NEW HIRE CHECKLIST:

1. Hire Checklist- Through Iris at Mailroom

2. Access card- Through Iris at Mailroom
   The above requests must be emailed to Iris, advise her which classrooms/offices will be
   accessed; new hire must provide a 4-digit code for card. Iris will call when items are
   ready for pick-up. New hire must sign for them.

3. Computer set up. A work order should have been submitted via Maximo in advance for
   installation, getting new IP address, etc.

4. Obtain Hawaii.edu address

5. Subscribe to Maui Announcements:
   Address an email to: listserv@hawaii.edu
   Leave subject blank.
   On first line of text type: subscribe maui-announcements full name
   Example: subscribe maui-announcements Laurie Kimura
   Send the email with only the above information (remove any automated signatures you
   may have in place.

   To unsubscribe, follow the same procedure substituting “unsubscribe” for “subscribe”

6. Subscribe to other lists (Melody Bohn’s Suggestions)
   MAUI- ANNOUNCEMENTS UHMC General Announcements
   MAUI- CIVIC CONCERNS UHMC Civic Interest List
   MAUI- COMPUTING NOTICES UHMC Notice and Alerts from Computing
   Services
   MAUI- OHANA UHMC Ohana List (Praises, Thanks, Congrats)
   MAUI- SENATE CONCERNS UHMC Academic Senate: Topics of General Concerns
   MAUI- SENATE NOTICES UHMC Academic Senate Information List

7. Sign up for UH System Emergency Information at http://hawaii.edu/alert
   Problems/Questions go to www.hawaii.edu/em/feedback.php

8. Access UH mail from home via myuhportal.hawaii.edu or webmail.hawaii.edu

9. Issue office supplies; see if specialty items are required, place order
   UHMC Catalog
   Class schedule
   Staff Phone List: This is good source of information.
   See how to do voicemail, access phone messages, etc.
   Emergency Contact List
   Phone Book