New Faculty Checklist

- **Teaching associate contract** - [https://www.coastal.edu/hreo/](https://www.coastal.edu/hreo/)
  - Human Resources Office - Prudential Building, 95 University Boulevard, Telephone: 843-349-2036

- **Payroll information** - [www.coastal.edu/payroll](http://www.coastal.edu/payroll)

- **Parking Pass and Barcode for gated lots** - [https://www.coastal.edu/services/safety_and_security/publicsafety/trafficandparking/](https://www.coastal.edu/services/safety_and_security/publicsafety/trafficandparking/)
  - Public Safety office - 255 University Boulevard, Telephone: 843-349-2177

- **CINO ID Card** - [www.coastal.edu/cinocard/](http://www.coastal.edu/cinocard/)
  - Baxley Hall 101, Telephone: 843-349-4000

- **Room keys and Office Location**
  - Contact your department

- **CCU Login Information**
  - Contact your department’s administrative assistant to find out if your account has been created.
  - Once your account has been created, go to [www.coastal.edu/search/inc/password](http://www.coastal.edu/search/inc/password) to obtain your CCU username and password.
  - If you have trouble obtaining your account information, contact the ITS Help Desk at 843-349-5000

- **CCU Email account**
  - To access your email account online, login at [office365.coastal.edu](http://office365.coastal.edu). If you need to have the Outlook program set up on your office computer, submit an ITS Help Desk Job Request.

- **ITS Help Desk job request form on ITS website (for technology assistance)**
  - ITS Website: [www.coastal.edu/its](http://www.coastal.edu/its)
  - Help Desk Job Request: [http://helpdesk.coastal.edu/](http://helpdesk.coastal.edu/)
  - Help Desk Telephone: 843-349-5000

- **WebAdvisor access** - [https://webadvisor.coastal.edu](https://webadvisor.coastal.edu)
  - Locate class rosters

- **Requesting Classes in the Course Management System**
  - Request courses for Moodle using the Faculty Course Request form at the top of the Moodle website ([moodle.coastal.edu](http://moodle.coastal.edu)). If you are unable to login to Moodle, email moodle@coastal.edu.

- **Mandatory training, including but not limited to** - [www.coastal.edu/traininganddevelopment](http://www.coastal.edu/traininganddevelopment)
  - Sexual Harassment/Title IX training/Title IX Update
  - General Safety
  - Compliance and Ethics
  - Active Shooter
  - Protection of Minors

- **Faculty Development Center – CeTEAL – [www.coastal.edu/ceteal](http://www.coastal.edu/ceteal)**
  - Register for professional development sessions on effective teaching, instructional technology and more on our website.
  - To learn more, visit [http://www.coastal.edu/ceteal/newsevents/](http://www.coastal.edu/ceteal/newsevents/) to checkout our newsletter.