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, 973.596.3140)

- 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](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](http://ist.njit.edu/accounts/ucid.php))
  - then contact the **Computing Helpdesk** to request the following (973.596.2900 or [http://help.njit.edu](http://help.njit.edu)):
    - an NJITDM/ADM account for the faculty/staff Windows domain & email access.
    - an ALPHA account & instructions to then request an ID for FRS, HRS, ADS or SIS (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](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](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](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](http://help.njit.edu))