ☐ Security Access Guide
- ☐ Sign up for Code Purple. Code Purple is an emergency notification system that allows Weber State University to communicate health and safety emergency information quickly by text, voice, and email.
- ☐ Start required trainings as soon as possible (see below for details). Be sure to complete Driver Training before you drive anywhere in a work capacity, even just to another building on campus, even if you won't be seeking mileage reimbursement.
- ☐ Other systems used on campus you may need (your admin may take care of these):
    - ☐ EMS (Scheduling system for Union Building and several other campus locations.)
        - ☐ To create an account… weber.edu/conferenceservices
        - ☐ Click "Reserve Space"
        - ☐ Click "I am Faculty/Staff"
        - ☐ Reach out to Union Scheduling to have building templates added
    - ☐ [AiM](AiM) (To view receipts from work orders placed with Facilities Management)
    - ☐ Sodexo (Campus food services, required campus vendor for meals $200 or over)
    - ☐ [TAS](TAS) (timekeeping system for hourly employers-- Request access)
    - ☐ Time Entry Approval (Leave tracking system for salaried employees)
    - ☐ Paw Place (check your settings to ensure your correct shipping address and mail code)

- ☐ Schedule a headshot with Creative Academic Technology Solutions and …
    - ☐ Send the final product to the webpage manager in your office for the department webpage
- ☐ [Order business cards, nameplates, and/or name tags](#)
    - ☐ [Update door signage](#) (interiorsigns@weber.edu)
    - ☐ This and other instructions found here: weber.edu/HumanResources/how-to-guide.html
- ☐ Have a discussion with your admin to determine if a mobile phone stipend is needed/warranted
    - ☐ If so, fill and sign the [mobile contract](#) and submit an ePAR.
- ☐ Ask someone on your team about where to pick up mail and how to send mail for your office

Additional (optional and required) training and certifications:

- ☐ [Required training](#)
- ☐ [WSU Training apps](#)
- ☐ [State Driver Training](#)
- ☐ [Coach Certification](#) (meeting the needs of a diverse student population)
- ☐ [LinkedIn Learning](#) (eWeber Portal)
- ☐ [Site Manager](#) (to update web pages)
- ☐ [Paw Place](#) (state contract purchasing platform)
- ☐ [WSU Brand Training](#) (including your [email signature](#), [writing styles](#), etc.)
- ☐ [Announcements](#) (via eWeber Portal - set up notifications preferences in the "Preferences" tab to manage what comes to your inbox. "Daily- New Announcements only" is a great starting place to try.)
- ☐ Tableau
- ☐ [FERPA](#) (Family Educational Rights and Privacy Act)
    - ☐ [Student Information Release Form](#)