



ONBOARDING CHECKLIST

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OBTAIN PARKING PASS

Permits are required to park at UCF Downtown. All employees must [register their vehicle online](#). Permits may be mailed to your residence or picked up in person at the Parking Services office, located in the first floor of the Communication and Media Building lobby. New employees may also pick up a two-week temporary permit at this office.

Permits are not valid for on-street or City of Orlando parking lots and garages. For details about on-street and metered parking around campus, visit ucf.edu/downtown/transportation.

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GET YOUR UCF CARD

New employees who have been assigned a UCF ID number can obtain a UCF Card at the Card Services office, located in the Communication and Media Building lobby.

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REQUEST KEYS TO OFFICES

Hiring managers, HR liaisons or office managers should submit a key request to Austin Bott at austin.bott@ucf.edu. When emailing, please include the new employee's name, ID number and office location.

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REQUEST ELECTRONIC KEY ACCESS TO CAMPUS BUILDINGS

Hiring managers, HR liaisons or office managers should complete the [online access request form](#) on behalf of new employees to request access to downtown campus buildings.

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ADD EMPLOYEE TO UCF DOWNTOWN NEWSLETTER LIST

Hiring managers should email ucfdowntown@ucf.edu to request new employees be added to the UCF Downtown newsletter distribution list. Please include the employee's first name, last name, UCF email address, and employee work classification (ex: 12 month faculty, 9 month faculty, A&P, USPS, OPS, student, etc.).

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ORDERING AND SETTING UP IT EQUIPMENT

Prior to the new employee's first day on campus, hiring managers should email itsupport@ucf.edu to order or set up the new employee's computer, phoneline, network ports and other IT needs. When emailing IT, please be sure to indicate that the new employee is based at UCF Downtown.

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PRINT OFFICE DOOR SIGNAGE

Please work with your department's office manager for office door inserts.



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☐**REQUEST CAMPUS DIRECTORIES**

Campus and building directories help orient new employees to UCF Downtown. You may request these directories from UCFDowntown@ucf.edu.

☐**REQUEST ASSISTANCE TO HANG MATERIALS**

UCF Facilities can help new employees hang pictures, degrees and other materials in their offices. Simply submit a [Work Order online](#).

☐**ORDER OFFICE SUPPLIES**

Check your department, school or college policies for desk supplies needed, including ordering name tags and business cards.
