New to UM - Access Systems by Your Role

FACULTY	STAFF
Adobe Creative Cloud	Adobe Creative Cloud
Blackboard	Box
Box	Campus Maps
Campus Maps	Cane Card
Cane Card	CaneID
CaneID	Desktop Setup
CaneLink	Email
Desktop Setup	LinkedIn Learning
Email	Microsoft Defender ATP
Faculty Affairs	Microsoft Office 365 Suite
Faculty Senate	Microsoft OneDrive
LinkedIn Learning	Microsoft Teams
Microsoft Defender ATP	Multi-Factor Authentication (Duo)
Microsoft Office 365 Suite	myUM
Microsoft OneDrive	Orientation
Microsoft Teams	Parking Permit
Multi-Factor Authentication (Duo)	Remote Access Technologies
myUM	SharePoint
Orientation	Software
Parking Permit	ULearn
Remote Access Technologies	University of Miami Travel Portal
SharePoint	Wireless and Wired Networks
Software	Workday
ULearn	Zoom
University of Miami Travel Portal	
Wireless and Wired Networks	
Workday	
Zoom	

- 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**

College of Engineering | University of Miami

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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