Part-time & Adjunct Faculty

When you get to your desk…

WELCOME to Drexel University!

Follow this action plan to get acquainted with Drexel University:

- Pick up your computer accounts, if you haven't already done so.
    1. Go to the Computer Accounts Management Service: https://accounts.drexel.edu/start_drexel.asp
    2. Under New to Drexel? Select "Click here to pick up your new accounts"
    3. Enter your information as prompted and select OK
    4. The Acceptable Use Policy appears. Read it, scroll to the bottom, and click YES to accept it.
    5. Next, you can accept the randomly generated password given, or you can change your password to one that is more memorable. The site will coach you on creating an acceptable secure password.
    6. When you are ready to continue, click OK
    7. The next screen you are viewing shows the particulars of your account.
    8. Click CONTINUE to manage your accounts.
    9. Click the password SET UP button to access the password wizard.
    10. Completing this wizard will make it easier for you to retrieve forgotten passwords and to reset your password.
    11. Click OK when you are finished.
    12. For E-mail Alias:
        - Select the link at the right side of the E-mail row to change your personal alias or "nickname" for your email account.
        - Here you can choose any nickname you want as long as it not already taken by another user.
        - When you are done, click OK.
    13. To Change Password:
        - If you would like to personalize your password, now or in the future, click the key icon near the top of the page.
        - Here you must type your current password, and then the new password that you want.
        - When you are done, click OK.
    14. You have now completed the process of managing your accounts.
- Complete any outstanding new hire forms. If applicable, mark your calendar for your appointment with your recruiter to hand in remaining paperwork.

- Set the Office of the Provost website as your homepage:
    1. Open an internet browser
    2. Select Tools
    3. Select Internet Options
    4. Enter Provost website URL: http://www.drexel.edu/provost/
    5. Select Apply
    6. Select OK

7. Academic Policies and Calendars can be access on the Provost Office homepage.
- Go to the *Onboarding Checklist* on the HR Welcome Aboard website: http://www.drexel.edu/hr/drex_wtu/_5_onboard_check.htm.
  - Be sure to complete all applicable steps.
  - Access the tutorial on how to use the telephones and set up voicemail.
- Log into DrexelOne (http://one.drexel.edu) and select the Employees tab. Access your paystubs, tax forms, job history information, and benefits information, if applicable.
- Visit the Payroll website http://www.drexel.edu/depts/compt/payroll
  - The payroll schedules are available at the bottom of the screen.
    - *Please note:* If you enrolled in Direct Deposit, you will receive a physical check for your first pay after submitting a Direct Deposit form. Your Direct Deposit will go into effect the second pay after being processed by Payroll. You can pick up your physical check in the Cashier's Office on the first floor of the Main Building after 9:00am on payday.
    - Visit the Direct Deposit FAQs page for more information: http://www.drexel.edu/depts/compt/payroll/paperless_direct.html.
- Visit the Drexel Recreation Center for information on gym memberships: http://www.drexel.edu/RecCenter/
- Important Vocabulary:
  - **Drexel Domain User ID**: The user ID that allows you to log onto your Drexel computer and onto DrexelOne.
  - **Drexel One Portal**: Online resource for faculty, staff and students to view and/or update their personnel and class information.
  - **Banner**: Drexel University's central database which is used to hold personnel, financial and student records.
  - **Global Address List**: Email listing of all Drexel University employees. This can be email message.

Benefits-Eligible Part-time Faculty
During your first 90 Days:
- Take the "Without Regard…Discrimination, Harassment and Retaliation Prevention Program*"* online training by going to: http://www.drexel.edu/oed/training/withoutRegard.aspx
- Complete the Conflict of Interest Report which can be accessed on the DrexelOne Employee tab.

Thank you for choosing Drexel University – we so glad you're here! Should you need any assistance with the directions included in this document, you are welcome to contact Human Resources!

http://www.drexel.edu/hr/about/contact