

## **Checklist for New Part-Time Faculty**

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Access to Highline computing, Email and Angel:

- Login
- Password

Computer access:

- Instructor Employment ID
- Pin #

Need for Instructor Briefcase and access to roster

Keys/Key card for:

- Classroom
- Building 29/office space
- Any other room access including labs

Other Info:

- Copy code
- Mail box assignment
- Parking permit

Textbooks:

- Contact Bookstore a minimum one month prior to start of quarter

Class Management:

- Contact Instructional Computing for class creation on Canvas one month prior to start of quarter

For lab classes:

- Contact lab manager with lab assignment needs. At least one week before start of quarter.

For payroll:

- Complete all five forms
- Provide a blank, canceled check for automatic deposit
- Provide proof of employment eligibility and identification (Social Security Card, Passport or Green card)

- Copy of college transcripts

For Instruction at the MaST Center:

- Key card and Key for classrooms and aquarium
- Alarm code and alarm procedure
- Facility maintenance and emergency procedure (Pump failure, etc)