

Contact Information:

Sophia Radlowski, Assistant to the Director for Budgeting
Contact regarding human resources issues as listed below and I-Card letters
312-413-5517, sophiar@uic.edu

Sharon Sanders, Assistant to the Department Head
Contact regarding courses, enrollments and grades
312-996-2160, shar@uic.edu

CUPPATechs
Contact to reserve AV equipment for Art & Design hall classrooms and for technical assistance
312-996-2009, CUPPATech@listserv.uic.edu

Human Resources

An offer letter, I-9, and a Statement of a Drug-free Workplace will be mailed to you by Sophia Radlowski.

1. Read the offer letter carefully. If you agree to the terms, please sign and date it, and write in your email address. Make a copy and retain the original for your own files.
2. Complete Section 1 of the I-9 form and be sure to sign.
3. Make a photocopy of US passport with photo ID. If you do not have a U.S. passport, make a copy of drivers license AND social security card. See the List of Acceptable Documents on the last page of the I-9 form for alternatives.
4. Read and sign the Statement of a Drug-free Workplace.
5. Mail a copy of the signed offer letter, original I-9 form, original drug-free workplace statement, and copy of IDs listed above to:

Sophia Radlowski
UIC Public Administration Program (MC 278)
412 South Peoria Street
Chicago, IL 60607

A university identification number (UIN) and temporary password will be emailed to you once the above paperwork is received. For this reason, please include email address when signing the offer letter.

1. Access NESSIE at: <https://nessie.uihr.uillinois.edu/cf/index.cfm>. Log in using the UIN and temporary password
2. Create a new password when prompted and record the password for future use
3. Complete all forms listed in NESSIE's New Hire list
4. If desired, you may sign up for direct deposit in this system as well

IDs and Access

1. NetID: To activate your Net ID and UIC email account, go to:
https://tigger.uic.edu/htbin/cgiwrap/bin/password/pass.cgi?dispatch=activate_panel.
An active UIC email account is necessary for Web for Faculty and Blackboard.
2. Enterprise ID and Password. You are given the option to claim your Enterprise ID when activating your NetID. If you did not claim your Enterprise ID when activating your NetID, go to: <http://www.uic.edu/depts/accc/accts/altpswd.html#EID>. Your login name is *yourNETID@uic.edu*.

NOTE: The NetID and Enterprise ID may seem the same and may have the same password, but they are different. The first one (NetID) allows you to access campus specific sites and services - such as UIC email, campus computers and Blackboard. The second (EnterpriseID) allows you to access the University-wide administrative system for official records, such as Web for Faculty. If you choose, you may make the password for these two IDs different.
3. I-Card: Obtain an I-Card letter from Wei Liu and take it to the Photo ID office in the Student Services Building (SSB), located on the northwest corner of Harrison and Racine (1200 West Harrison Street) to obtain an I-Card (used for parking, library books, building access). You must bring photo ID with you to receive your I-Card. There is a front desk in this building and staff can point you to the Photo ID office.
4. Web for Faculty: You need access to Web for Faculty to print class rosters and submit final grades. Instructions are included on the UIC Web for Faculty web page at: <http://www.uic.edu/depts/ims/webfaculty/index.htm>.
You can now also log on to Web for Faculty from the dropdown menu on the UIC homepage (www.uic.edu). Choose Web for Faculty, click on Red Dot by "UIC Web for Faculty", select "Student and Faculty Self-Service", select "UIC", enter enterprise ID and password.
5. Blackboard: This optional website will assist adjuncts to set up web-based teaching and learning environment and assist with course instruction. You can upload PDF readings, send email to students, have assignments submitted electronically, keep grades and more. Instructions, information and login at: <http://www.uic.edu/depts/accc/itl/blackboard/>.
6. Building Access: Obtain a key to your classroom and card access to CUPPA Hall (only if teaching in Art & Design Hall – ADH) contact Sharon Sanders (312-996-2160 or shar@uic.edu)
7. Campus Parking: Obtain access to a UIC parking lot by contacting Campus Parking East at 312-413-9020. There is a fee for parking and your I-Card is required for access. More information can be found at <http://www.uic.edu/depts/avcad/parking/>.

Class

1. Place textbook orders well in advance with the UIC Bookstore at:
<http://www.uicbookstore.org/outerweb/adoption.asp>
2. If you have a multi-media classroom not located in Art & Design Hall, you can arrange for a tutorial of the equipment from Classroom Services at 312-413-5467. If located in Art & Design Hall, contact the CUPPATechs for assistance or to reserve equipment (projector, laptop, etc.).

Additional Resources

Academic Calendar: <http://www.uic.edu/depts/oar/rr/calendar.shtml>