

ONBOARDING A NEW STAFF MEMBER

1. [For keys](#): Please submit this form:
<https://rollins.teamdynamix.com/TDClient/1835/Portal/KB/ArticleDet?ID=142067>
 - a. Facility Work Order Requests Work orders (including standard maintenance requests, key requests, and A/C issues) should be reported through the online work request system, Maintenance Connection. You can access it at <https://rollins.teamdynamix.com/TDClient/1835/Portal/KB/ArticleDet?ID=142067>. For information on how to set up a new user account, please view the tutorial at: <http://www.rollins.edu/facilities/servicerequest.html>. Once you are set up as a user, you'll be able to submit requests and check the status of pending requests. For issues that need immediate attention or until you have access to Maintenance Connection, please call x1000 (Stephanie Doherty) to submit your work requests.
2. [RCard](#): New Rollins College faculty and staff will be able to pick up their R-Card as part of HR's onboarding process.
3. [Parking Pass](#) - Vehicles can be registered using our online vehicle registration form only. To register a vehicle online, please log onto [Foxlink](#). On the main page (the Community Tab), at the bottom left-hand side, you will see a link that says "Vehicle Decal Application". You can also find this link on the Student Life Tab on the right-hand side of the page. Fill the form out and upload your documents. Once you have completed your application online, please visit our office to complete the payment and pick-up your decal. Please bring your R-Card to Campus Safety at the time of pick up. Registration of a vehicle on campus does not guarantee a parking space but permits the registrant to park in authorized parking areas when space is available.
4. [Phones](#): call I.T. x 6363 or email help@rollins.edu to reset the phone with Cheryl's information. Once this is set, here is a [Telephone Info Sheet](#) for using the phones.
5. [Requesting a computer](#): There should be a computer for you in the area or office in which you will be working. If not, please contact the Help Desk at extension 6363. Employees inherit the machine of the person they are replacing. Information Technology has a standard machine that we provide, but upgrades and changes to that machine are possible, with price differentials paid by the hiring department
6. [Budget and Argos access](#): Instructions for submitting the request can be found [here](#).
7. Additional information (links):
 - a. [Canvas](#), to meet individually with an instructional technologist, complete this [online form to request a one-on-one meeting](#). We can meet with you in-person, by phone, or via Teams if you are not able to meet on campus
 - b. [Information Technology](#) – report issues, make requests
 - c. [Accounts and Access](#)
 - d. [Computers, Devices, Printers](#)