

Checklist for professors: Starting at Paderborn University

Dear Professor,

We would like to welcome you to Paderborn University. With this checklist, we want to make it easier for you to start at our university and provide you with important information to help you get started. Below you will find an overview of the most important organisational steps at the beginning of your employment at Paderborn University. You can take care of some points yourself, others will be taken care of by your department/dean's office.

What should I do **before** my first day at the university?

Organisational steps

- ☐ You should apply for your **email address** in connection with a **university account** yourself as early as possible before your first day of work, as all other IT services require the account: [Self-registration](#) takes place on the ZIM website (see [instructions](#)).

Other steps that you can initiate before your first day of work in consultation with your department include your room equipment/furniture, telephone, IT equipment, door sign and office key, ID/library card and access to applications such as the campus management system. Details of the individual steps can be found below.

What steps do I need to take at the latest **when I start work**?

Organisational steps

- ☐ **Office key:** Pick up your office key with the completed [key receipt form](#) from the Facility Management Department ([Frank Lichtenauer](#), Tel 2508, E5.124, office hours 8 - 10 a.m., 1 - 2 p.m.)
- ☐ **Media cabinet key:** Borrow a key to use the [media technology in event rooms](#) from the Media Service Centre (H1.201, Tel 2821)
- ☐ **ID/library card:** Apply for a combined ID and library card via the [service portal](#) (see [instructions](#))
- ☐ **Website and person manager:** The university uses a [person manager](#) to present contact details, CVs, publications and tasks of a person in a standardised way on the websites. Create a profile there (see [instructions](#)) and design your personal website.
- ☐ **Business cards:** If necessary, order business cards in the [corporate design](#) from the [university printing office](#)
- ☐ **Ordering office supplies:** Order office supplies from our framework agreement partners (see "[contractual partners](#)" list)
- ☐ **IT equipment and support:** Advice on personal IT equipment is provided by IT staff in the relevant faculty/ department. Advice on general services (WLAN, e-mail, media technology, software services, etc.) is provided at the ZIM [Service Point](#), -5544, N5.344

Request/set up access to relevant applications, in particular:

- ☐ **PAUL (Campus Management System)** for the coordination of teaching / course catalogue): see [info sheet for teaching staff](#) or [help page](#)
- ☐ **MACH (financial management)**: You can obtain access data from [ZIM](#)
- ☐ **PANDA (learning management system)**: materials for courses, exchange forums, communication with students, coordination of examinations), for access see [information for teaching staff](#)
- ☐ **RIS (Research Information System)**, if applicable: Apply for access, see [info page](#) or [instructions](#) (a link to the person manager (see above) is possible, so that the publications you have entered are automatically displayed in your profile).
- ☐ **Dismantling/installation**: If you would like to attach whiteboards/ wall panels etc., please contact the Technical Facility Management ([Ulrich Kosfeld](#), -2477)
- ☐ **Photo session**: If necessary, arrange a photo session for your website with the [Media Service Centre](#)
- ☐ **DeliCard**: In the university catering facilities you can only pay cashless with a DeliCard, which is available from the [DeliCard Service](#) (Building ME)

Support from your department/dean's office

The following organisational steps are usually completed by the **Dean's Office or your respective department** in advance of your first working day (in consultation with you if necessary). During your first week of work, discuss which steps may still need to be taken and who will take care of them.

Organisational steps

- ☐ **Door nameplate**: [form](#) (or special form for [component P](#)) by e-mail to the building department (tuerschilder@zv.uni-paderborn.de, -2526, E5.121)
- ☐ **Order furniture** via [Procurement Office](#) ([Dirk Fuest](#), -2521, C2.209.), if necessary **furniture transport**: janitorial services team: -2972, H0.107
- ☐ **Telephone**: send request for a telephone and an entry in the telephone directory to the [Technical Building Management](#), -5400.
- ☐ **People Directory**: send [e-mail request](#) to be added to the [directory](#)