Intake Checklist for New Faculty, Staff and Graduate Students:
(Please complete the attached forms and return to the NU Mathematics Department Office)

Keys – If you have not received the keys that you need, see Niki Koumoutsos to request them. Specify what access you need, using the Key Request Form attached. (office, Lunt Hall main Entrance, Locy Hall main entrance, Common Room/Computer Lab, Copier Room). NOTE: $20 deposit is required to obtain keys (except for Tenure-Line Faculty, Lecturers or Staff).

Department Picture (for website) – Please see Niki Koumoutsos to have your photo taken.

Copy Code – Email Niki Koumoutsos niki.koumoutsos@northwestern.edu for a copier code. Also, please notify her of your math email address so she can load this into the copier for scanning functionality. Note: Copy Limits Per Quarter: 3000 Black/White, 100 Color

NUFinancials Security Access – This access is necessary for financial related matters, including purchasing requests and expense report requests. Once you have a valid NetID, please get your access forms from the Dept Office and return to Niki.

Computer/Email Account – Submit Math Computer System Application Form to Miguel Lerma.

Contact Information – Please submit the Contact Information form to Deavon Mitchell.

Course Information – For teaching assignments and ordering desk copies of textbooks, please see Niki Koumoutsos and/or Deavon Mitchell.
NU MATH DEPARTMENT CONTACT INFORMATION FORM

Name: ________________________________________________________________

Title/Position: __________________________________________________________

Math Email Address: _____________________________________________________

Office Location/ Phone: _________________________________________________

Home Address: _________________________________________________________

Home Phone: __________________________________________________________

Cell Phone: ___________________________________________________________

Emergency Contact (Name/Phone/Relationship to You):
____________________________________________________________________

Any additional contact information (please provide in the space below):
____________________________________________________________________

PLEASE SUBMIT CONTACT INFORMATION FORM TO DEAVON MITCHELL. ALL INFORMATION SUBMITTED TO THE OFFICE IS HELD CONFIDENTIALLY AND ONLY USED FOR INTERNAL PURPOSES.
NU MATH DEPARTMENT KEY REQUEST FORM

Name: _____________________________

Date Requested: ______________________

Position/Title: _______________________

Keys Requested
Office (Room #___________ Building: ___________ (Lunt Hall or Locy Hall)
Main Entrance (check building): ___Lunt Hall ___Locy Hall (New Indala Wildcard required*)
Copier Room
Common Room / Computer Lab
Math Library (Please visit the Library to obtain key)

A $20 DEPOSIT IS REQUIRED FOR ANY NEW KEYS REQUESTED, AND MUST ACCOMPANY THIS APPLICATION. (STAFF, TENURE-LINE FACULTY, AND CONTINUING TEACHING FACULTY ARE EXEMPT). THE DEPOSIT WILL BE RETURNED UPON RETURN OF KEYS.

PLEASE SUBMIT KEY REQUEST TO NIKI KOUMOUTSOS. REQUESTS MAY TAKE UP TO 10 BUSINESS DAYS TO COMPLETE.

FOR OFFICE USE ONLY: Date Key(s) Issued: ________________ Deposit Collected? YES NO

Date Received: ________________ Key Number(s) Issued:

Room Key Number

*For Locy Hall main entrance: Indala Wildcard request/chartstring sent to Wildcard Office by Dept Business Administrator ___
NORTHWESTERN UNIVERSITY
MATH COMPUTER SYSTEM
NEW USER APPLICATION FORM

(Leave blank anything that does not apply)

Full Name: ____________________________________________

Preferred login name (if any, 8 characters max): ________________

Shell: (leave blank if no preference) □ bash □ tcsh

Status: □ Graduate Student □ Tenure Track Faculty
□ Non Tenure Track Faculty □ Associate Professor
(continuing lecturer, etc.): ________________________________
□ Postdoctoral Lecturer
□ Boas Assistant Professor □ Visiting Lecturer
□ Simons Postdoctoral Fellow □ Visiting Faculty (teaching)
□ Full Professor □ Research Visitor (not teaching)
□ Staff Sponsored/invited by: __________________________
□ Work Study Student □ Other: _________________________

For how long do you expect to be in the department?: ____________ Today’s date: ____________

Office Room: ____________

Ph.D. from what university? __________________________________

Research Area: ____________________________________________

Brief Description of Research Interests: