

Note: Not all items on this checklist are required; please ask Public Administration staff if you are unsure.

Human Resources:

Mail to:
Sophia Radlowski
Department of Public Administration (MC 278)
412 South Peoria Street
Chicago, IL 60607

- Offer letter copy
- I-9 original
- Statement of a Drug-free Workplace original
- Copy of required photo IDs
- Complete NESSIE New Hire forms online

IDs and Access:

- Activate NetID
- Claim Enterprise ID
- Obtain I-Card letter from Wei Liu
- Obtain I-Card
- Activate email account
- Try logging in to Web for Faculty
- Activate Blackboard (optional)
- Obtain building access to CUPPA Hall (only if teaching in an ADH classroom)
- Obtain classroom key (only if teaching in an ADH classroom)
- Obtain access to a campus parking lot (optional)

Class

- Place textbook order
- Request AV equipment from CUPPATechs (optional) (only if teaching in an ADH classroom)
- Contact Classroom Services for equipment tutorial (optional) (only if teaching outside of ADH)