Welcome to Florida Institute of Technology! Here are a few tools and resources to help you get started.

**ORIENTATION:**

Here are the things that are covered at Orientation, which may happen on your first day.

Orientation takes place in the Commons. Here is a link to the [HR New Hire Orientation schedule](https://example.com).

- Here is a link to a [Map of the school](https://example.com). A physical copy will be provided at Orientation.
- ID Cards will be obtained.
- Parking Decals will be obtained.
- You will obtain your TRACKS / ACCESS username and password.
- Security alerts will be covered. To sign up for security alerts, see information below.
- Key card access will be covered. To obtain key card access, see below.
- Direct deposit forms can be filled out and turned in at orientation. A voided check is required. If you do not fill out the form at Orientation, see below.
- Policies are covered.

**GETTING STARTED:**

Here is additional information as well as some forms that you may need.

- First you will want to obtain your accounting / budget information.
  - Index: ________________
  - Fund: ________________
  - Org Number: ________________
  - Program Code: ________________
- If you did not obtain an ID card, you can pick up your 900 letter from Human Resources and take it to Campus Services. Campus Services is located on the first floor in the Florida Tech Commons.
After obtaining permission from your supervisor, you may order a nametag. To obtain a name tag, send an email to Campus Services. Include any information that you would like to be seen on your nametag (Name, Office, Position, etc). Also include the following:
- Index
- Fund
- Org Number
- Program Code

If you did not obtain a parking decal during Orientation, fill out the proper forms to obtain a Parking Decal from Security (located in Building 114, Shaw Hall). You may elect to pay for your parking decal through payroll deduction or with cash or check. Here is a Parking Map.

If you did not obtain your TRACKS and ACCESS user information at Orientation, call the IT Help Desk at x7284.
- Ask them to help you create a TRACKS login and create an ACCESS account.
- If you need to be an administrator on your computer, ask IT to do it remotely or schedule an appointment to meet you in your office.

You can obtain a copy of the latest Faculty and Staff Directory by contacting Telecom at x8002. An online directory can be accessed at the Directories website. Faculty and staff email addresses and phone numbers can be found in your Outlook Global Directory.

ADDITIONAL INFORMATION:

To obtain a long distance access code, send an email to telecom@fit.edu and include your accounting / budget information. When your long distance code is ready, they will email you to pick it up.

At some point you may need access to read / write / edit someone else’s calendar. Before this can happen, that person must first give you access.
- Granting Permissions.
  - Open Microsoft Outlook.
  - Right-Click on the Calendar to be shared.
  - Click Properties.
  - Select the Permissions Tab.
  - Select the level of permissions to be granted and click Apply.
- Adding Calendars.
  - Right click My Calendars.
  - Select Add Calendar → Add from Address Book.
- Look up the person whose calendar you would like to add.
- Double-Click the name and select OK.

☐ If required by your job, obtain access to any necessary Procurement Cards (P-Cards) by filling out the following forms from the Procurement Website and return the completed forms to the Office of Purchasing, Attn: Procurement Card Administrator.
  - Account Information Change Form
  - Procurement Card Uses & Limitations
  - Procurement Card Agreement

☐ If required by your job, obtain System Access Authorization for Human Resources. Fax, email or interoffice mail a copy to Human Resources.

☐ To obtain Banner Access and Administrative Banner Access have these forms signed by your department head. Fax, email or interoffice mail a copy to the Office of the Controller.

☐ Send the following Banner access forms to Registrar, as needed:
  - System Access Authorization for Document Management
  - System Access Authorization for Workflow
  - System Access Authorization for Student

☐ For Dean’s and VP Administrative Assistants ONLY - Fill out a Departmental Directory Access Form and fax or email it to Administrative Computing (Ellucian). They will contact you regarding training.

☐ Obtain an Office Depot business account by contacting Purchasing.

☐ If you will be doing P-card reconciliation, obtain a Works Account by contacting Purchasing.

☐ Order Business Cards from the Copy Center with your supervisor’s permission.

☐ Sign up for Security Alerts. Follow the link provided, under the heading of Safety Notification Network click the link for Safety Alerts. You will be required to log in with your Access account.

☐ In order to obtain key card access (access granted by your employee ID) for any office or labs that you need entrance to, a person from your department who can grant key card access needs to send an email to Building Maintenance. Use the Key Authorization and Request if you are requesting a physical key.

☐ Training (as necessary)
  - Banner Training – Sign up at the IT website or call x7499.
  - P-Card Training (required if you either have a P-Card or will be reconciling P-Card statements) – Contact Purchasing
- Golf Cart Training – Contact Facilities Operations

- **Direct Deposit Form** – Turn in to the Payroll Department located in Work Building, 408, next to HR. Attach a voided check to the form.

- Read over the **Time Entry / Approval Instructions**. For additional information on time keeping or policy questions regarding paid time off, contact Human Resources.

- **Click here** for a list of Florida Institute of Technology’s policies.

- Meet your fellow Administrators and the President’s Office Staff. These are the people who can help you the most during the transition into your new job.