

### **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, Lacy 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 DEAVON 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 \_\_\_\_\_**

