

HLC Accreditation Evidence Document

Title: LoboU Agenda, Employee Checklist, Starter Guide

Office of Origin: Human Resources

Description: A selection of documents involved in the mandatory orientation of new university employees, "LoboU." An agenda of the actual orientation is given, as well as an employee checklist and starter guide that is supplied by the program.

Date: 2018

	UNM A-Z	myUNM	Directory	Help 👻	more -	Search		۹
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JOB SEEKERS	STAFF	FACULT	Y F	RETIREES	MANAG SUPER		DEPARTME RESOURC	
Home / Lot	bo U Agenda							

Lobo U - Agenda

(Effective 8/7/2017)

New Employee Orientation is every Monday from 8:30 am to 12:10 pm.

Time	Event	Presented By		
 8:30- 8:45 Welcome and Announcements Foundations of UNM 		Employee & Organizational Development		
8:45- 9:20	Office of HR	HR Client Services		
9:20- 9:30	BREAK			
9:30- 10:55	UNM Benefits	HR Benefits		
10:55- 11: <mark>1</mark> 0	Retirement Benefits	Retirement		
11:10- 11:20	BREAK			
11:20- 11:35	Systems and Technology	Employee & Organizational Development		
11:35- 11:55	Parking & Transportation	PATS		
11:55- 12:00	Next Steps and Questions	Employee & Organizational Development		
12:00- 12:10	OPTIONAL - Benefits/Retirement One on One Q & A	Benefits & Retirement		

About HR

🛗 Calendars

Contact

Porms

I HR A-Z

🖋 Toolkits

Job Seekers	Staff	Faculty	Retirees	Managers	Department Resources
Seekers	Reasonable	Benefits	Retiree	& Supervisors	Resources
Apply 🖸	Accommodation	Catastrophic	Benefits	Supervisors	Background
Benefits	Benefits	Leave	Employee	Accommodation	Checks
UNMTemps	Catastrophic Employee		Wellness	(Managers/Supervisons) sulting	
	Leave	Wellness	Retiree	EOD	Services
	Compensation	FMLA	Resources	FMLA	Designated
	Employee	Retired Faculty	Retirement	Hiring Toolkit	Approving
	Wellness	Benefits	Plans	Job	Authorities
	EOD	Retirement		Advertising	Employee and
	FMLA	Plans		Services	Labor
	Learning			Manager	Relations
	Central C			Toolkit	Employment
	Mandatory			Mandatory	Knowledgebase
	Frantassant			Employment	FX



Checklist

Your Guide to Becoming a Successful UNM Employee

UNM New Employee Website hr.unm.edu/new-employee-toolkit



Welcome to the University of New Mexico, where each of us defines all of us. We're excited that you're here, and ready to contribute in a meaningful way to the mission and vision of New Mexico's flagship institution of higher learning, and one of the country's top research universities.

This checklist is designed to ensure that your UNM career kicks off as smoothly as possible, addressing a number of logistics that will help you embark on your new position. Be sure to check with your supervisor for any additional requirements. Up-to-date employee information is available on the Human Resources (HR) website: <u>hr.unm.edu</u>

BRING THIS CHECKLIST WITH YOU TO LOBO U ORIENTATION

BEFORE YOUR FIRST DAY

Complete the following as soon as possible and no later than (3) business days prior to your start date.

Sign your Offer Letter

Once signed, the following tasks will begin to appear in UNMJobs or be emailed to you.

Employee Demographic Form

Employee Acknowledgements

Create NetID at <u>netid.unm.edu/</u>. If you have been hired at the Health Sciences Center, a

NetID will be created for you and provided to you by your supervisor.

If your letter states that a pre-employment, post offer physical is required for your job, please:

Contact Employee Occupational Health Services (EOHS) at 505-272-8043

Complete the <u>EOHS Health Screening Questionnaire</u> located at <u>medicine.unm.edu/programs-and-centers/coehp/</u> → Important Forms

Complete Other Forms

Obtain at HR Service Center or download at hr.unm.edu/new-employee-toolkit:

Form I-9 (Failure to complete results in delay of employment and payroll processing)

NM Educational Retirement Board - Employee Data Form

NM Educational Retirement Board - Beneficiary Designation Form

Print your Temporary Parking Permit

Along with this checklist, you should have received a Temporary Parking Permit valid during your first week for Zones G, T, M, Q, Rio, and South (Albuquerque Campus). For information regarding permanent parking permits, see section titled *Your First Week*.

YOUR FIRST DAY

Attend LOBO U Orientation, as scheduled in your offer letter

Time: 8:30 am – 12:00 pm Note: A Benefits representative will be available for consultation from 12:00 – 12:10 pm

Location: HR Service Center, Room 1016

Parking: GR or T zone

- Be sure to fully display your temporary parking pass on your vehicle dashboard
- The GR lot is located on the southeast corner of University and Mesa Vista Rd. Walk down the hill to the Business Center, enter on Lomas Blvd.
- The T lot is located at the southwest corner of Lomas Blvd. And University Blvd.

Attire: Business casual

Accommodation: If you require special services or assistance, contact Employee and Organizational Development (EOD) at 505-277-1555 at least two weeks prior to your scheduled orientation.

Contact Information:	HR Service Center John & June Perovich Business Center 1700 Lomas Blvd. NE, Albuquerque, NM 87106
	Hours: Monday – Friday, 8:00 am – 5:00 pm Phone: 505-277-MyHR (6947)

Set Up Direct Deposit

Go to <u>payroll.unm.edu/My Pay/direct-deposit.html</u> for instructions on setting up Direct Deposit and establishing account allocations. You will need to have setup your NetID to complete this task.

Complete W-4

Go to <u>http://payroll.unm.edu/w-4.html</u> for instructions on how to complete your W-4 form establishing your federal tax exemptions and allowances. If this form is not completed timely, you will be defaulted to Single, 0.

YOUR FIRST DAY (Continued)

Get your Employee ID (Lobo Card and/or HSC Badge)

MAIN CAMPUS

Required Documents:

- Government issued ID
- o Offer letter

Location:

- Student Union Building (SUB)
 #60 on campus map, Room 1067
- Monday Friday, 8:00 am 4:45 pm
- o 505-277-9970
- o lobocard.unm.edu

BRANCH CAMPUS

Ask your supervisor for the ID card pickup location for your campus.

HEALTH SCIENCES CENTER

Required Documents:

- $\circ~$ Government issued ID
- Offer letter or contract
- Access Authorization Form, provided during Lobo U

Location:

- UNM Hospital Badging Office Next to the Neuroscience Center Clinic
- Monday, 10:30 am 3:00 pm Tuesday – Friday, 7:00 am – 3:00 pm
- o **505-272-1757**

Checkout Keys

MAIN CAMPUS & HEALTH SCIENCES CENTER

Required Documents:

- Employee ID (Lobo Card or HSC Badge)
- o Key Authorization card(s) from supervisor

Lock Shop Location:

- o 1839 Lomas Blvd. NE
- Building #203 on campus map
- o **505-277-1062**
- Monday Thursday, 8:00 am 5:00 pm
- o **505-277-9970**
- o ppd.unm.edu/services/lock-shop.html

BRANCH CAMPUSES

Check with your supervisor

YOUR FIRST WEEK

Get a Permanent Parking Permit

MAIN CAMPUS & HEALTH SCIENCES CENTER

Required Documents:

- Employee ID
- Offer letter/contract
- o License make, model and plate number
- o Vehicle registration
- Method of payment (credit card, cash, or ask about payroll deduction)

Parking & Transportation Services (PATS) Office:

- $\circ~$ 2401 Redondo Drive NE, across from the UNM Bookstore
- Monday Friday, 7:30 am 5:00 pm
- o **505-277-1938**
- o pats.unm.edu

BRANCH CAMPUSES

Check with your supervisor

Department Orientation

- □ Tour the UNM campus(es) where you will work
- □ Tour your building to locate restrooms, break areas, fire exits, & conference and supply rooms
- □ Ask for an organizational chart to learn your department's reporting structure
- Learn your department's mission, vision, values, goals, policies, and procedures
- □ Find out specific functions of your department
- □ Meet your coworkers and the department leadership team
- □ With your supervisor:
 - o Review your job duties, responsibilities, expectations, and goals
 - \circ $\,$ Discuss the performance standards for your position
 - Discuss your work schedule
 - Discuss expectations regarding attendance
 - Review the Department Safety Plan and find out if you are a designated or non-designated employee in emergency situations
 - o Discuss how inter-office mail and university mail is handled within your department
 - Discuss how to request annual/sick leave
 - Learn how to clock in/out (if applicable) and how to approve your timecard

YOUR FIRST MONTH

 Get to know MyUNM (my.unm.edu) Log in with your Net ID Explore the Employee Life or Faculty Life tab Explore LoboWeb
 Complete Mandatory Training via Learning Central (<u>learningcentral.health.unm.edu</u>) within 30 days of start date: Basic Annual Safety Training Intersections: Preventing Harassment & Sexual Violence
 Ethics: A Framework for Ethical Decision Making Active Shooter on Campus: Run, Hide, Fight
 If you are a Health Sciences Center (HSC) Employee, you must also complete: HIPAA and HITECH Training HIPAA Security Training HSC Code of Conduct and HSC Code of Ethics UNMH/HSC Compliance Training
Check with your supervisor or your Learning Central Training Plan to find out if other training is required that pertains to your position.

BEFORE YOUR 60th DAY

Enroll in Benefit plans if you are in a benefits-eligible position:
For benefits and retirement information, visit hr.unm.edu/benefits
Questions? Contact the HR Service Center at 505-277-MyHR (6947)

YOUR FIRST THREE MONTHS

Familiarize yourself with these resources and opportunities.

- Community & Commercial Discounts for UNM Employees at loboperks.unm.edu
- □ Counseling, Assistance, and Referral Services (CARS): Professional, confidential source of help for UNM staff/faculty who are experiencing personal life concerns. A monthly newsletter, *The Frontline Supervisor*, is available for Supervisors. 505-272-6868 | <u>cars.unm.edu</u>
- □ Employee & Organizational Development (EOD): Offers free training classes, workshops, and consulting services for departments and individuals. 505-277-1555 | <u>hr.unm.edu/eod</u>
- Employee Health Promotion (EHP): Provides programs and services to improve your health, fitness, and overall wellbeing. 505-272-4460 | <u>hr.unm.edu/ehp</u>
- □ FastInfo: A UNM "How to" database at <u>unm.custhelp.com</u>
- □ Important Links for UNM Faculty and Staff: unm.edu/faculty-and-staff
- □ IT Services:
 - o Discounted Microsoft Office (PC/Mac) and Windows at UNM Bookstore bookstore.unm.edu
 - Apple repairs covered by warranty at UNM Bookstore
 - Free UNM antivirus software for PC/Mac: <u>it.unm.edu/download</u>
 - LoboMobile smartphone app: a University-wide mobile initiative to aggregate and deliver useful, usable, mobile-appropriate content to the UNM community, locally and worldwide. Visit <u>lobomobile.unm.edu</u>
- □ LOBO Club: A non-profit organization that raises funds necessary to provide financial support for student athlete scholarships, facilities, and programs that support student athlete success. 505-925-5014 | <u>unmloboclub.com</u>
- □ Lynda Training: Thousands of technology, software, and other tutorials. Free to UNM students, staff, and faculty. Log in with your UNM Net ID at <u>lynda.unm.edu</u>
- □ Office of Equal Opportunity (OEO): Serves UNM's students, faculty, and staff by promoting equal access to treatment for all. OEO promotes an environment free of discrimination and inequity in accordance with University values and policies, and with federal and state equal opportunity and affirmative action statues and regulations. 505-277-5251 | <u>oeo.unm.edu</u>
- □ Ombuds Services for Staff: Ombuds serves as neutral and non-judgmental mediators or facilitators for issues raised by staff. 505-277-2993 | <u>ombudsforstaff.unm.edu</u>
- □ Safety & Risk Services: UNM department covering occupational and safety training, environmental affairs, insurance, and risk management. 505-277-2753 | <u>srs.unm.edu</u>
- University Administrative Policies and Procedures: policy.unm.edu/university-policies/index.html
- □ University Club: Brings faculty and staff together in a comfortable setting providing an area for receptions, lunch and beverage service, and social events. 505-277-0045 | <u>universityclub.unm.edu</u>
- UNM Child Care: The Children's Campus provides the children of UNM's student, staff, and faculty parents with a high-quality early childhood experience. The Campus is a site for UNM student and faculty research, observation, and practicum. 505-277-3365 | childcare.unm.edu

- □ UNM Continuing Education: Offers a wide variety of classes covering technical skills, professional development, and personal interest topics. Some are tuition remission eligible. 505-277-0077 | ce.unm.edu
- UNM Copy Center: Provides state-of-the-art production publishing, copies, graphic design, poster mounting, full range bindery, and other services. 505-277-8267 | <u>unmcopycenter.unm.edu</u>
- UNM Institutional Policies and Procedures: policy.unm.edu
- UNM Recreational & Fitness Opportunities: 505-277-0178 | recsvcs.unm.edu
- □ UNM Staff Council: Serves as the voice for staff in shared governance at UNM by conveying information and making recommendations to the President and Board of Regents regarding interests and concerns of staff. 505-277-1532 | <u>staffcouncil.unm.edu</u>

YOUR FIRST SIX MONTHS

- □ Meet monthly with your supervisor for one-on-one performance discussions.
- □ Review six-month performance evaluation with your supervisor.

Other Helpful Sites:

- City of Albuquerque: <u>cabq.gov</u>
- o Bernalillo County: bernco.gov
- City of Rio Rancho: <u>ci.rio-rancho.nm.us</u>
- Motor Vehicle Division New Mexico: <u>mvd.newmexico.gov</u>
- o Albuquerque Public Schools: aps.edu
- Rio Rancho Public Schools: <u>rrps.net</u>
- o Albuquerque Convention & Visitors Bureau: visitalbuquerque.org
- New Mexico True Adventures & Entertainment: <u>newmexico.org</u>
- Santa Fe Travel Site: <u>santafe.org</u>

NOTES



LOBO U

STARTER

GUIDE



Human Resources Employee & Organizational Development Revised: 12/15/2017

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2018 Agenda

Every Monday from 8:30-12:10								
Time	Event	Presented By						
8:30-8:45	Sign–In, Complete preliminary paperwork. Welcome and Announcements Foundations of UNM	Employee and Organizational Development						
8:45-9:20	Office of HR	HR Client Services						
9:20-9:30	Break							
9:30-10:55	UNM Benefits	HR Benefits						
10:55-11:10	Retirement Benefits	Retirement						
11:10-11:20	Break							
11:20-11:35	Systems & Technology	Employee and Organizational Development						
11:35-11:55	Parking & Transportation	PATS						
11:55-12:00	Next Steps and Questions	Employee and Organizational Development						
12:00-12:10	OPTIONAL – Benefits/Retirement One on One Q & A	Benefits & Retirement						

	1700 Lomas Blvd. NE	
	Albuquerque, NM 87131	
1 st Floor		
Suite 1200	Employee Organizational Development	
	Human Resources Training Rooms	
	Room 1007	
	Room 1016	
	Room 1018	
0.16.4400		
Suite 1120	Bursar's Office	
	Cashier Department (Lobby)	
Suite 1400	Human Resources Service Center	
	Benefits	
	Compensation	
	Employee Relations	
	Retirement	
3 rd Floor		
Suite 3500	Payroll	
Suite 3700	Human Resources	
	Client Services	
	Recruitment Service	
	UNM Temps	

THE UNIVERSITY of NEW MEXICO Campus Calendar

JULY

						1
2	3	4	5	6	7	8
9	10	11	12	13	14 B	15
16	17	18	19	20	21	22
23 30	24 31 M	25	26	27	28 B	29*

*Summer session ends

AUGUST

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27	28	29	30	31 M		

SEPTEMBER

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17	18	19	20	21	22 B	23
24	25	26	27	28	29 M	30

OCTOBER

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22 29	23 30	24 31 M	25	26	27	28

NOVEMBER

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17	18	19	20	21 M	22	23
24 31	25	26	27	28	29 B	30

JANUARY

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28	29	30	31 M			

FEBRUARY

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MARCH

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4	5	6	7	8	9 B	10
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JUNE

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APRIL

1	2	3	4	5	6 B	7
8	9	10	11	12	13	14
15	16	17	18	19	20 B	21
22	23	24	25	26	27	28
29	30 M					

Weekends/Observed Holidays

Classes in Session

B - Biweekly payday M - Monthly payday F - Finals

		1	2	3	4 B	5
6	7 F	8 F	9 F	10 F	11 F	12 F
13	14	15	16	17	18 B	19
20	21	22	23	24	25	26
27	28	29	30	31 M		

*Summer session begins

Observed Holidays

11

18

25

3 4*

10

17

24

Independence Day Labor Day Thanksgiving Winter Break

Martin Luther King Jr. Day Memorial Day July 4, 2017 September 4, 2017 November 23 - 24, 2017 December 22 & 25, 26, 27, 28, 29 2017 and January 1, 2018 January 15, 2018 May 28, 2018



2018

Payroll Timekeeper and Approver Schedule

Deadlines listed here are **ONLY** for biweekly time entry and monthly exception time and the approvals of biweekly time entry and monthly exception time.

For EPAN/EPAF/Hiring Proposal deadlines/questions, consult the Employment Knowledge Base at <u>confluence.unm.edu</u> and the applicable Employment Area.

			-Weekly	-	• •					-	y Payroll (5R) Exception Time	
	Pay Pe	riod	I		Time Entry Deadline	Pay Date		Pay Period			Exception Time Deadline	Pay Date
	Fayre	1100			Deauine	Fay Dale		rayrenou			Deaume	Pay Dale
1	12/23/17	_	01/05/18		01/08/18	01/12/18						
2	01/06/18	-	01/19/18		01/22/18	01/26/18	1	01/01/18	-	01/31/18	01/12/18	01/31/18
3	01/20/18	-	02/02/18		02/05/18	02/09/18		00/04/40		00/00/40	00/40/40	00/00/40
4	02/03/18	-	02/16/18		02/19/18	02/23/18	2	02/01/18	-	02/28/18	02/12/18	02/28/18
5	02/17/18	-	03/02/18		03/05/18	03/09/18						
6	03/03/18	-	03/16/18		03/19/18	03/23/18	3	03/01/18	-	03/31/18	03/12/18	03/30/18
7	03/17/18		02/20/40		04/00/40	04/06/48						
7 8	03/17/18	-	03/30/18 04/13/18		04/02/18 04/16/18	04/06/18 04/20/18	4	04/01/18	_	04/30/18	04/12/18	04/30/18
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9	04/14/18	-	04/27/18		04/30/18	05/04/18						
10	04/28/18	-	05/11/18		05/14/18	05/18/18	5	05/01/18	-	05/31/18	05/15/18	05/31/18
11	05/12/18	_	05/25/18	Note 1	05/25/18	06/01/18						
12	05/26/18	-	06/08/18		06/11/18	06/15/18	6	06/01/18	-	06/30/18	06/12/18	06/29/18
13	06/09/18	-	06/22/18	Note 2	06/25/18	06/29/18						
14	06/23/18	_	07/06/18		07/09/18	07/13/18						
15	07/07/18	-	07/20/18		07/23/18	07/27/18	7	07/01/18	-	07/31/18	07/12/18	07/31/18
16	07/21/18	-	08/03/18		08/06/18	08/10/18						
17	08/04/18	-	08/17/18		08/20/18	08/24/18	8	08/01/18	-	08/31/18	08/13/18	08/31/18
18	08/18/18	-	08/31/18	Note 1	08/31/18	09/07/18						
19	09/01/18	-	09/14/18		09/17/18	09/21/18	9	09/01/18	-	09/30/18	09/12/18	09/28/18
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20 21	09/15/18 09/29/18		09/28/18 10/12/18		10/01/18 10/15/18	10/05/18 10/19/18	10	10/01/18	_	10/31/18	10/12/18	10/31/18
21	03/23/10	-	10/12/10		10/10/10	10/13/10	10	10/01/10	-	10/31/10	10/12/10	10/31/10
22	10/13/18		10/26/18		10/29/18	11/02/18						
23	10/27/18		11/09/18		11/12/18	11/16/18	11	11/01/18	-	11/30/18	11/13/18	11/30/18
24	11/10/18	-	11/23/18	Note 2	11/26/18	11/30/18						
25	11/24/18	-	12/07/18		12/10/18	12/14/18						
26	12/08/18		12/21/18	Note 1	12/17/18	12/28/18	12	12/01/18	-	12/31/18	12/12/18	12/20/18

Biweekly time entry & approval deadline is 4:00 PM on Monday unless otherwise indicated on the schedule. Monthly exception time entry & approval deadline is 4:00 PM on the 12th unless otherwise indicated.

Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.

Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld on the third payroll.

UNM Payroll Department

shac Health Services for UNM Faculty, Staff, and Retirees 505-277-3136



Full Service Pharmacy

Our pharmacy fills prescriptions from all licensed practitioners, including providers outside of UNM. Open 5 days a week, we offer a variety of prescrip- tions and over-the-counter medications.

Travel and Immunization Clinic

Taking a trip? Our providers will sit down with you one-on-one to make sure you have the appropriate immunizations and medications to have a safe and healthy trip.

Licensed Massage Therapists

Schedule a massage appointment over your lunch break or after work. SHAC's licensed massage ther- apists specialize in a variety of massage techniques. Massage appointments are 50 minutes.

For more information about our services, appointments and accepted insurances, please visit our website: http://shac.unm.edu/about/staff-faculty.html

UNM Student Health & Counseling (SHAC)

Police Officer's Association Bargaining Unit

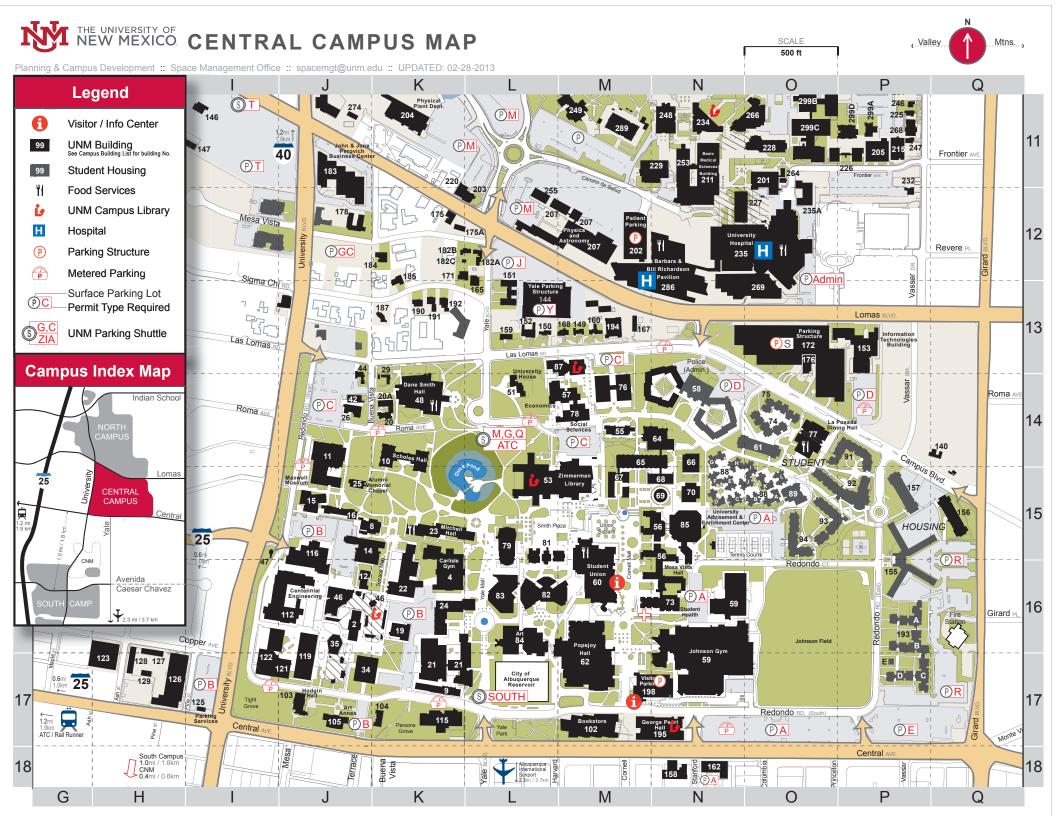
Covered Titles	
Detectives Patrol Officers Corporals Sergeants	
Contact Information	
Rep. Name	
Paul Gonzales- President Pete Guevara- Vice President Danny Gallegos- Treasurer Patrick Klaurens- Secretary	
Address Hokona Hall 2500 Campus Blvd NE Albuquerque, NM 87131	

United Staff-UNM Bargaining Unit

UNM EDUCATION SUPPORT UNIT JOB TITLES	PORT UNIT JOB TITLES
ACADEMIC ADVISOR	COORD PURCHASING
ADMIN ASSISTANT II	COORD RECREATIONAL SERVICES
ADMIN ASSISTANT III	COORD RECRUITMENT SVS
ADMIN ASST TO ATHLETIC DIRECTOR	COORD RECYCLING
ADMISSIONS OFFICER	COORD REGISTRATION
ATHLETIC ADMISSIONS SPEC	COORD RESEARCH
BR/DIV FINANCIAL AID ADVISOR	COORD SCHEDULING
BUYER II	COORD SPECIAL EVENTS
CHILD CARE WORKER	COORD SPORTS FACILITIES EVENTS
CHILD DEVELOPMENT ASSOCIATE	COORD STAFFING
COORD COOP PURCHASING PROGRAMS	COORD STUDENT ACTIVITIES
COORD DATA ENTRY	COORD STUDENT ADMISSIONS
COORD DISTANCE EDUCATION	COORD STUDENT ADVISEMENT
COORD ENROLLMENT SERVICES	COORD STUDENT HOUSING
COORD FACILITIES	COORD STUDENT SVS
COORD GRAD ASST PROGRAMS	COORD TAMARIND INSTITUTE
COORD GRAD PROGRAMS	COORD TICKET OFFICE
COORD GRADUATION	DEVELOPMENT ASSISTANT
COORD INSTRUCTIONAL MATERIALS	DEVELOPMENT COORDINATOR
COORD INVENTORY CONTROL	EDUCATIONAL SITE COORD
COORD JOB DEVELOPMENT	FACULTY SERVICES ASST
COORD PLACEMENT	FINANCIAL AID ADVISOR
COORD PUBLIC EVENTS	FINANCIAL AID ASSISTANT
COORD PROCUREMENT CARD SVCS	FINANCIAL AID OFFICER
COORD PROGRAM ADVISEMENT	FISCAL SERVICES TECH
COORD PROGRAM SCHEDULING	GRANTS COORD
UNM OFFICE OF THE MEDICAL INVESTIGATOR (OMI)	CAL INVESTIGATOR (OMI)
UNIT JOB TITLES	3 TITLES
MORPHOLOGY TECHS	DEPUTY MEDICAL INVESTIGATORS
SR MORPHOLOGY TECHS	SR DEPUTY MEDICAL INVESTIGATORS
Contact Information	formation
Rep. Name	Rep. Title
Doris Williams	President
Lois Kennedy	Educational Support Vice President
Janice Blevins	OMI Unit Vice President
Add	Address
USUNM Union, Local 6155	Email:
PO Box 27278	unitedstaffunm@gmail.com
Albuquerque, NM 87125	

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Abotist former former frei former former former former frei former former former former frei former form	GRADE 2	GRADE 7	GRADE 3	GRADE 6	Rep. Name	Rep. Title
Automoter Tech Muntometer	Courier	Arborist	Data Entry Operator I	Admissions Rep/Customer Svcs	Robin Gould	Dist. 7 Staff Rep
Internet Attendant Bio Diversion Child Assistant Dis Societ Dis Societ Heljer Finition Science Child Assistant Dis Societ	Roofer	Automotive Tech	Nutrition Tech	TV Traffic Tech	Donald Alire	President
Helper Facilities Sorvice Tech Description Description Method Reservers Description Method Reservers Description Description <thdescription< th=""> Description Descri</thdescription<>	Sports Equipment Attendant	Bus Driver	Office Assistant	Admission Rep/Data Entry	Dan Secrist	Executive Vice President
Hefer [mith: Constraint in the constraint in	GRADE 3	Facilities Service Tech	Postal Clerk	Clinical Assistant	Michelle Lewis	Secretary
Operation Indepondence Operation Indepondence Operation Indepondence Operation Indepondence	Auto Tech Helper	Finish Carpentry Struct Tech	Shipping/Receiving Clerk	Data Entry Operator III	Eric Bodwell	UNM Agency Vice President
1 Motor Gardener BODD E Incomp. Control Clerk Anoth Enternous eth Text Chronic Clerk Nator Gardener Nator Gardener Nator Gardener eth Text Chronic Clerk Nator Gardener Nator Gardener Nator Gardener eth Text Chronic Clerk Nator Gardene Nator Gardene Nator Gardene eth Text Chronic Clerk Nator Clerk Nator Clerk Nator Clerk eth Editer Service station text Nator Clerk Nator Clerk Compasitive Service station text Editer Service Exclusive Service Station text Nator Clerk Compasitive Service Service Station text Edute Attendent Mater Service Text Nator Clerk Compasitive Service Serv	Custodian	Golf/Field/Grounds Equip Tech	Telephone Operator	Instructional Assistant	Deborah Carpenter	Region 1 Vice President
ter Morker Mensi Tech (Jähter Metal Edu) (Maring Technisian Marad Claim Rep en Succural Trans Compute Service Associate Nursing Technisian Marad Claim Rep Teo Champa Services Associate National Claimer Service Associate National Claimer Service Associate Service Associate Confront Teo Champa Services Associate Confront Teo Champa Service Associate National Tech National Tech National Tech National Service Associate Service Associate Confront National Tech Service Associate Service Associate Service Associate Service Associate Service Associate Confront Teo Champa Service Associate Service Service Service Associate Service Service Associate Service Associate Service Service Associate Service Service Associate Service Service Associate Service Service Service Service Service Service Associate Service Service Associate Service Associate Service Service Associate Service Serv	Driver/Van	Master Gardener	GRADE 4	Inventory Control Clerk	Anselm Emeanuwa	Agency Vice President
cdi Exercitant Casher Nursing Technician Control Tech Control Services Associate Nursing Technician Control Control Services Associate Control Service Assoc	Food Service Worker	Metals Tech II/Sheet Metal	Nursing Asst (Non-Certified)	Med Claim Rep	Linda Mascarenas	Agency Vice President
Tast Grippus Services Associate Customer Service Associate Senior Decontrum/Seriation Tesh Lust G sinth Tesh Exercised Lustra-yide Subsect Service Associate Senior Decontrum/Seriation Tesh Lustra-yide Exerciciant Exercised Lustra-yide Records Mgmr Clerk Lead Parling Officer Dole Web Exerciciant Records Mgmr Clerk Campus Security Officer Dole Web Dole Web Exerciciant Records Mgmr Clerk Campus Security Officer Dole Web Dole Web Exerciciant Records Mgmr Clerk Campus Security Officer Dole Web Dole Web Exerciciant Records Mgmr Clerk Campus Security Officer Dole Web Dole Web Exerciciant Records Clerk Records Clerk Campus Security Officer Dole Web Exerciciant Records Clerk Records Clerk Records Clerk Dole Web Master Painter Records Clerk Records Clerk Records Clerk Dole Web Records Clerk Records Clerk Records Clerk Records Clerk Records Clerk <	Grounds Tech	Structural Tech I	Cashier	Nursing Technician	Charles Compton	Agency Vice President
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Certified Auto Tech Med Records Clerk Lead Parking Officer Date Values Ferrificial I Records Waym Clerk Land Parking Officer Date Values HVXC Tech Reports Marrie Clerk Campus Security Officer Date Values HVXC Tech Reports Marrie Clerk Campus Security Officer Date Values HVXC Tech Master Painter GADDS Security Officer Date Values Roug Attendant Master Painter GADDS Senior Lub Attimal Tech Date Values Roug Attendant Metals Tech Mode Service GADDS Senior Lub Attimal Tech Date Mark Records Date Tech Date Mark Accounts Receivable Clerk Records Date Date Mark Records Date Tech Date Mark Accounts Receivable Clerk Records Date Date Mark Records Date Tech Date Mark Accounts Receivable Clerk Records Date Date Mark Records Date Tech Date Mark Date Truch Date Mark Date Truch Date Mark Records Date Tech Date Mark Date Tech Date Mark Date Mark <td>Recycling Tech</td> <td>GRADE 8</td> <td>Library Aide</td> <td>Student Records Clerk</td> <td>Cynthia Hinkley</td> <td>Staff</td>	Recycling Tech	GRADE 8	Library Aide	Student Records Clerk	Cynthia Hinkley	Staff
Electrician I Electrician I Records Ngmr Clerk Campus Security Officer Toby Tationa Electrician I Electr	Turf Tech	Certified Auto Tech	Med Records Clerk	Lead Parking Officer	Dale Welsh	Staff
MVAC Tech I Reprographic Tech GAME 7 Relocation class fragment. Operator Relocation class fragment. Tech Relocation class fragment. Tech Relocation fragment. Tech Relocation class fragment. Tech Relocation class fragment. Tech Relocation class fragment. Tech Relocat	GRADE 4	Electrician I	Records Mgmt Clerk	Campus Security Officer	Toby Tafoya	Staff
Lead Equipment Operator Security Guards Police Dispatcher Benjamin Bor Lead Facilities Service Tech Recurs Security Guards Police Dispatcher Benjamin Bor Lead Facilities Service Tech Benjamin Bor Eurly Attendant Metais Tech Il/Welding Recurs Security Guards Security Guards Security Guards Security Guards Security Guards Secons Ruder Attending Benjamin Bor Benjami	Baker	HVAC Tech I	Reprographic Tech	GRADE 7	Robert Lucero	Steward
Lead Facilities Service Tech GRADE 5 Senior Lab Animal Tech Gina Monal Equip Attendant Master Painter Senior Student Records Clerk Senior Student Records Clerk Senior Student Records Clerk Senior Student Records Clerk Records Clerk Senior Student Records Clerk	Cook	Lead Equipment Operator	Security Guards	Police Dispatcher	Benjamin Borman	Steward
Master Painter Master Painter Accounting Clerk Senior Student Records Clerk Euribert Rumbert Nateralitie Accounting Clerk Prodin Publishing Systems Tech Record Rumbert Accounting Clerk Accounts Recervable Clerk Prodin Publishing Systems Tech Record Structural Tech II Accounts Recervable Clerk Rocontas Recervable Clerk Prodin Publishing Systems Tech Ref Structural Tech II Accounts Recervable Clerk Medica Publishing Systems Tech Medica Publishing Systems Tech Ref Utility Plant Tech (Pre-Certified) Descontam/Stechine Clerk Medica Abstractor Ref Master Structural Tech Mathin Systems Tech Medica Abstractor Ref Master Structural Tech Lead Cashier Senior Audo Visual Tech Acting Systems Services Assistant Bestrician II Senior Audo Visual Tech Senior Audo Visual Tech Acting Species Assistant Utility Plant Mechanic II Perking Chike Senior Audo Visual Tech Acting Species Assistant Bestrician Senior Audo Visual Tech Senior Audo Visual Tech Actin Receres Utility	Gardener	Lead Facilities Service Tech	GRADE 5	Senior Lab Animal Tech	Gina Moreno	Steward
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eer Taos Sr. Campus Services Assistant Parking Equipment Tech Utility Plant Mechanic I Parking Officer Thelpeer Utility Plant Tech I Parking Officer Tech GRADE 10 Postal Tech Property Control Tech Uns Services Assistant Electrician II Property Control Tech HVAC Tech II Senior Med Records Clerk Pipment Operator Utility Plant Tech II Senior Med Records Clerk Pumber II Utility Plant Tech II Supply/Stock Clerk Utility Plant Tech II Master Plumber Master Plumber Master Plumber Master Utility Plant Mechanic II Master Plumber Master Utility Plant Tech Master Utility Plant Tech Master Utility Plant Tech	Light Equipment Operator	Master Structural Tech	Medical Billing Clerk			
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Master Electrician Master HVAC Tech Master Plumber Master Utility Plant Mechanic Master Utility Plant Tech	Metals Tech I	GRADE 11				
Master HVAC Tech Master Plumber Master Utility Plant Mechanic Master Utility Plant Tech	Painter II	Master Electrician		3		
Master Plumber Master Utility Plant Mechanic Master Utility Plant Tech	Shop Tech	Master HVAC Tech				
	Sign Tech	Master Plumber				
		Master Utility Plant Mechanic				
		Master Utility Plant Tech	9			

Communications Workers of America Bargaining Unit





CENTRAL CAMPUS MAP LEGEND

BY BUILDING NAME

Bldg #	BUILDING NAME	GRI
159	AEROSPACE STUDIES BUILDING (AERO)	I-12
25	ALUMNI MEMORIAL CHAPEL (ALUMNI)	
157	ALVARADO HALL (DORMITORY) (ALVRDO)	
87	ANDERSON GRADUATE SCHOOL OF MANAGEMENT / PARISH LIBRARY (GSM)	
76	ANDERSON SCHOOL OF MANAGEMENT (ASM)	
11	ANTHROPOLOGY (ANTHO)	
12	ANTHROPOLOGY ANNEX (ANTHX)	
	ARMY ROTC (ARMY)	
84	ART (ART)	
105	ART ANNEX (ARTX)	
8	BANDELIER HALL EAST (BANDE)	
16	BANDELIER HALL WEST (BANDW)	
19	BIOLOGY ANNEX (BIOANX)	
102	BOOKSTORE	
168	BUREAU OF BUSINESS AND ECONOMIC RESEARCH DATA BANK (DATA)	M-13
91 - 94	CASAS DEL RIO	0-15
21	CASTETTER HALL (CAST)	K-17
112	CENTENNIAL ENGINEERING CENTER (CENT)	J-16
185	CENTER FOR SCIENCE, TECHNOLOGY, AND POLICY	
62	CENTER FOR THE ARTS (POPEJOY, KELLER HALL, FINE ARTS MUSEUM) (CTRART)	
22	CLARK HALL (CLARK)	
55	COLLABORATIVE TEACHING AND LEARNING BUILDING	
115	COMMUNICATION AND JOURNALISM (COMMJ).	
83	CONSORTIUM FOR ENVIRO. RESEARCH, INFORMATICS & ART (CERIA)	
155	CORONADO HALL (DORMITORY)	
	COUNSELING, ASSISTANCE AND REFERRAL SERVICE (CARS)	
184 48	DANE SMITH HALL (DSH)	
75	DEVARGAS HALL (DORMITORY) (DEVARG)	
29	DISPUTE RESOLUTION (DISP)	
57	ECONOMICS (ECON).	
67	EDUCATION CLASSROOMS (EDUC)	
46	ELECTRICAL AND COMPUTER ENGINEERING/CENTENNIAL LIBRARY (EECE)	
4	ELIZABETH WATERS CENTER FOR DANCE AT CARLISLE GYMNASIUM (CARL)	
2	ENGINEERING AND SCIENCE COMPUTER POD (ESCP)	J-16
42	EQUAL OPPORTUNITY PROGRAMS (EOP)	J-14
187	EXTENDED UNIVERSITY	K-13
119	FARRIS ENGINEERING CENTER (FEC)	J-17
116	FORD UTILITIES CENTER	J-15
195	GEORGE PEARL HALL (PEARL)	N-17
15	HIBBEN CENTER FOR ARCHAEOLOGY RESEARCH (HIBB)	
126	HIGH PERFORMANCE COMPUTING / ART, RESEARCH, TECH & SCI LAB	
103	HODGIN HALL (HODGIN).	
58	HOBOIN HALL (ZUNI-OFFICES, ZIA-DORMITORY) (HOKW)	
191	HOUSE OF PREVENTION EPIDEMIOLOGY (HOPE).	
140	HUBER HOUSE	
81	HUMANITIES (HUM)	
153	INFORMATION TECHNOLOGIES BUILDING (ITB)	
150	INSTITUTE FOR SOCIAL RESEARCH (ISR)	
20	INTERNAL AUDIT	
183	JOHN AND JUNE PEROVICH BUSINESS CENTER	
59	JOHNSON CENTER (JOHNS)	
152	JONSON GALLERY/RWJF (JONGAL)	L-13
69	KIVA (KIVA)	
77	LA POSADA DINING HALL	0-14
74	LAGUNA HALL (DORMITORY) (LAGUNA)	
182A, B, C	LATIN AMERICAN DATA BASE AND LATIN AMERICAN OUTREACH	
165	LATIN AMERICAN/IBERIAN INSTITUTE (LAII)	
34	LOGAN HALL (LOGAN)	
70	MANZANITA CENTER (MANZ)	
9	MARZANITA CENTER (MANZ). MARRON HALL (MARN).	
		N-1 /

	Bldg #	BUILDING NAME	GRID
	68	MASLEY HALL (MASLEY)	
	123	MATTOX SCULPTURE CENTER (MATTOX).	
	122	MECHANICAL ENGINEERING (MECH)	
	56	MESA VISTA HALL (MVH)	
	23	MITCHELL HALL (MITCH)	
	151	NAVAL SCIENCE (NAVAL).	
	24	NOR THROP HALL (NTHP)	
	156	ONATE HALL (ONATE)	
	79	ORTEGA HALL (ORTG)	
	125	PARKING & TRANSPORTATION SERVICES	. I-17
-	198	PARKING STRUCTURE / WELCOME CENTER	
P	172	PARKING STRUCTURE, LOMAS	
P	144	PARKING STRUCTURE, YALE	
	192	PSYCHOLOGY CLINIC / AGORA CRISIS CENTER (PSYC)	. K-13
	158	ROBERT HARTUNG BUILDING (HART)	
	193A-E	REDONDO VILLAGE STUDENT RESIDENCES.	
	35	REGENER HALL (REGH)	
	71	SANTA ANA HALL (DORMITOR Y)	P-15
	61	SANTA CLARA HALL DORMITORY	
	104	SARA RAYNOLDS HALL (SARAR)	
	10	SCHOLES HALL (SCHL)	
	14	SCIENCE & MATHEMATICS LEARNING CENTER (SMLC)	
	66	SIMPSON HALL (SIMP)	
	78	SOCIAL SCIENCES (SSCO)	
	171	SOUTHWEST HISPANIC RESEARCH INSTITUTE AND CHICANO STUDIES (SHRI)	
	73	STUDENT HEALTH CENTER AND UNDERGRADUATE STUDIES (SHC)	
	88, 89, 90	STUDENT RESIDENCE CENTER (SRC)	O-15
11	60	STUDENT UNION BUILDING (SUB) (NMU)	
	162	TAMARIND INSTITUTE	
	64	TECHNOLOGY & EDUCATION CENTER (TECH)	
	44	THE WHITE HOUSE	
9	65	TRAVELSTEAD HALL (TRAV)	
	85	UNIVERSITY ADVISEMENT & ENRICHMENT CENTER (UAEC)	
1	160	UNIVERSITY CLUB (UCLUB)	
	51	UNIVERSITY HOUSE (UNIVH)	L-14
	149	UNM INFORMATION ASSURANCE PROGRAMS	
	26	UNM PRESS & OFFICE OF RESEARCH	
	190	UNM PUBLIC EVENTS / POPEJOY	
	178	UNM RESIDENT THEATRE GROUP (TRICKLOCK)	
	82	WOODWARD LECTURE HALL (WOOD)	
	53	ZIMMERMAN LIBRARY (ZIMM)	
	20A	608 BUENA VISTA DR. N.E.	. K-14

POINTS OF INTEREST

ADVISEMENT & ENRICHMENT (BLDG #85)	N-15
EXPERIMENTAL THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
FINE ARTS LIBRARY (GEORGE PEARL HALL - BLDG #195)	N-17
GEOLOGY MUSEUM (NORTHROP HALL - BLDG #24)	K-16
GREENHOUSE CONSERVATORY (CASTETTER HALL - BLDG #21)	K-17
HUMAN RESOURCES (JOHN AND JUNE PEROVICH BUSINESS CENTER - BLDG #183)	J-11
JONSON GALLERY (CENTER FOR THE ARTS - BLDG #62)	M-17
KELLER HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
MASLEY HALL ART GALLERY (BLDG #68)	N-15
MAXWELL MUSEUM (ANTHROPOLOGY - BLDG #11)	J-14
METEORIC MUSEUM (NORTHROP HALL - BLDG #24)	K-16
POPEJOY HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
RODEY THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
SOMMERS GALLERY (ART - BLDG #84)	L-16
TAMARIND INSTITUTE GALLERY (TAMARIND INSTITUTE - BLDG #162)	N-18
UNM ART MUSEUM (CENTER FOR THE ARTS - BLDG #62)	M-17
WELCOME CENTER (BLDG #198)	M-17

HOSPITAL

LIBRARY

P PARKING **1** INFORMATION

FOOD/DINING

Planning and Campus Development • Space Management • spacemgt@unm.edu

Learning Central Navigation

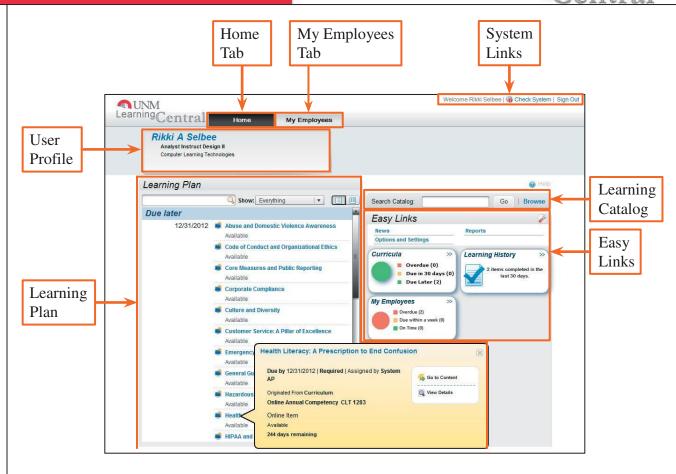
⊲UNM ^{Learning}Cent<u>ral</u>

There are several components to the Learning Central system.

- Home Tab Navigates you to the home view.
- My Employees Tab Navigates you to the My Employees view.
 - **Note:** The My Employees Tab is only visible if you are listed as a supervisor with at least one (1) employee.
- System Links Contain links to Sign Out and to Check System requirements.
- User Profile Displays the current users profile information.
- Learning Plan Displays the current users learning plan objects.
- Learning Catalog Allows the current user to locate learning objects in the catalog.
- Easy Links Contains links to other Learning Central views, including News, Reports, Curricula Status, Learning History and My Employees.



Note: The My Employees Easy Link is only visible if you are listed as a supervisor with at least one (1) employee.



- Hover your mouse over Learning Plan items to view the details for that item.
- Tip: Click on the Name in the User profile to view user profile details.
- P Tip:

Tip:

Click the Check System Link to verify your workstation meets Learning Central system requirements.

Learning Central - Learning History

The Learning History component of Learning Central contains all recorded learning events for the current user including online modules, classroom instruction, and blended courses. Employees may filter the Learning History to display events that meet specified criteria; it may also be used to print certificates of completion.

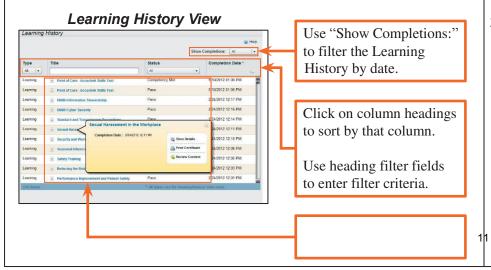
Viewing Learning History

1. From the Learning Central home page, **click** the **Learning History** easy link.

The Learning History Page displays.

Learning Central Home View





Printing Completion Certificates

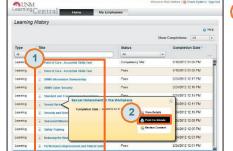
- Use the mouse pointer to hover-over the Item Title.
 A pop-up for the selected item displays.
- 2. **Click** on the **Print Certificate** menu item.

The report will compile in a new browser window.

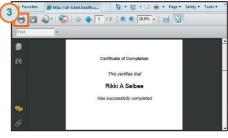
3. Click the Print icon.

Your local printer settings display; select your desired printer and other print options.

Learning History View



Certificate of Completion



Viewing Item History Details

- 1. Use the mouse pointer to hover-over the Item Title.
- 2. Click on the View Details menu item.

The Item History Details displays.



Item History Details

L	earning History Details
+	Back
Se	exual Harassment in the Workplace
On	line Annual Competency CLT 1224
Re	vision: 1 - 12/13/2011 09:14 PM America/Denver
Sc	heduled Offering ID:
Co	mpletion Date: 2/24/2012
Sta	atus: Pass
L	earning History Details
Gr	ade:
То	tal Hours:
Cr	edit Hours:
Co	ontact Hours:
CF	PE Hours:
Ins	structor:
Co	omments:
10	File Attachments (0)



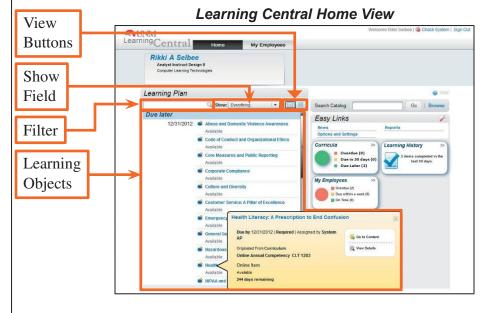
Learning Central - Learning Plan



The Learning Plan contains all the leaning objects that an employee needs to complete. Learning objects may be instructor led training. computer based training, or blended courses. Learning Objects that are a required part of the employee's job will automatically display upon the Learning Plan. Learning objects may also be added to the Learning Plan by the employee's supervisors, educators, system administrators, or the employee.

Navigating the Learning Plan

The Learning Plan is displayed on the Home view of Learning Central.



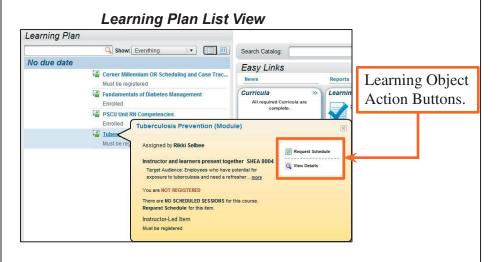
- View Buttons Used to toggle between list and card views
- Show Field Used to display specific object types.
- Filter Used to filter Learning Plan objects for specific text.
- Learning Objects Displays all items that meet current display criteria.

Learning Plan Views

Learning Plan objects may be viewed either in the Card or List View.

List View

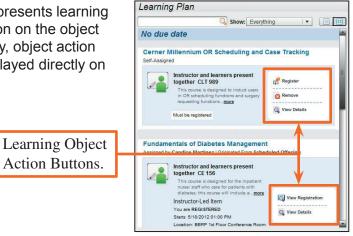
The List View displays a list of all learning objects on the Learning plan. To view details for learning objects, users must hover the mouse pointer over the object name.



Card View

The Card View presents learning object information on the object card. Additionally, object action buttons are displayed directly on the object card.

Learning Plan Card View



Learning Central - Learning Plan



Registering for Classes

Employees must register for Instructor led classes prior to attending.

1. **Click** the **Register** button associated with the desired Learning Object.

Note: If your Learning Plan is set to List View, hover over the learning object to see the Register function.

The Learning Object details display.

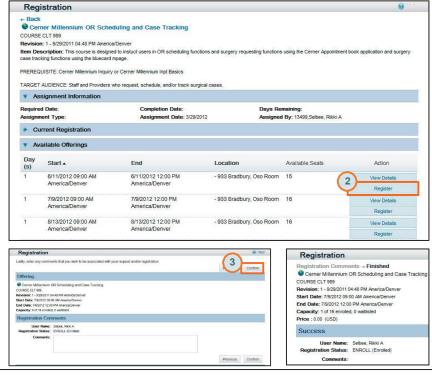
2. **Click** the **Register** button that corresponds to the correct Scheduled offering.

The Registration Confirmation page displays.



Cerner Millennium OR Scheduling and Case Tracking Self-Assigned J Organized From Scheduled Offering Instructor and Marners present In Off scheduling functions and surger Instructor-Left Rem Yea earling functions and surger Instructor-Left Rem Yea earling functions Register into an open offering Maste Register

The Registration Details page displays.



Withdrawing from Classes

If you do not plan to attend classes you are registered into, you must withdraw from the class.

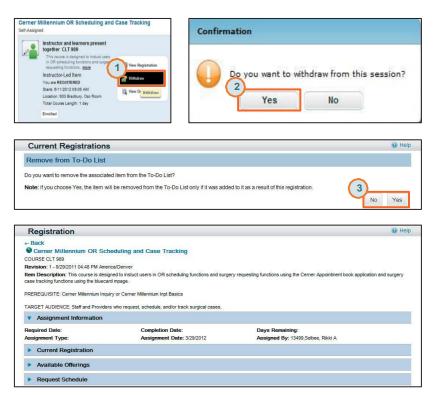
1. **Click** the **Withdraw** button associated with the desired Learning Object.



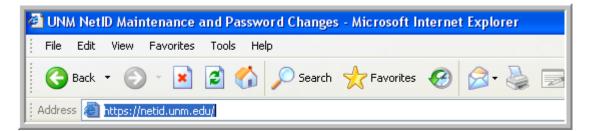
Note: If your Learning Plan is set to List View, hover over the learning object to see the Withdraw function.

The Withdraw confirmation window displays.

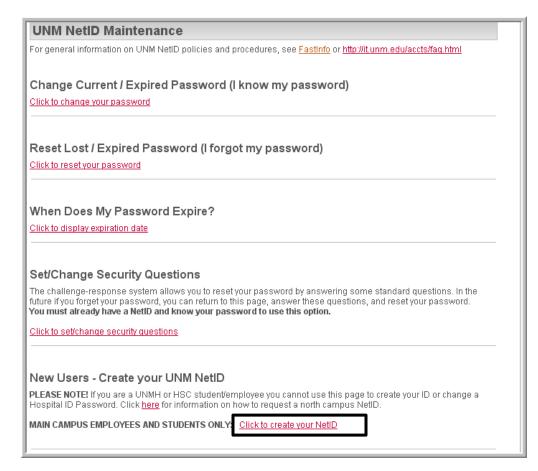
- 2. Click the Yes button to confirm the withdraw action. The Remove from To Do list window displays.
- Click Yes to remove the Learning Object from your Learning Plan; or Click No to keep the Learning Object on your Learning Plan. *The Learning Object Details page displays.*



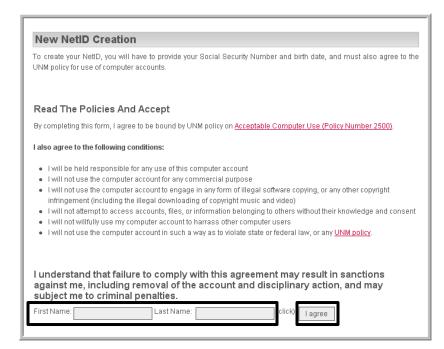
1. Open any browser and type the following link in the address line: <u>https://netid.unm.edu/</u>



2. Click on the Click to create your NetID link.



3. The following will page will display.



- 4. Enter your First Name and Last Name in the appropriate field.
- 5. Click on the I agree button.
- 6. The following page will display (Complete part 1,2 3 and 4).

Create A New NetID	
	uctions to create your NetiD. This will be your unique ID while you are with c created it. Your NetID will also be part of your UNM email address.
1. Confirm your identity.	
Social Security Number (enter as 999-99-9	1999)
Birth Date (enter as mm / dd / yy e.g. 03/09.	v80)
a letter. Your NetID is not case-sensitive; si	and numbers for your ID (at least 2, and up to 8 characters). It must start with o for example "TM" is the same as "Tim". If someone else has already e an error and will have to start over with this form.
Select a NetId (2 to 8 characters, starting w	vith a letter) Igambo01
3. Choose a password Your password will be rejected if it does no Must contain between 8 and 20 charac Must not repeat a character more than Must contain characters from at least Numbers Upper case letters (a, b, c2) Lower case letters (a, b, c2) Sepecial characters - any of the foll I*#\$%&'()*+,f; <=>? @	cters Whice in a row (e.g. RR is ok, but RRR is not) 3 of the following characters sets: lowing:
Passwords are case-sensitive; the charact	ter 'A' is not the same as 'a'. Remember which case you use!
(For more information see <u>Why was the pa</u>	ssword standard selected?
Select password	
Confirm password	
 Choose your security questions. If you forget your password you will have to 	answer 3 of your chosen questions before you can select a new password.
	more now may make it easier for you to reset your password in the future; h. Provide answers you can easily remember. Each answer must be unique.
(For more information see <u>How do I use ch</u>	<u>tallenge-response?</u>)
In what city was your mother born?	

- 7. Complete Part 1 Confirm your identity
 - a. Enter your social security number (with dashes).
 - b. Enter your bithdate mm/dd/yyyy.

l

8. Complete Part 2 – Choose your Net ID

a. It is recommended that you keep the NetID provided.

L	2. Choose your NetID. You can select any combination of letters and numbers for your ID (at least 2, and up to 8 characters). It must start with a letter. Your NetID is not case-sensitive; so for example 'TIM' is the same as 'Tim'. If someone else has already selected the ID you choose, you will receive an error and will have to start over with this form.
	Select a NetId (2 to 8 characters, starting with a letter) netid01

9. Complete Part 3 – Choose a password

a. Select and confirm you password using the standards listed below.

3. Choose a password.

Your password will be rejected if it does not meet this standard:

- Must contain between 8 and 20 characters
- · Must not repeat a character more than twice in a row (e.g. RR is ok, but RRR is not)
- Must contain characters from at least 3 of the following characters sets:
 - Numbers
 - Upper case letters (A, B, C...Z)
 - Lower case letters (a, b, c...z)
 - Special characters any of the following:
 - !"#\$%&'()*+,-./:;<=>?@[]^_`{|}~

Passwords are case-sensitive; the character 'A' is not the same as 'a'. Remember which case you use!

(For more information see Why was the password standard selected?

Select password

Confirm password

10. Complete Part 4 – Chosoe your security questions

a. Answer at least 5 security questions.

4. Choose your security questions. If you forget your password you will have to	answer 3 of your chosen questions before you can select a new password.
	more now may make it easier for you to reset your password in the future; h. Provide answers you can easily remember. Each answer must be unique.
(For more information see <u>How do I use ch</u>	nallenge-response?)
In what city was your mother born?	
What is the name of your favorite pet?	
What is your favorite city or vacation spot?	
What is your favorite food?	
What is your favorite hobby/pastime?	
What was the first school you attended?	
Who is your favorite teacher?	
Who is your favorite athlete?	
Who is your favorite author?	
Who was your first employer?	
	Click to create your NetID

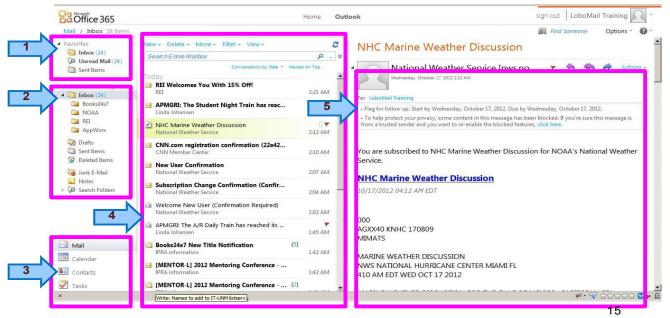
11. Click the **OK** button to create your NetID.



- A LoboMail account is automatically created for every new employee
- Log into LoboMail at <u>http://LoboMail.unm.edu</u>
- Online courses on LoboMail are available in Learning Central. Log in at <u>https://learningcentral.health.unm.edu/learning/user/login.do</u> and search for "LoboMail"
- FastInfo contains over 80 questions and answers about LoboMail. Go to <u>http://FastInfo.unm.edu</u> and search for "LoboMail" (or click <u>https://unm.custhelp.com/app/answers/list/kw/lobomail/search/1</u>)

Overview of your LoboMail mailbox

- 1. Favorites Folders that you use the most. You can add folders to Favorites.
- 2. Inbox and folders Folders copied from your Webmail and GroupWise accounts.
- 3. Navigation box Switch to Mail, Calendar, Contacts or Tasks.
- 4. Mail List Can be sorted, filtered, and searched. You can turn Conversation View on and off
- 5. Reading Pane Can be located on the right, bottom, or turned off



How to write and send a new email

- 1. Click New in the Message list tool bar.
- 2. A new message window will pop up.
- 3. Enter the email address(es), the subject, and the message text.
- 4. To Blind Copy, double click on the CC (or go to Options, Settings, Mail and check Always show Bcc in the message format box)
- 5. Click on Send