Handbook for newcomers

Introduction

Welcome to the University of Maryland! Since every new arrival has to go through the same process, this document lists all the steps you have to take, puts them in the right order, and makes recommendations for when to execute them. It also provides some background information on the different aspects of the procedures. Below is a table of useful information. You can fill this in as you go through the steps, so you always have the necessary information at hand. Be aware that especially your permanent Social Security Number (SSN) should be kept private as much as possible.

UID: ___________ Temporary SSN: ___-___-_____
DID: ___________ SEVIS ID: N ____________

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1 Day 1

On the first day you will receive your University Identification number (UID), a nine-digit number to identify you within the university, and a temporary social security number (SSN). You will need these numbers several times later, so make a note of them. You should also receive a temporary wireless guest account username and password. To access the internet:

- Connect to the wireless network ‘umd’ and visit any web site. You’ll be asked to fill in the temporary guest access username and password.

- Since you have to choose a retirement plan on your first day, go to uhr.umd.edu/benefits/retirement-benefits/choosing-a-retirement-plan/, click on ‘Exempt Employees and Faculty’, and read the information.

- Click on ‘Retirement Plans at a Glance’ for a point-by-point comparison of the two plans.

If you still have time left, you can start with the steps in the sections below. If it’s almost Wednesday (see section 7), you may want to start looking into health insurance first (section 6), otherwise continue with the steps below.
2 Faculty ID card

You can go to the Mitchell Building (building 052) to get your ID card. Bring along your passport and your UID. You will have your photograph taken and the card will be printed in a minute or two. Among other things, this card allows you free access on the campus shuttle busses, which may be useful the first days if you’re on foot. You can defer this until later if you want.

3 Internet access

The first thing you will want to do next, is to get your own internet access.

- Connect to the wireless network ‘umd’ as before. Alternatively, ask a friendly colleague to help you through these steps.
  - Go to [www.it.umd.edu/new](http://www.it.umd.edu/new).
  - Click on ‘Incoming Faculty/Staff/Affiliate’.
  - Read the information carefully and click on ‘Start here’.
  - Fill in the last five digits of your temporary SSN and the other required information, and click ‘Submit’. (If this does not work yet, wait a day for the system to process everything.)
  - Choose your unique directory ID (DID), or accept the preassigned one, and fill in a password of your choice.
  - At the bottom of the page, click to set up your UMD e-mail account. Don’t forget this step, or your e-mail account will not be activated.

- From now on you can connect to the wireless ‘umd’ network, using your DID username and password instead of the temporary guest access username and password.

- Even better than the ‘umd’ network, would be to connect without having to input your username and password all the time. You can go here for operating system specific information to connect to the ‘umd-secure’ network: [www.it.umd.edu/nts/noc/wireless/connect.html](http://www.it.umd.edu/nts/noc/wireless/connect.html).

- You can also connect via the eduroam network, which will also work at the many universities worldwide who are part of this service. Operating system specific information can be found at the bottom of this page: [www.it.umd.edu/nts/noc/wireless/eduroam.html](http://www.it.umd.edu/nts/noc/wireless/eduroam.html).
4 Updating personal information

Now you can change your personal information in the university system. This will take some time to be processed, so it is good to do it as early as possible.

- Go to [ares.umd.edu/home/](ares.umd.edu/home/)
- Log in with your DID username and password and click on the 'Change email address' link in the ‘Quick Links’ on the right. Alternatively, click on ‘Payroll and Human Resources’ in the left column and then on ‘Display/Update Personal Data’.
- Change your personal address if it is not filled in yet, and also change your ‘Primary e-mail address’ to your UMD e-mail address, so all university e-mail will no longer be forwarded to your personal e-mail address. Check all the other information carefully and update as needed. Then click on the ‘Update’ button at the very bottom to actually save all the changes. It may take a few hours for the new information to be processed in the university systems.

5 IT

Now we can start setting up all the IT stuff. If you really run into trouble, you can phone the helpdesk: (301) 405 1500, or extension 51500 (see section 5.4). Let’s start with e-mail.

5.1 E-mail

5.1.1 Web mail

For web mail you can go to [email.umd.edu](email.umd.edu). You can login with your DID username and password.

5.1.2 E-mail programs

To access your e-mail via a regular e-mail program on your computer or mobile device, you can go to [www.it.umd.edu/exchange/documentation.html](www.it.umd.edu/exchange/documentation.html), which gives a list of most operating systems and mobile devices.
5.1.3 E-mail lists

When you arrive you will be put on several e-mail lists sending you information relevant to your position. For a manual on these e-mail lists you can go to [www.lsoft.com/manuals/1.8d/user/user.html](http://www.lsoft.com/manuals/1.8d/user/user.html).

5.2 Printing

There are two printers available, one printing in black and white, and one in colour. You can access them via their IP address using the line printer daemon (LPD) protocol. The IP addresses are:

- B&W: 129.2.97.14 (type: HP LaserJet 4250, location: Heather’s office, PSC 3140)
- Colour: 129.2.97.15 (type: HP Color LaserJet CP3525, location: Heather’s office, PSC 3140)
- Colour: 192.2.92.61 (location: bathroom corridor)

5.3 Photocopying

There is a photocopier located in Heather’s office (PSC 3140).

5.4 Phones

To call a number within the university, you can dial the last five digits of the number. So for the helpdesk (+1 301 405 1500), 51500 would do. This five digit number is called the extension and is listed on all telephones. If it starts with a 5, the full number is 301 405 xxxx, but if it starts with a 4, the full number is 301 314 xxxx. To call a number outside of the university you have to dial a leading 9. For non-local numbers this has to be followed by the US country code for a total of 91, for numbers abroad by the international call prefix (or international access code) 011 for a total of 9011, followed by the required country code.

5.5 Calendar

You can find a Google calendar with all the events (colloquiums, (public) lectures, open days, drinks, etc.) happening within the physics department at [http://www.umdphysics.umd.edu/index.php/events/calendar.html](http://www.umdphysics.umd.edu/index.php/events/calendar.html). For the events of the Department of Astronomy there are several calendars available at [http://terpconnect.umd.edu/~polko/](http://terpconnect.umd.edu/~polko/)
5.6 LDAP

The Lightweight Directory Access Protocol (LDAP) server stores contact informations of all UMD employees. Although the Microsoft Exchange account has its own LDAP server, the UMD one has more information. The required values to set it up are server: ‘ldap.umd.edu’, port: ‘389’, no SSL, search base: ‘ou=people,dc=umd,dc=edu’, scope: ‘subtree’, authentication: ‘none’. This is in no way necessary to set up, but may be useful to quickly look up information. A web based search can be performed at directory.umd.edu/search.

6 Health insurance

You need to apply for health insurance in the first 30 days of your stay in the US. Unfortunately, you need a permanent social security number (SSN) for that, so you can only fill in all the required information except the SSN. Paulina Alejandro (PSC 0260F) has all the necessary forms and additional information. The reason to do this early is that in case you need medical aid, the filled in form counts as health insurance up until the moment you have officially applied for it. As a faculty member the health insurance will be deducted from your paycheck. For more information on the requirements you can go to www.international.umd.edu/ies/2750. Then go to uhr.umd.edu/benefits/ and click on ‘Regular Employee’. Here you will find the benefits guide book with all the information on the possible plans, and the enrollment form to apply for a specific plan. The health insurance benefits office is located in the Chesapeake Building (building 338) in room 1101, at the end of the first corridor on the right.

7 Orientation - Wednesdays

Orientation is a two hour long presentation held every Wednesday at 10 a.m. organised by the Office of International Services (OIS). If it is in the Glenn L. Martin building, make sure you leave on time, because there is three of them. The right one should be building 088. You will get a lot of information, but more importantly they also want to scan your:

- Passport
- Visa in passport
- DS-2019 form
• health insurance enrollment

While there you are asked to fill in two forms:

• The J-1 Personal Information Sheet includes your SEVIS ID (a number starting with an N you can find in the top right box of your DS-2019 form, local address and phone, office phone, and the phone number, e-mail, and address of your emergency contact within the US.

• A form asking whether you have already enrolled in a health insurance plan. Since this requires a social security number, which takes two weeks to apply for (see section 10.2), this will probably be a ‘no’.

8 Bank account

You need a bank account for your salary, which is deposited every two weeks. You don’t need an SSN to open an account, so you can do that straight away. There are two major banks you can get an account with: the Bank of America and Capital One. Capital One has an office in the Adele H. Stamp Student Union (building 163), but if you go there, make sure you bring at least $25 in cash if you want to open a checking account, and an additional $300 if you want to open a savings account as well. Also bring your passport.

9 Other information

9.1 Leave

You can check and manage your holidays at ares.umd.edu/home/

• Click on ‘Payroll and Human Resources’ in the left column, followed by Time Entry/Faculty Leave Reporting, or directly on PHR Time Entry/Faculty Leave on the right.

• Click on ‘Complete Your Time/Leave Record’, log in with your DID and click continue.

On this page you can assign leave to specific days and if you click on ‘Leave Balances/Summary’ you can see how much leave you still have left.
9.2 Building access during the weekend

In order to be able to enter the building, ask Paulina Alejandro (PSC 0260F) to add this permission to your ID card. To access the building off hours, swipe your card through the card reader near the entrance.

9.3 Lunch

You can buy lunch at the Adele H. Stamp Student Union (building 163), or in the Quantum Cafe on the ground floor of the PSC.

9.4 Bicycles

You can buy bicycles at College Park Bicycles, located at 7301 Baltimore Ave. (301-864-2211, 10:00–7:00, Mondays from 12:00), Proteus Bicycles, located at 9217 Baltimore Ave. (301-441-2928, 10:00–6:00), or, if they are available, at Terrapin Trader in building 383 (301-405-5267, 10:00–3:00, closed on Mondays).

10 Governmental

10.1 SEVIS verification

Within the first 30 days of arriving in the US, or within 10 days of moving house, you need to verify and update your SEVIS information used by the US government. You also need to verify your information once every 6 months. To do this:

- Go to [www.ois.umd.edu](http://www.ois.umd.edu)
- Click on the [SEVIS] tab
- Click on the button ‘Verify Scholars’ at the bottom
- Log in with your UID or DID
- Make any necessary changes and click ‘CONTINUE’ at the bottom
- Now click on ‘CONFIRM/LOGOUT’ to complete the process
10.2 Social security number

You will need your social security number (SSN) for many services, but in our case it is necessary to apply for health insurance. Unfortunately you can only apply for an SSN 10 workdays after you entered the United States. The two closest offices are:

**Maryland:** 10230 New Hampshire Ave. Ste 304
Silver Spring, MD, 20903

**Washington DC:** 2100 M Street NW, Washington, DC, 20037

Bring the following original documents as well as copies:
1. passport
2. I-94
3. DS-2019
4. Faculty ID card (see section 2)

You can obtain your I-94 number and print the card at: [www.cbp.gov/I94](http://www.cbp.gov/I94)

10.3 Leaving and reentering the US

When you are planning to leave the US, you need to get a travel signature at least two weeks in advance of your trip. Bring your DS-2019 form to the OIS in building 233, where they will check your status and sign your DS-2019 form at the bottom right. This signature is valid for a year.

You also need to obtain a new I-94 number every time you enter the US for the duration of your position. You can get this number and print the card at [www.cbp.gov/I94](http://www.cbp.gov/I94)

11 Abbreviations used in this document

**DID** Directory Identification, a username and password you will use to connect to the computing facilities at the university. The username is also the first part of your university e-mail address.

**OIS** Office of International Services, building 233

**PSC** Physical Sciences Complex, building 415

**SSN** Social Security Number, a personal number used by the government

**UID** University Identification number, a personal nine-digit number used to identify you within the university

**UMD** University of Maryland