# New Faculty Checklist

1. RSVP for New Faculty Orientation (Teaching Academy) through this short survey by August 6.

   **NOTE:** Consider signing up for a faculty mentor outside of your department in this survey as well.

2. Set up two-factor authentication for logging into UWEC systems through this form by August 14. You will need to select a device (mobile phone, tablet, landline) to complete part two of the login process. You must complete this step to access your course schedules and rosters.

   **NOTE:** For step-by-step instructions or to set up your account with a free token (similar to a key fob) instead of a phone, please visit the Duo Security page.

3. Print your parking pass for Teaching Academy week August 19-23. This will be sent to you via email after you submit your RSVP.

4. Order and pick up your office/building keys from your academic department associate (ADA).

5. View the Opening Schedule for events happening August 26 - September 3.

6. Attend the Blugold Breakfast on Tuesday, August 27 from 7:15-9:30 a.m.

7. Check out the Things to do before you get started website for filling out new hire paperwork and much more.

8. Check out the FASTER website for campus and community resources.

9. Check out the CETL website for all things teaching and learning and register for any professional development opportunities that interest you.

10. Visit all your classrooms; determine type of room, configuration of seats, and technology available.