Intake Checklist for New Faculty, Staff and Graduate Students:
(Please complete the attached forms and return to the NU Mathematics Department Office)

☐ Keys – If you have not received the keys that you need, see Emily Kefferstan to request them. Specify what access you need, using the Key Request Form attached. (office, Lunt Hall main Entrance, Locy Hall main entrance, Common Room/Computer Lab, Copier Room).

**NOTE:** $20 deposit is required to obtain keys (except for Tenure-Line Faculty, Lecturers or Staff).

☐ Department Picture (for website) – Please see Emily Kefferstan to have your photo taken.

☐ Copy Code – Email Emily Kefferstan emily.kefferstan@northwestern.edu for a copier code. Also, please notify her of your math email address so she can load this into the copier for scanning functionality. **Note: Copy Limits Per Quarter: 3000 Black/White, 100 Color**

☐ NUFinancials Security Access – This access is necessary for financial related matters, including purchasing requests and expense report requests. Once you have a valid NetID, please get your access forms from the Dept Office and return to Emily.

☐ Computer/Email Account – Submit Math Computer System Application Form to Miguel Lerma.

☐ Contact Information – Please submit the Contact Information form to Emily Green.

☐ Course Information – For teaching assignments and ordering desk copies of textbooks, please see Emily Kefferstan and/or Emily Green
NU MATH DEPARTMENT CONTACT INFORMATION FORM

Name: __________________________________________________

Title/Position: ____________________________________________________________________

Math Email Address: _______________________________________________________________

Office Location/ Phone: ______________________________________ _______________________

Home Address: ___________________________________________________________________

Home Phone: _____________________________________________________________________

Cell Phone: __________________________________________________________ ___________

Emergency Contact (Name/Phone/Relationship to You):

_______________________________________________________________________________

Any additional contact information (please provide in the space below):


PLEASE SUBMIT CONTACT INFORMATION FORM TO DEA VON MITCHELL. ALL INFORMATION SUBMITTED TO THE OFFICE IS HELD CONFIDENTIALLY AND ONLY USED FOR INTERNAL PURPOSES.
NU MATH DEPARTMENT KEY REQUEST FORM

Name: _____________________________

Date Requested: ______________________

Position/Title: _______________________

☐ Keys Requested
☐ Office (Room # __________ Building: ___________ (Lunt Hall or Locy Hall)
☐ Main Entrance (check building): ___Lunt Hall ___Locy Hall (New Indala Wildcard required*)
☐ Copier Room
☐ Common Room / Computer Lab
☐ Math Library (Please visit the Library to obtain key)

A $20 DEPOSIT IS REQUIRED FOR ANY NEW KEYS REQUESTED, AND MUST ACCOMPANY THIS APPLICATION. (STAFF, TENURE-LINE FACULTY, AND CONTINUING TEACHING FACULTY ARE EXEMPT). THE DEPOSIT WILL BE RETURNED UPON RETURN OF KEYS.

PLEASE SUBMIT KEY REQUEST TO NIKI KOUMOUTSOS. REQUESTS MAY TAKE UP TO 10 BUSINESS DAYS TO COMPLETE.

FOR OFFICE USE ONLY: Date Key(s) Issued: ________________ Deposit Collected? YES NO
Date Received: ________________ Key Number(s) Issued:

Room Key Number

*For Locy Hall main entrance: Indala Wildcard request/chartstring sent to Wildcard Office by Dept Business Administrator ____
NORTHWESTERN UNIVERSITY
MATH COMPUTER SYSTEM
NEW USER APPLICATION FORM

(Leave blank anything that does not apply)

Full Name: ________________________________

Preferred login name (if any, 8 characters max): ____________________________

Shell: (leave blank if no preference) □ bash □ tcsh

Status: □ Graduate Student □ Tenure Track Faculty
□ Non Tenure Track Faculty (continuing lecturer, etc.): □ Postdoctoral Lecturer
□ Associate Professor □ Postdoctoral Fellow □ Research Visitor (not teaching)
□ Visiting Lecturer □ Full Professor □ Visiting Faculty (teaching) 
□ Staff □ Other: ____________________________
□ Work Study Student

For how long do you expect to be in the department?: ____________________________ Today’s date: ____________

Office Room: ____________

Ph.D. from what university? ________________________________

Research Area: ________________________________

Brief Description of Research Interests: ________________________________