



Welcome to Drexel University!

New Employee Technology Checklist



- Activate Your E-mail Account** (<http://accounts.drexel.edu>)
Select the “New to Drexel?” Link
- Setup the Password Reset Wizard** (<http://accounts.drexel.edu>)
Login and click the “Set up”
- Mail Forwarding** (optional) (<http://accounts.drexel.edu>)
Allows you to forward your Drexel e-mail to other e-mail accounts
- Access Your Email via DrexelOne** (primary) (<http://one.drexel.edu>)
- Configure an Email Client** (optional) (AskDrexel - <http://ask.drexel.edu>)
- Request a Microsoft Exchange Email Account** (optional)
(<http://www.drexel.edu/IRT/services/accounts/exchange.html>)
- Obtain Your Personal University ID Number** (<http://accounts.drexel.edu>)
A randomly generated number used to track your records through the system
- Pick Up Your DragonCard** (<http://www.drexel.edu/dragoncard/about.html>)
Creese Student Center (32nd and Chestnut), Room 124 - 215.895.6095
M-F 8am-5pm (8am-7pm during the first 2 weeks of the Fall term)
- Explore the Computer Marketplace** (http://www.drexel.edu/irt/services/comp_mark)
Download MS Office and Symantec Anti-Virus
Purchase Hardware and Other Software
- Configure Your Wireless Card** (<http://www.drexel.edu/irt/support/wireless/>)
- Access BannerWeb via DrexelOne** (<http://one.drexel.edu>)
Display student information, class lists, and enter grades
- Create Online Courses** (<http://www.drexel.edu/IRT/services/webct/>)
- Visit the Online Learning Team** (<http://www.drexel.edu/IRT/services/workshops/>)
A valuable resource for faculty using technology in the classroom
- Peruse the Registrar’s Website** (<http://www.drexel.edu/provost/registrar/>)
Learn more about [submitting grades](#), room requests and policies

<http://www.drexel.edu/IRT/>
215.895.2020
consult@drexel.edu

University City Campus

Korman Center - First Floor

Monday-Thursday	7:30am-9pm
Friday	7:30am-7pm
Saturday	9am-5pm
Sunday	3pm-9pm

Center City Campus

Hahnemann Library – New College Bldg.

Monday - Friday	8am-5pm
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