## New to UM - Access Systems by Your Role

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<th>FACULTY</th>
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<td>Microsoft OneDrive</td>
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<td>Multi-Factor Authentication (Duo)</td>
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<td>SharePoint</td>
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<td>Orientation</td>
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<td>Parking Permit</td>
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<td>Remote Access Technologies</td>
<td>University of Miami Travel Portal</td>
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<td>SharePoint</td>
<td>Wireless and Wired Networks</td>
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<td>University of Miami Travel Portal</td>
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- For Faculty and Staff: The Office Manager must contact 15 days before their hire date as stated in the offer letter and ask for the computer requirements. (Apple, PC, etc.) and send the information to: frankm@miami.edu  cc: t.thompson6@miami.edu
Welcome to the University of Miami College of Engineering

Onboarding and Orientation

As a new faculty member, you are now a member of a vibrant and diverse academic, research, and clinical community that is dedicated to transforming the lives of our students, patients, faculty, and staff. We strive to provide a fulfilling experience where you can find challenging and rewarding opportunities, competitive total rewards, and an environment that recognizes and values employees.

➢ The onboarding steps below apply to new faculty on the Coral Gables and RSMAS campuses.

✓ Workday Onboarding

Complete your Onboarding through Workday, that is due on or before your hire date as stated in your offer letter. You will have pending items in your Inbox for completion. If you have difficulty locating your login information (Cane ID & temporary password), reach out to UMIT.

WORKDAY ONBOARDING TIP SHEET WORKDAY WEBSITE UMIT WEBSITE

✓ Employment Authorization

Part I of the Form I-9 must be completed in Workday on or before your first day of employment. Part II of the Form I-9 requires that you bring original, unexpired employment authorization documents to the Office of Faculty Affairs (M-F 9am-5pm) no later than the third business day following your first day of employment. Please refer to the list of Acceptable I-9 Documents below.

ACCEPTABLE I-9 DOCUMENTS LIST OFFICE OF FACULTY AFFAIRS LOCATION

✓ Transcript Submission

Your official transcript showing your terminal/highest degree conferred should be sent to facultyaffairs@miami.edu. Electronic copies preferred, but mail-in also accepted.

CONTACT OFFICE OF FACULTY AFFAIRS

✓ Vaccination Records

College of Engineering | University of Miami
You will be required to have a Flu and COVID-19 Vaccination Record (or request an exemption) prior to your hire date. If you have issues with the upload of the vaccination card(s), contact the Office of Faculty Affairs and we can do it on your behalf.

**VACCINE COMPLIANCE PROCESS**  **CONTACT OFFICE OF FACULTY AFFAIRS**

- **I Am the U Orientation**
  All new full-time faculty are required to attend the I Am the U Orientation on or before their first day of employment. Orientations are held every Monday each week from 9-10:30 am. You will work with the Office of Faculty Affairs to schedule the date that works for you.

  **I AM THE U ORIENTATION INFO PAGE**  **CONTACT OFFICE OF FACULTY AFFAIRS**

- **Parking Permit**
  To review transportation options and make selections, please visit Parking & Transportation. Part-time faculty are eligible for reduced rates on parking permits, but should contact the Parking office to determine their best option. Faculty may reserve a parking permit by contacting the Office of Faculty Affairs prior to their hire date.

  **PARKING AND TRANSPORTATION**  **CONTACT OFFICE OF FACULTY AFFAIRS**

- **Research Onboarding**
  The Office of the Vice Provost for Research and Scholarship has The Research Navigator program to provide enhanced support to streamline the onboarding of new faculty.

  **THE RESEARCH NAVIGATOR**

- **Library Essentials**
  The University of Miami Libraries provide faculty with the highest quality access to collections, information services, learning support, and digital expertise in support of the University’s mission to transform lives. The Libraries welcome and incorporate advances and innovations in information technology and scholarly communication to ensure that faculty members can locate and use global information resources in all formats.

  **LIBRARY ESSENTIALS**

  - FAQs and Helpful Links/Review additional resources to help you get oriented.

  **ONBOARDING FAQS  NEW TO THE U RESOURCES  ACCESS UM SYSTEMS BY YOUR ROLE ADDITIONAL UNIVERSITY RESOURCES**
Faculty Resources

Resources | Office of Faculty Affairs | University of Miami

Academic Bulletin
Academic Calendar
Academic Integrity and Honor Codes
Academic Technologies
Access UM Systems by Your Role
Blackboard
Bookstore
Campus Maps
Cane Card
'Canes Central
Canelink
Clinical and Translational Science Institute
Counseling Center
Creating your own faculty website
Discrimination and Bias Reporting
Employment and Income Verifications
Faculty and Staff Assistance Program
Faculty Showcase
Human Resources - Benefits and Wellness
Institute for Data Science and Computing
International Student and Scholar Services
Inventions, Intellectual Property and Technology Transfer
Miller School of Medicine Office of Faculty Affairs and Professional Development
National Center for Faculty Development & Diversity
New at the U Resources
Nursing Mother's Program
Office of University Accreditation
Office of Commencement
Office of Disability Services
Office of Sustainability
Office of the Vice Provost for Research and Scholarship
Parking and Transportation
Pay Schedules
Platform for Excellence in Teaching and Learning
Recruitment: Best Practices
Registrar
Religious Holy Day Policy and Calendar
Retirement
Talent and Organizational Development
Title IX Office
Travel Website
UM Canterbury Preschools
UM Communications
UM IT
UM Libraries
University Hotline
Wellness and Recreation
Workplace Equity and Inclusion
Writing Center

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