# New Faculty Survival Kit

**First Week** | **Canvas** | **Banweb** | **Faculty Senate** | **ITC** | **Library** | **Classroom Computers** | **Misc Computers** | **Emergency**

## Your First Week at Tech

**Parking**
All parking is free without permit. Additional parking can be found in a lot on College Street near Brown Hall.

**Campus Map**
http://www.nmt.edu/images/stories/maps/map_big.jpg

**ID**
Take proof of employment from the Human Resources Office to Registrar’s Office. Photo ID will be created for you on the spot.

**Keys**
Pick up a form from Key Control in Fidel. Direct any questions to your department secretary. Return the form to key control. Keys will be given or ordered as needed

**Campus Directory**
http://www.nmt.edu/directory

**Faculty Senate**
First Tuesday of the month at 4pm in Workman 101. New faculty are introduced at the first semester meeting. http://www.nmt.edu/faculty

## Banweb

**Accessing Banweb**
Contact department chair or secretary for Banweb login information

**To reset password**
Contact the Registrar’s Office

## Information Technology and Communications (ITC) (Formerly TCC/ISD)

**Contact ITC:**
575-835-5700, 575-835-5437 uc@nmt.edu

**Suggested Wireless Network**
Encrypted WPA2 Network

**Account Management & Password Resets:**
Go to Speare 14 or email with a copy of a photo ID attached

**Contact ITC for printer, spam email, u-drive mapping, and other computer help** ([See list of computers covered by the ITC](http://guides.instructure.com/m/4152))

## Library

**Materials on Reserve**
Contact your department’s secretary and put in your order. Most materials will be ready within one week, with exceptions

**Online Database**
Use Discovery - includes online catalog, electronic journals, and databases
http://infohost.nmt.edu/~nmtlib/

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*Control + click to open the hyperlinks and bookmarks (any blue text)*
**Off-Campus Access**
Use TCC sign on username and password

**Study Room Policy**
First come, first served for faculty and students. Fill out form at library front desk

**Library Research Instruction for your students**
http://infohost.nmt.edu/~nmtlib/INFO/instruction.html

**Need Computer Help in the Classroom?**

**ITC (TCC/ISD)**
Campus network and Wi-Fi.
Find information here:
http://www.nmt.edu/information-services-department
Contact: 575-835-5700, 575-835-5437, uc@nmt.edu

Classrooms covered by the ITC
- Jones Annex: 101
- Library: 208
- MSEC: 105, 187, 195
- Speare: 4, 5, 23*, 102*, 116
- Weir: 128, 209
**=computers only

**ACT (Academic Center for Technology)**
Distance ED
Contact: signal toward camera if you need help (They are watching and listening from broadcasting room in Cramer)
act@nmt.edu

Classrooms covered by the ACT
- Cramer: 123, 124, 127, 129

**Smart Classroom**
Contact: 575-835-6688, act@nmt.edu

**Smart Classrooms**
- Cramer: 101, 120, 114, 227
- Weir: 129, 102, 132, 202, 203, 208
- MSEC: 101, 103, 268
- Jones Annex: 102, 104, 106

**Department Computers**
All other computers are covered by the building’s respective department. See Directory

**Misc. Computer Stuff**

**Accessing School Logo**
http://www.nmt.edu/public-information-office/3567-new-mexico-tech-logo

**All Faculty Email**
Contact department secretary. Secretary will call ITC. Email will be added to list and new faculty member will be notified.

**This Week at Tech**
Weekly email newsletter with updates on what is currently going on at Tech. Subscribe to the newsletter with the following steps:
Go to www.nmt.edu.
Click “NMT Calendar” at the top of the page (www.nmt.edu/nmt-calendar).
Enter your information in the boxes on the left side of the page.
Click “Subscribe.”
### Emergency

**During Regular Business Hours:**
Campus Police (575) 835-5434

**Outside of Regular Business Hours:**
Campus Police Above number or (575) 835-2444

**Socorro Mental Health Center**
(575) 835-2444

**Non-Emergency Referrals**
(575) 835-6619

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### RAVE System

The Rave system notifies registered members of emergencies via text messages, emails, and phone calls.

**To sign up**
Go to [www.getrave.com](http://www.getrave.com).
Type in "New Mexico Institute of Mining and Technology."
Click Register on the right side of the page.
Fill out personal information. Be sure to use your Tech email address.
You will then receive a confirmation email and text.

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### Campus Police

Please see [http://www.nmt.edu/police-services](http://www.nmt.edu/police-services) for the full list of services

**Locations**
- **Key Control in Fidel Center:** First floor, to the right of the North facing entrance
- **The Student Activity Center (SAC):** Facing the entrance upon walking into the building. Ring the doorbell for service.

**Contact**
- Non-emergency: (575) 835-5434
- Emergency: dial 5555 or 911 on any campus phone, or 575-835-5555 on any non-campus phone