

Checklist for New Faculty, Staff and Graduate Students:

Keys – See Janna Dodrill to request keys. Specify what access you need, using the Key Request Form attached. (office, main door to Lunt Main Entrance, Common Room/Computer Lab, Copier Room).

**NOTE: \$20 deposit is required to obtain keys (except for Tenure-Line Faculty, Lecturers, Staff).**

Department Picture (for website) – Please see Janna Dodrill or Melanie Rubin to have your photo taken.

Copy Code – Email Apryl Schlueter [apryl@math.northwestern.edu](mailto:apryl@math.northwestern.edu) with preferred copy code. Also, please notify her of your math email address so she can load this into the copier for scanning functionality. (2-8 numerical digits)

**Note: Copy Limits Per Quarter: 3000 Black/White, 100 Color**

Long Distance Authorization Code (faculty/staff excluding Visiting Faculty) – Email Apryl Schlueter [apryl@math.northwestern.edu](mailto:apryl@math.northwestern.edu) for activation.

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 see Apryl Schlueter to sign your access forms.

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

Contact Information – Please submit the Contact Information form to Melanie Rubin.

Course Information – For teaching assignments and ordering desk copies of textbooks, please see Melanie Rubin.

**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 MELANIE RUBIN. 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 \_\_\_\_\_)
- Main Entrance
- 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 LECTURERS EXEMPT). THE DEPOSIT WILL BE RETURNED UPON RETURN OF KEYS.**

**PLEASE SUBMIT KEY REQUEST TO JANNA DODRILL.  
REQUESTS MAY TAKE UP TO 10 BUSINESS DAYS TO COMPLETE.**

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**FOR OFFICE USE ONLY:**

**Date Key(s) Issued:** \_\_\_\_\_

**Deposit Collected? YES NO Date Received:** \_\_\_\_\_

**Key Number(s) Issued:**

Room	Key Number

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  Research Visitor (not teaching)  
 Non Tenure Track Faculty  Tenure Track Faculty  
 Boas Assistant Professor  Associate Professor  
 Full Professor  Visiting Faculty (teaching)  
 Staff  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: