

## **Specifics on Getting Started**

### **Email**

Your computer and email account have already been set up. You should have received a PDF with your email account and password. If this has not occurred you should send an email to support@cs.utah.edu.

### **Copying**

As a TA, you will need to contact the frontdesk@cs.utah.edu for a copy code, check with your professor first if you will be making copies.

### **Payroll**

Payday is on the 7<sup>th</sup> and 22<sup>nd</sup> of each month. Please see attached pay calendar. Direct deposit is required by the University, please inform Jessica as soon as you have bank account in which to set this up. You can obtain direct deposit by logging into CIS and filling out the information for you routing and account number.

### **Keys**

Fill out the form at the front desk and turn it in there, and pay a \$20 fee which will be refunded when the key is returned. If you require after hours access into the building you have to request a Prox card from the U-card office. Once obtained you email Jessica Johnson with your name and ID number and it will be processed.

### **Mail**

Your mailboxes have been set up in the graduate lounge, 3159 MEB.

**A University address cannot be used to receive personal mail for faculty, staff, or students.** Having the Mailing Bureau deliver personal mail would be a misuse of state funds, and therefore you cannot have personal mail delivered to this address.

### **Graduate Student Lounge (3159 MEB)**

The lounge has been outfitted with a microwave, fridge, foosball table, mailboxes, and couch for School of Computing graduate students only. Keep it tidy.

### **Tuition Waivers**

Read the tuition waiver policy carefully. It is your responsibility to stay in compliance. It is posted at the following URL:

[http://www.utah.edu/graduate\\_school/tbpguidelines.html](http://www.utah.edu/graduate_school/tbpguidelines.html)

### **Web Pages**

Federal law prohibits us from automatically posting students' pages to the web. Follow the instructions in the graduate-info page:

[http://www.cs.utah.edu/students/grads\\_info.shtml](http://www.cs.utah.edu/students/grads_info.shtml).

### **U Card**

You can get your University ID at 200 Union Building. They are open Monday through Thursday from 8:00 am until 6:00 pm, and Friday from 8:00 am to 5:00 pm. Be prepared

to present both photo identification and your student or employee number. You may pick up your card (two weeks prior to the start of the semester). You will use this card at the library and it can be coded to open certain doors in the School of Computing. You can also “deposit” money onto it to use in vending machines around campus.