



Enrollment Services New Staff Information

Directions: Please complete the information below and the appropriate pages for your new hire.
Once you identify what is needed for your new hire, please send this document to Dorothy Bristansky and she will process your requirements. Thank you!

Name of new hire:	
PS Username:	
EMPLID:	
Department:	
Role:	
Birth month & date:	
Supervisor:	

Any additional information for set-up/access requests:



Enrollment Services New Staff On-Boarding Checklist

Introduction and Office Set-up

Supervisor: Please make sure each step is complete for your new hire

Required steps will have an "X" marked

Need	Task
X	Ensure cubicle is clean and has supplies
X	Introductory email to Enrollment Services
X	Office Tour and Introductions
X	Office Keys/Desk Keys
	Provide staff duties/floor plan/organizational chart/directory/emergency documents
X	Procedure Manual
X	Review job description and duties
X	Obtain emergency contact information

General Access Requests

Supervisor: Please mark what is needed with an "X"

Need	What's Needed
X	EMPLID and Username email from HR
X	Outlook/Network/W: drive
X	Office/Cubical Phone Line
	Business Cards
X	Desk/Cubicle Name Signs
	Name Badge
	Door access: 11th Floor, 55 E. Jackson
	Door access: Loop DePaul Central
	Door access: Lincoln Park DePaul Central
	Resource Room Access

General Training Requests

Supervisor: Please mark training needs with an "X"

Need	Topic
X	Code of Conduct & Departmental Practices
X	FERPA Training
	UR Department Overview
	DePaul Central Overview
	Financial Aid Overview
X	Training Plan & Schedule
X	Meeting with Paula Luff

Software, Database, & Email Access

Supervisor: Please mark software/access needs with an "X"

Need	What's Needed
X	Computer/Equipment Set-up
X	DOOR Access
	ImageNow/WebNow Access
X	Pidgin Access
X	PeopleSoft Access
	BlueStar Access
	Credentials Access
	Data Warehouse Access
	Student Groups/Service Indicators
	SharePoint Edit Access-UR site
	National Student Clearinghouse Access
	R4 Access
	CRM Access
	NSLDS Access
	UR Phone Queue Access
Need	Email Resource Box
	URSupport
	URSupport Rules Overview
	URSecurity



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X	DOOR Access
	ImageNow/WebNow Access
X	Pidgin
X	PeopleSoft Access
	BlueStar Access
	Data Warehouse Access
	Student Groups/Service Indicators
	SharePoint Edit Access-FA site
	Uplivity Access
	R4 Access
	CRM
	COD Access
	NSLDS Access
	National Student Clearinghouse Access
	EDE Access
	FA Phone Queue Access

Need	Email Resource Box
	Finaid1
	OFA_Operations
	OFA_Scholarships
	finaid_loans
	OFA_NewStudent
	OFA_SAP
	OFA_Systems
	FinAid_ImageNow

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X	DOOR Access
	ImageNow/WebNow Access
X	Pidgin
X	PeopleSoft Access
	BlueStar Access
	Student Groups/Service Indicators
	SharePoint Edit Access-DPCL Site
	R4 Access
	CRM
	COD Access
	NSLDS Access
	National Student Clearinghouse Access
	EDE Access
	DPCL Phone Queue Access
Need	Email Resource Box
	DPCL

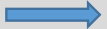
General Access Requests

Supervisor: Please mark what is needed with an "X"

Need	What's Needed	Processed By
	EMPLID and Username email from HR	Dorothy Bristansky
	Outlook/Network/W: drive	NetAdmin
	Office/Cubical Phone Line	Robert Lake
	Business Cards	http://bell-litho.com/DePaul/Login.aspx
	Desk/Cubicle Name Signs	
	Name Badge	Classic Design Awards, Inc
	Door access: 11th Floor, 55 E. Jackson	IDAdmin
	Door access: Loop DePaul Central	IDAdmin
	Door access: Lincoln Park DePaul Central	IDAdmin
	Resource Room Access	IDAdmin


General Training Requests

Supervisor: Please mark training needs with an "X"


Need	Topic	Requested By 	Request Sent to	Trainer
	Code of Conduct & Departmental Practices	Supervisor	Kelly Morgan	Agnes Roche
	FERPA Training	Supervisor	Kelly Morgan	Kelly Morgan
	UR Department Overview	Supervisor	Kelly Morgan	Michael Wright
	DePaul Central Overview	Supervisor	Kelly Morgan	Karen LeVeque
	Financial Aid Overview	Supervisor	Kelly Morgan	
	Training Plan & Schedule	Supervisor	Kelly Morgan	Varies
	Meeting with Paula Luff	Supervisor	Dorothy Bristansky	Paula Luff

University Registrar Software, Database, & Email Access

Supervisor: Please mark software/access needs with an "X"


Need	What's Needed	Requested By 	Request Sent To	Processed By
	Computer/Equipment Set-up	Supervisor	Justin Johnson	Justin Johnson
	DOOR Access	Supervisor	Anthony Andrade	Anthony Andrade

	ImageNow/WebNow Access	Supervisor	URSecurity	ImageNowAdmin
	Pidgin Access	Supervisor	URSecurity	NetAdmin
	PeopleSoft Access	Supervisor	Dorothy Bristansky	URSecurity/PSAdmin
	BlueStar Access	Supervisor	URSecurity	PSAdmin
	Credentials Access	Supervisor	URSecurity	URSecurity
	Data Warehouse Access	Supervisor	URSecurity	DWAdmin
	Student Groups/Service Indicators	Supervisor	URSecurity	Jennifer Seyer
	SharePoint Edit Access-UR site	Supervisor	URSecurity	SharePointAdmin
	National Student Clearinghouse Access	Supervisor	URSecurity	James Wade
	R4 Access	Supervisor	Stacey Blacher	Records Management
	CRM Access	Supervisor	URSecurity	NetAdmin/Anthony Andrade
	NSLDS Access	Supervisor	Agnes Roche	Agnes Roche
	UR Phone Queue Access	Supervisor	Karen LeVeque	Robert Lake

Need	Email Resource Box	Requested By 	Request Sent to	Processed By
	URSupport	Supervisor	Michael Wright/Sean Brown	Michael Wright/Sean Brown
	URSupport Rules Overview	Supervisor	Supervisor	
	URSecurity	Supervisor	URSecurity	Jennifer Seyer

Financial Aid Software, Database, & Email Access

Please mark software/access needs with an "X"

Need	What's Needed	Requested By 	Request Sent To	Processed By
	Computer/Equipment Set-up	Supervisor	Justin Johnson	Justin Johnson
	DOOR Access	Supervisor	Justin Johnson	Justin Johnson
	ImageNow/WebNow Access	Supervisor	Justin Johnson	ImageNowAdmin
	Pidgin	Supervisor	Justin Johnson	NetAdmin
	PeopleSoft Access	Supervisor	Dorothy Bristansky	FASecurity
	BlueStar Access	Supervisor	URSecurity	PSAdmin
	Data Warehouse Access	Supervisor	Justin Johnson	DWAdmin
	Student Groups/Service Indicators	Supervisor	URSecurity	James Wade
	SharePoint Edit Access-FA site	Supervisor	Justin Johnson	SharePointAdmin
	Uptivity Access	Supervisor	Karen LeVeque	Mel Rodas
	R4 Access	Supervisor	Dorothy Bristansky	Records Management
	CRM	Supervisor	Justin Johnson	NetAdmin
	COD Access	Supervisor	Agnes Roche	Agnes Roche
	NSLDS Access	Supervisor	Agnes Roche	Agnes Roche

	National Student Clearinghouse Access	Supervisor	Agnes Roche	URSecurity
	EDE Access	Supervisor	Justin Johnson	Justin Johnson
	FA Phone Queue Access	Supervisor	Karen LeVeque	Robert Lake



Need	Email Resource Box	Requested By	Request Sent to	Processed By
	Finaid1	Supervisor	Justin Johnson	Justin Johnson
	OFA_Operations	Supervisor	Justin Johnson	Justin Johnson
	OFA_Scholarships	Supervisor	Justin Johnson	Justin Johnson
	finaid_loans	Supervisor	Justin Johnson	Justin Johnson
	OFA_NewStudent	Supervisor	Justin Johnson	Justin Johnson
	OFA_SAP	Supervisor	Justin Johnson	Justin Johnson
	OFA_Systems	Supervisor	Justin Johnson	Justin Johnson
	FinAid_ImageNow	Supervisor	Justin Johnson	Justin Johnson

DePaul Central Software, Database, & Email Access

Please mark software/access needs with an "X"

Need	What's Needed	Requested By	Request Sent To	Processed By
	Computer/Equipment Set-up	Supervisor	Justin Johnson	Justin Johnson
	DOOR Access	Supervisor	Justin Johnson	Justin Johnson
	ImageNow/WebNow Access	Supervisor	Justin Johnson	ImageNowAdmin
	Pidgin	Supervisor	Justin Johnson	NetAdmin
	PeopleSoft Access	Supervisor	Dorothy Bristansky	FASecurity
	BlueStar Access	Supervisor	URSecurity	PSAdmin
	Student Groups/Service Indicators	Supervisor	URSecurity	James Wade
	SharePoint Edit Access-DPCL Site	Supervisor	Karen LeVeque	SharePointAdmin
	R4 Access	Supervisor	Dorothy Bristansky	Records Management
	CRM	Supervisor	Justin Johnson	NetAdmin
	COD Access	Supervisor	Agnes Roche	Agnes Roche
	NSLDS Access	Supervisor	Agnes Roche	Agnes Roche
	National Student Clearinghouse Access	Supervisor	Agnes Roche	URSecurity
	EDE Access	Supervisor	Justin Johnson	Justin Johnson
	DPCL Phone Queue Access	Supervisor	Karen LeVeque	Robert Lake

Need	Email Resource Box	Requested By	Request Sent to	Processed By
	DPCL	Supervisor	Justin Johnson	Justin Johnson

[Most forms will be in http://is.depaul.edu](http://is.depaul.edu) – will need to have the new employee's ID # for all IS forms.

1. Outlook/Network/W drive – LoginID: Need an IS form filled out.
- click on Systems Data Information & Access
- click on Access Forms
- click on New E-Mail/Network Access
- login with your CampusConnect login
- fill out information and submit

2. Need to wait until you get an email from NETADMIN with employee's USERNAME to continue with the rest of the forms.

3. Once you get username & ID# you can fill out the IS form for PeopleSoft access
- click on Systems Data Information & Access
- click on PeopleSoft
- click on PeopleSoft Access Request Form
- login with your CampusConnect login
- fill out information and submit
- make sure you also click CRM Production box and you enter in Provider Group: OFA Service

4. FA phone queue system – need to fill out
"Uptivity Access Request Form at http://offices.depaul.edu/student-records/about/Pages/call-copy-access-request-form.aspx"
- Fill out form and submit
- Talina Phillips, Data Security Coordinator is giving access. x27521

5. Phone for office/cube – need to fill out IS form for New line, or change name on current phone line.
- click on Communication Services
- click on Telephone
- Under Faculty/Staff Telephones
- click on Move/Add/Change Line
- click on form – check where it says "Add or Change"
- submit

6. ImageNow / EDE access – Done by Justin.
- will need Username to process

7. DOAR / Email Resources / Pigeon access – Done by Justin

- will need Username to process

8. Business Cards – Ordered after employee introductory period (3months). Orders taken online ONLY at <http://bell-litho.com/DePaul/Login.aspx> you need to have a login setup in order to place orders. Business cards sent 4-5 day after order.

9. Name badges – are ordered through Classic Design Awards, Inc., Contact: Fred Barkoo at 847-302-7384.

10. Door Access – for Loop you need to fill out Door Access form in IS website with appropriate employee information enter to get 24/7 access.

11. Door Access for LPC - Need to open up work order to Facility Operations in LPC. Please be sure to select LPC on the campus location drop down menu. In the description area, list the employee names and their corresponding DePaul ID numbers. Also indicate that you are requesting for those numbers to be entered on the keypad to DePaul Central office SAC 101. FO Carpenter/Locksmith will complete your request. The work order system will automatically generate an e-mail notifying you when that work order request has been completed. The staff can try it to be sure all was entered correctly.