Welcome!

In this email, you’ll find some resources that will help you to get started.

**Technology Quick Guide**

Technology Help - [help@case.edu](file:///\\ads.case.edu\utech\VDI\H\Staff\etm47\Desktop\help@case.edu), [help.case.edu](file:///\\ads.case.edu\utech\VDI\H\Staff\etm47\Desktop\help.case.edu,), 216.368.HELP (4357) Location -Kelvin Smith Library - Lower Level

Email - [webmail.case.edu](http://webmail.case.edu/)

Wireless Network Setup - [wireless-setup.case.edu](http://wireless-setup.case.edu/)

Wired Network Setup - [setup.case.edu](http://setup.case.edu/)

Virtual Private Network (VPN) - [vpnsetup.case.edu](http://vpnsetup.case.edu/)

Duo Two-Factor Authentication - [securityaware.case.edu](http://securityaware.case.edu/)

Telephone Resources - [telephone services](https://case.edu/utech/help/knowledge-base/office-phones/telephone-services-information)

Equipment - [e-store](https://case.edu/utech/resources/estore)

Software - [softwarecenter.case.edu](http://softwarecenter.case.edu/)

Canvas - [canvas.case.edu](http://canvas.case.edu/)

Zoom - [Zoom](https://case.edu/utech/help/knowledge-base/zoom/zoom-information)

Research Computing - [research computing](https://case.edu/utech/departments/research-computing)

Student Information System (SIS) - [case.edu/sis](http://case.edu/sis)

Human Capital Management (HCM) - [case.edu/hcm](http://case.edu/hcm)

**Faculty/Staff Resources**

**Your Department Personnel -** See the attached list

**CSE Personnel -** See the attached list

[University Directory](https://webapps.case.edu/directory/index.html)   
[Maps and directions](https://webapps.case.edu/map/)  
[HR](https://case.edu/hr/)

[Business Policies](https://case.edu/policies/)  
[Office of Faculty Development](https://case.edu/facultydevelopment/)  
[University Closing & Holidays](https://case.edu/hr/worklife/university-closings-holidays)

[Faculty Resources](https://case.edu/faculty/)

[Staff Resources](https://case.edu/staff/)  
[CSE Intranet](https://engineering.case.edu/)

[Faculty/Staff Wellness](https://case.edu/wellness/facultystaff/wellness-program)  
[Wellness Resources](https://case.edu/wellness/facultystaff/resources)  
[Fitness](https://case.edu/wellness/facultystaff/resources/fitness)

**Printers/Faxes Information** (different for each department)

**Key Request**

Keys can be ordered online by approved departmental designee. Departments who are unable to use the system, can request access by sending an email to access@case.edu.

**Room Reservations**

If you need to reserve a conference room for a meeting, please contact (different for each department)

For classes schedule, please contact… Classes are scheduled through [University Registrar Office](https://case.edu/registrar/). Questions related to classes schedule can be sent to [classes@case.edu](mailto:classes@case.edu).

If you need to schedule a room outside of our building, please visit our [EMS Reservation System](https://case.emscloudservice.com/web/Default.aspx)

**Reimbursement Submission**See the attached CSE reimbursement guide

**Purchasing**See the attached CSE purchasing guide

**Education**

[Undergraduate Advising](https://case.edu/registrar/faculty-staff/registration-info-undergraduate-advisors)

[Office of Undergraduate Studies](https://case.edu/ugstudies/faculty-staff/academic-advising/)    
[CSE Bulletin](https://bulletin.case.edu/schoolofengineering/)

Your Department Bulletin: [EBME](https://bulletin.case.edu/schoolofengineering/biomedicalengineering/); [ECHE](https://bulletin.case.edu/schoolofengineering/chemicalengineering/); [ECIV](https://bulletin.case.edu/schoolofengineering/civilengineering/); [CDS](https://bulletin.case.edu/schoolofengineering/compdatasci/); [ECSE](https://bulletin.case.edu/schoolofengineering/eleccompsyseng/); [EMAC](https://bulletin.case.edu/schoolofengineering/macromolecularscieng/); [EMSE](https://bulletin.case.edu/schoolofengineering/materialsscienceengineering/); [EMAE](https://bulletin.case.edu/schoolofengineering/mechaeroeng/); [DELPP](https://bulletin.case.edu/schoolofengineering/educationandstudentprograms/)

[Undergraduate Programs](http://bulletin.case.edu/schoolofengineering/mechaeroeng/#undergraduatetext)

[Launchpad](https://webapps.case.edu/finreports/)

**Emergency Contacts**

Need to report an emergency? Dial **216.368.3333** immediately

To contact police and security in a non-emergency situation, dial **216.368.3300**.

[Public Safety](https://case.edu/publicsafety/about/contact-us)

**Parking & Transportation**

[Parking Garages and Lots](https://case.edu/parking/garages-lots)  
[Permits](https://case.edu/parking/permits)  
[Shuttles](https://case.edu/parking/transportation/shuttles)

**HR Programs & Services**

[New Hire Information](https://case.edu/hr/careers/new-hire-information)

[Professional Development](https://case.edu/hr/programs-services/professional-development-center)  
[Perks & Extras](https://case.edu/hr/worklife/perks-extras)

[Employee Assistance & Work/Life Program](https://case.edu/hr/worklife/employee-assistance-worklife-program) – [IMPACT Solution](http://www.myimpactsolution.com/)

**Dining Options**

[On-Campus Locations](https://case.edu/dining/where-eat/campus-locations)  
[Off-Campus Locations](https://case.edu/dining/where-eat/campus-locations-0)

**Our Neighborhood**

[Universitycircle.org](https://www.universitycircle.org/)

**Buddy Program**

CWRU offers a Buddy Program to support the new employee for the first three months offering advice, resources, and guidance.   
If the new employee is interested, an introductory email will be sent from the Buddy explaining the process.

**The objectives of the buddy program are as follows**:

● To assist in making employees feel welcome and supported in the critical first months

● To give employees information on the “unwritten rules” of campus and the organization

● To provide useful information that will help familiarize employees with CWRU/CSE

● To provide an informal setting for the asking of general questions

● To foster the building of positive staff and stakeholder relationships

● To assist in defining and living CWRU/CSE culture and values

We encourage the new employee to ask questions, listen, be courteous, be responsive, and utilize their buddy to the fullest extent possible in gaining comfort in the new work environment. We most of all encourage them to have fun building one of their first working relationships at CSE!

To sign up to be a Buddy for a new employee, [add your information here](https://drive.google.com/file/d/12bR1utzVnrt4TyM69IlUX8R5bnq_piVr/view).

If you have a new hire that you would like to participate in the Buddy Program (receive a Buddy), please [add their information here](https://drive.google.com/drive/folders/0AEvL5XM55oYrUk9PVA).