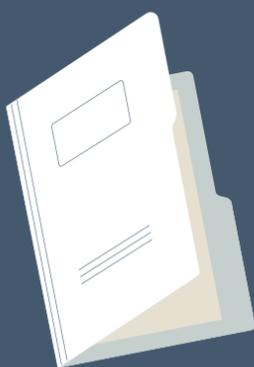


# UConn School of Social Work NEW HIRE FLYER

A step-by-step guide to get you started strong at the UConn School of Social Work!



## COMPLETE YOUR PAPERWORK IN PAGE UP

You'll receive an email from the Page Up system with items that need your attention.

Contact Iris Strong ([iris.strong@uconn.edu](mailto:iris.strong@uconn.edu)) with questions.

## OBTAIN THE MASTER SYLLABUS FOR THE COURSE YOU ARE TEACHING AND BEGIN WORKING ON COURSE MATERIALS

You'll receive a copy of the master syllabus of the course you will be teaching via email from the program director, faculty course lead, or program assistant.

\*\*Please note that your [HuskyCT \(Blackboard\)](#) course site will not yet be available.



## ORDER AN INSTRUCTOR DESK COPY OF THE COURSE TEXTBOOK/S

All instructors are eligible for one free instructor desk copy, provided by the publisher, of each textbook adopted for their course. We recommend making these requests as soon as possible, as there may be processing and shipping delays.

Contact Chelsea Lebron ([chelsea.lebron@uconn.edu](mailto:chelsea.lebron@uconn.edu)) for assistance.

## OBTAIN YOUR NETID & UCONN EMAIL; CREATE PASSWORDS FOR BOTH

- [Activate your NetID](#) once your hiring is complete.
- Sign into your [UConn Email](#) account. Be sure to log in through [Office 365](#). (\*Gmail is the platform for students, Office 365 is the platform for faculty.)

Contact [UConn ITS](#) ([techsupport@uconn.edu](mailto:techsupport@uconn.edu)) for assistance.

## REQUEST YOUR HUSKYCT SITE & BEGIN BUILDING YOUR COURSE; ATTEND ADJUNCT ORIENTATION & GET YOUR UCONN ID!

- [Request your HuskyCT site](#). Once EdTech has created your site, you'll be able to begin building your course. Contact [HuskyCT](#) ([huskyct@uconn.edu](mailto:huskyct@uconn.edu)) with questions. \*\*If you've taught the course before and would like your content from a previous section copied over, or, someone wants to share their course materials with you, [HuskyCT](#) can also help with this.
- Information about Adjunct Orientation will be emailed to you when available!
- Be sure to [request your Husky One Card \(UConn ID\)](#). Contact the [One Card Office](#) (860-486-3129) with questions.



### Important Contacts:

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Paula Nieman - BSW Program Director - [paula.neiman@uconn.edu](mailto:paula.neiman@uconn.edu)