Welcome to NJIT on behalf of the Technology Support Center! This checklist is designed to assist you with computing technology needs as you begin work 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 and complete all paperwork. HR will input your information into the Human Resources System within up to 48 business hours of receiving your agreement form and the hiring paperwork from your department. **Self-guided computer account creation cannot begin** until all paperwork is in place and information has been entered to HR's electronic system. (Info: Human Resources, 973.596.5525)

While waiting for your information to be entered into the HR system, read the important information about beginning your computing journey at [http://ist.njit.edu/quickstat/newemployee.php](http://ist.njit.edu/quickstat/newemployee.php).

Register for Computing Orientation class. You will be introduced to NJIT computing accounts, email, services and other computing related information. (Info: Technology Support Center: Jolanta Soltis, 973.596.2925)

**After** your information has been entered into the HR system, you must:
- **first** self-create your UCID (University Computing ID) 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))
- **check** your email after UCID creation by going to [http://webmail.njit.edu/](http://webmail.njit.edu/) (use your UCID and UCID password to log in)
- **then** contact the IST HelpDesk (973.596.2900 or [http://help.njit.edu](http://help.njit.edu)) to request the following:
  - a **NJITDM account for the faculty/staff Windows domain**
  - a **Banner** account & instructions for **Banner Finance, Banner HR** and **Banner Student** (if needed)
  - a phone extension and/or off-campus dialing code for your office desk.
  - have your desktop/NJIT-issued 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. Guests and others may have a different set of resources available. (Info: [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 if you are an instructor, as well as teaching tools like **Moodle** and **Highlander Pipeline**. (Info: [http://www.njit.edu/tlt](http://www.njit.edu/tlt))

Visit the IST HelpDesk website to answer commonly asked questions you may have about any of NJIT’s computing resources. (Info: IST HelpDesk, 973.596.2900 or [http://help.njit.edu](http://help.njit.edu))