New Instructor Checklist

You need to have:

_____ A paycheck. Questions about payroll go to Patsy Ek, pek@indiana.edu, 812-855-8146, Ernie Pyle Hall Room 200J

_____ Keys and office space
Contact:
- Darla Raines (djraines@indiana.edu, 812-855-9248) in Ernie Pyle Hall
- Reed Nelson (reanelso@indiana.edu 812-856-5981) in Radio TV Building
- Sabrina Walker (slwalker@indiana.edu, 812-855-7217) in Classroom Office Building
- Leya Taylor (lemtaylo@indiana.edu, 812-855-1072) in Classroom Office Building

_____ A password and access to use the campus computer network
Faculty whose appointments have been processed by IU Human Resources (HR) can create their first Indiana University computing accounts online at IT Accounts. http://itaccounts.iu.edu/.

_____ An IU identification card
Visit Card Services on the mezzanine level of the Indiana Memorial Union. http://imu.indiana.edu/services/cardservices.shtml

You may wish to have:

_____ A passcode to operate the copy machine
Contact:
- Darla Raines (djraines@indiana.edu, 812-855-9248) in Ernie Pyle Hall
- Reed Nelson (reanelso@indiana.edu 812-856-5981) in Radio TV Building
- Sabrina Walker (slwalker@indiana.edu, 812-855-7217) in Classroom Office Building
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_____ Copies, duplicating
The school uses a service called Document Services that helps cut down on copying costs. Be sure to allow 24 hours for an order. Send electronic files to:
- sojmaxi@indiana.edu (if your class is in Ernie Pyle Hall – anything over 25 copies)
- reanelson@indiana.edu (if your class is in Radio TV Building)
- lemtaylo@indiana.edu (if your class is in the Classroom Office Building – anything over 25 copies)
General office supplies are available in the units:

- Ernie Pyle Hall – you’ll find supplies in the main office, room 200.
- Radio TV Building – you’ll find supplies in the main office, room 261.
- Classroom Office Building – supplies are kept in a locked room – see Sabrina or Leya

Help in using the classroom projector system or other computing machinery:

- Ernie Pyle Hall - Allen Major (acmajor@indiana.edu)
- Ernie Pyle Hall - Lab Assistant (812-855-7959)
- Radio TV Building - Dan Brown (dambrown@indiana.edu)
- Radio TV Building - Lab Assistant (812-855-7855)

Help in arranging services such as parking for guest speakers:
Contact:

- Patsy Ek, pek@indiana.edu, 812-855-8146, Ernie Pyle Hall Room 200J

A parking pass

Once you are enrolled in the IU system, contact Parking Operations for an explanation of parking passes and costs. For more info, you may contact 812 855-9848 or visit the website.
http://parking.indiana.edu/parking_operations/default.aspx to purchase your pass.

Help in using Oncourse/Canvas, an online class management tool
Contact the Center for Innovative Teaching and Learning, 812 855-9023, or view online at http://citl.indiana.edu/. Some materials are online and the center will schedule one-on-one sessions if necessary.

A website for your class projects. Complete the school’s online website request form.
http://mediaschool.indiana.edu/forms-3/request-a-website/.