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
https://www.nmt.edu/campusmap.php

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
Obtain Key Request form from your department office. Direct any questions to your department secretary.
Return the form to key control. Keys will be given or ordered as needed

Campus Directory
https://www.nmt.edu/directory.php

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

Canvas

https://nmt.instructure.com/login/canvas/

For help, contact: act@nmt.edu

Instructor Guide
https://guides.instructure.com/m/4152
Instructor Quick start Guide
http://guides.instructure.com/m/8472

Banweb

Accessing Banweb (banweb.nmt.edu)
Contact department chair or secretary for Banweb login information

To reset password
Contact the Registrar's Office

Information Technology and Communications (ITC)

Contact ITC:
575-835-5700 or email
help@nmt.edu

Suggested Wireless Network SSID
NMT-ENCRYPTED-WPA-WPA2 or NMT-Encrypted

Account Management & Password Resets:
Go to help desk in Gold 101 or email help@nmt.edu for procedures.

Contact ITC for printer, spam email, u-drive mapping, and other computer help (See list of computers covered by the ITC)

Library

Materials on Reserve
Contact your department's secretary and put in your order
Most materials will be ready within 1 week, with exceptions

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

Control + click to open the hyperlinks and bookmarks (any blue text)

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Off-Campus Access
Use ITC 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 Classrooms
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
Speare:	113, 116, 117, 16, 20

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

Need Computer Help in the Classroom?

Information Technology and Communications (ITC)
Campus network and Wi-Fi.
Find information here:
http://www.nmt.edu/information-services-department
Contact: 575-835-5700 or email help@nmt.edu

Resources covered by ITC

Library:	208
Speare:	4, 5, 23*, 102*, 116 &117
Fidel:	130
Gold:	145

*=computers only

ACT (Academic Center for Technology)
Classroom technology and Distance ED
Call 575-835-6688 or if Distance Ed 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://w17.nmt.edu/nmt-a-z/3567-new-mexico-tech-logo

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

All Faculty Email
Contact Lyndsey Lewis (lyndsey.lewis@nmt.edu) to be added to list.

This Week at Tech
NMT Calendar (nmt.edu/calendar/).

Academic Affairs Google Calendar:

https://calendar.google.com/calendar/b/1?cid=bm10LmVkdV82bW0zaW52ZmRyNnZscDE4ZzhsNW81c2cwY0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t

Control + click to open the hyperlinks and bookmarks (any blue text)

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

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

Campus Police

Please see http://www.nmt.edu/police/ 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

Email: dispatcher@nmt.edu

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.

**Contact Dave Mathews at Campus Police for help, David.Mathews@nmt.edu