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 Green 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 Jenima Lyon to have your photo taken.

Copy Code – Email Jenima Lyon 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**

NU Financials 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 Deavon.

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 Jenima Lyon or Emily Green

NU MATH DEPARTMENT CONTACT INFORMATION FORM

Please submit contact information form to Emily Green. All information submitted to the office is held

confidentially and only used for internal purposes.

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):

NU MATH DEPARTMENT KEY REQUEST FORM: Please return to Emily Green

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. REQUESTS MAY TAKE UP TO 10 BUSINESS DAYS TO COMPLETE.

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)

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.):   ☐ Associate Professor

_____   ☐ Postdoctoral Lecturer

☐ Boas Assistant Professor   ☐ Visiting Lecturer

☐ Simons Postdoctoral Fellow   ☐ Visiting Faculty (teaching)

☐ Full Professor   ☐ Research Visitor (not teaching) Sponsored/invited by:

☐ Staff   _____

☐ Work Study Student   ☐ Other: _____

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:

20120201