

# New faculty checklist

Version 13

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The start of the semester is a busy time and it's easy to forget a step along the way. That's why we've created this list. Taking care of these items will help you to have a smooth start in January.

## Introduce yourself

There are many important team members here to support you. Be sure to get to know your:

- school secretary
- program co-ordinator
- course lead (if applicable)
- faculty mentor (if applicable)
- Chair/Associate Chair/Program Manager

## Get your OneCard

To get your OneCard you will require photo ID and your employee ID number. To find out Seneca's OneCard office hours and locations, visit [Seneca OneCard](#).

## Parking

Those who are driving to our Newnham, Seneca@York, Jane, King and Peterborough campuses have several ways to pay for parking, as described on our [parking](#) website.

## Service Desk (IT Support)

ITS can assist with passwords issues, computer and network problems, application installs and problems, audio/visual equipment, printing problems, mobile devices and any other technical issues. A Service Desk is located at the Newnham, King, Markham and Seneca@York campuses for convenience and support to our students and employees.

[Contact](#) the Service Desk (phone, email, web or walk-in) to ask questions, report problems or log service requests.

## Access and confirm your course(s) are available to you on My.Seneca/Blackboard

Please note, in some cases there is processing time required before faculty can access their course sites on [My.Seneca/Blackboard](#). If you do not have access within 24 hours, please contact the Service Desk (ext. 22129 or [servicedesk@senecacollege.ca](mailto:servicedesk@senecacollege.ca)) or your Hiring Manager.

Documents and tips to help you add content and activities to a My.Seneca course/organization, as well as instructions on how to use features and tools, can be found on [My.Seneca Help](#).

## Minimum My.Seneca/Blackboard use

[My.Seneca](#) is our community's one-stop portal to Seneca College information, resources and services. All new and returning faculty must meet the [My.Seneca Minimum Requirements](#) for their courses. What are the minimum requirements? At a minimum, it involves:

- making each subject section available to students in My.Seneca
- posting the subject outline, addendum, schedule, and assignments
- posting a welcome announcement for students
- making grades available to students via the Grade Center
- posting faculty contact information

## Find your office

All faculty will be assigned a shared office space. Details, including key pickup, will be provided to you from your Hiring Manager.

## Set up voicemail

To set up your voicemail from your work phone:

1. Dial extension 22999.
2. When prompted, enter your temporary PIN (password) 22580 followed by the pound sign.
3. You will be prompted to set up a recorded name, personal greeting and change your PIN (your new PIN must be at least 5 digits in length).

## Find your mailbox

All faculty will have a mailbox assigned to them at their School's main office. Please check it each time you are on campus. For those who teach in multiple Schools, you may have

multiple mailboxes. Please contact your School Secretary.

## **Find your classroom**

How to find your classroom at Newnham Campus

Example: Room A3066

- The letter at the beginning tells which building the room is in.
- The first number is the floor.
- The last three numbers are the room number.
- In this example, the room is located in Building A, on the third floor in Room 066.

## **Get familiar with your classroom technology**

All classrooms are equipped with a computer, screen and projector. To access the podium please enter the passcode: 2598. For more information, download the .

tags : blackboard-setup, employee-it-support, employee-onecard, employee-parking, faculty-mailbox, office-directory, onboarding-tips, service-desk