

Welcome to NJIT on behalf of Academic Computing Services! This checklist is designed to assist you with your computing technology needs as you begin working at NJIT. Because NJIT is a computing-intensive university, it is important that you start with a strong understanding of the various computing accounts and services you will need to use. Please follow this checklist carefully.

### Checklist for New Employees:

- Visit Human Resources; complete all paperwork, including an *Access to information and computing agreement* form. HR will input your information into the Human Resources System within 48 business hours of receiving your agreement form and the hiring paperwork from your department. **Computer account creation cannot begin** until all paperwork is in place and information has been entered to HR's electronic system. (Human Resources, 973.596.5525)
- Register for Computing Orientation class. You will be introduced to NJIT computing accounts and services, Outlook and Web Outlook and other computing related information. (Academic Computing Services: Jolanta Soltis, 973.596.2925)
- While waiting for your information to be entered into the HR system, read the important information about how to begin your computing journey at <http://ist.njit.edu/quickstart/newemployee.php>
- After your information has been entered into the HR system, you must:
  - **first** self-create your UCID and any other computing accounts you need (information and links available at <http://ist.njit.edu/accounts/ucid.php>)
  - **then** contact the **Computing Helpdesk** to request the following (973.596.2900 or <http://help.njit.edu>):
    - an NJITDM/ADM account for the faculty/staff Windows domain & email access.**
    - a Banner** account & instructions to then request an ID for **Banner Finance, Banner HR** and **Banner Student** (if needed).
    - a new phone extension and off-campus dialing code for your office desk.
    - have your desktop PC configured to sign on the Windows domain, access the internet, check email and use other resources on the NJIT network.
  - update your campus directory entry: <http://directory.njit.edu>.
- Visit the Information Services & Technology website for detailed information about the many and varied computing resources available to you as a faculty or staff member. This includes computing platforms, labs, tools, hardware and software. (<http://ist.njit.edu>)
- Visit the Teaching, Learning, and Technology website to learn about the seminars and workshops available to you regarding technology and its integration into your classroom, as well as teaching tools like *Moodle* and *Highlander Pipeline* (<http://www.njit.edu/tlt>)
- Visit the Computing Helpdesk website to answer commonly asked questions you may have about any of NJIT's computing resources (Computing Helpdesk, 973.596.2900 or <http://help.njit.edu> )