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For email, one card and ONYEN you will need to get your PID from the HR Dept (contact info below)

**How to get an onyen:**[https://onyen.unc.edu/](https://onyen.unc.edu/cgi-bin/unc_id/services)

You will get a university email account at this time. If you need a SOM account please contact Val Tan (vtan@med.unc.edu).

**On your first day of work you will need to do the following:**

* All Employees: HIPAA Training <https://www.med.unc.edu/security/hipaa/hipaa-train/>
* All Employees: EHS Orientation/Office Environment <https://ehs.unc.edu/training/orientation/>

<https://ehs.unc.edu/workplace-safety/>

* For ConnectCarolina Access: FERPA Training (only required if you work with student information eg. teaching/student services etc.) <https://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/>
* You also need to turn in your SOM confidentiality form to your HR facilitator if you have *not* already: <https://www.uncmedicalcenter.org/app/files/public/11316/pdf-medctr-volsvcs-confidentiality-statement---02-27-18.pdf>

**For Keys, business cards, phone set up (if needed), department number or Campus Box contact:**

Division of Clinical Laboratory Science: Pam Morrison

Division of Clinical Rehabilitation and Mental Health Counseling: Tin Lay Nwe
Sleep Program: Tin Lay Nwe

Division of Occupational Science: Tin Lay Nwe

Division of Speech Pathology & Hearing Science: Adam Shirey

Division of Physical Therapy: Adam Shirey

Physician Assistant Program: Jamont Beatty

Division of Radiologic Science: Pam Morrison

**Human Resources Contact**: Chris Edwards, chris\_edwards@med.unc.edu, (919) 962-9800

**Building Access:** Contact Val Tan, she will send you the online ID badge to complete; once it is approved you can pick up a badge from the ID office, vtan@med.unc.edu

**Parking information:** Contact Dani Shirey, AHS Parking Coordinator and Executive Assistant to the Chair, dani\_burkhart@med.unc.edu

A “FACULTY HANDBOOK” and “STAFF HANDBOOK” can be found at HS SHARE (a Department-wide shared folder on the network) once you get your email and ONYEN Valerie Tan can add you to this share drive for access

**Faculty Policies can be found at** :

<https://www.med.unc.edu/healthsciences/about-us/faculty-staff/>

Professional Development: <https://www.med.unc.edu/facultyaffairs/>

**Other important resources:**
Adverse Weather: <https://alertcarolina.unc.edu/about/adverse-weather/>

Safe & Security Resources: <https://safe.unc.edu/>

Information Security and Privacy: <https://www.med.unc.edu/security/policies-guidelines/>

Emergency Procedures for HS Bondurant Hall: <https://www.med.unc.edu/healthsciences/wp-content/uploads/sites/628/2018/06/Emergency-Procedures-AHS-BOHA_2017.pdf>

Encrypting mobile devices:

# Laptop encryption   Campus security policies require that all mobile devices (including laptops) containing sensitive information be encrypted.    Please stop by the OIS helpdesk in Macnider 065 to have your laptop encrypted with PGP Whole Disk Encryption. Do not assume your laptop is encrypted by default. You will know that your laptop is encrypted if you see a gray PGP login screen when your laptop first boots up. If you do not see this screen, then you do not have the PGP Whole Disk Encryption software installed. If you store sensitive data on your device, and you do not want to encrypt your laptop, then you MUST remove the sensitive data.    Examples of sensitive data can be found here:  <https://its.unc.edu/project/securing-sensitive-university-owned-information-secure-nas/>

FOR FACULTY WORKING IN CLINICS ONLY:

Britt Ritter is currently handling credentialing for HS – contact Lisa Johnston for more information

lisa\_johnston@med.unc.edu, Associate Chair for Clinical Services 919-843-5723

RESEARCH RELATED: FOR ANY NEW STAFF OR FACULTY WORKING IN LABS, CHECK WITH YOUR SUPERVISOR AS YOU MAY NEED TO DO:

CITI Training (you’ll need your onyen or PID to login)

<https://research.unc.edu/human-research-ethics/getting-started/training/>

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FOR STAFF ONLY:

Accounting Services (access forms can be found at http://www.unc.edu/mds/Allforms.htm

o CABS

o FRS/FACS ID

o PCard

Online purchasing with Staples (http://www.unc.edu/mds/Vendors/staples/staples.htm) we are ship to location 206\*