Information for New Faculty and Staff

Welcome to Fort Hays State University!

Here is the process for providing new employees with FHSU technology services:

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1. Human Resource Office Notifies Technology Services of New Employee

After the offer of employment has been accepted, the FHSU Human Resource Office notifies the Office of Technology Services of the new employee and their start date.

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2. Activate TigerNet ID

The new employee will receive an email from Technology Services when their TigerNetID is ready. This email will be sent to the email address provided to Human Resources during the recruitment process. The new employee should go to the TigerNetID Activation page and follow the directions: www.fhsu.edu/activate/

Additional communication regarding other services being provided to the employee will be sent by official FHSU channels (phone or FHSU Outlook email).

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3. Standard Technology Services are Provided

The following **standard** technology services are **automatically** provided for the employee, **in accordance with the requirements for their specific position:** TigerNetID, Workday, TigerNet on-campus wireless access, Outlook email, Office 365, appropriate network share access, Gmail, Blackboard (for faculty), and a computer (for on-campus faculty/staff).

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4. Additional Technology Services are Requested (if applicable):

- **Phone/Voicemail:** The **department** must submit a separate Phone Services request if an on-campus phone and/or voicemail are desired. For on-campus positions, Technology Services sends an email to the hiring supervisor from the on-boarding process with **specific instructions for submitting** this request, including a list of the **required information** to provide.

- **Computer:** For on-campus positions that require a computer provided by Technology Services, the **department** must provide information needed for setting it up. Technology Services sends an email to the hiring supervisor from the on-boarding process Computer ticket with a list of the **required information**; the supervisor can simply **reply** to that email to provide that information.

- **Other Non-Standard Services:** If the employee requires other technology services (such as folder/share permissions, special software, ImageNow, etc.) the department chair, director, manager, or administrative assistant will need to submit a request (click **Request Services** in the left sidebar of any Technology Services webpage). **Before submitting, see** Technology and Software Purchasing Procedures **and** Technology Support Service Type Guide **for instructions**.

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5. Explore

Explore Technology Services to learn more about us and how we support you and your technology at FHSU. View Technical Training opportunities.

Explore Teaching Innovation and Learning Technologies for opportunities in instructional development and educational technology.

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6. Questions? Contact Us!

Browse our faculty/staff support page to find answers to frequently asked questions. Add TigerTech (785) 628-FHSU to your phone contacts, chat with us online, or visit us in Tomanek Hall 127 for assistance.