

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](mailto: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](http://www.hawaii.edu/em/feedback.php)

8. Access UH mail from home via [myuhportal.hawaii.edu](http://myuhportal.hawaii.edu) or [webmail.hawaii.edu](http://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