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://www.nmt.edu/))

**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

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

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

Misc. Computer Stuff

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

*If file-version needed contact graphic artist at 575-835-5620

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

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.
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.

Campus Police

Please see 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