Welcome to Mines!!

I’d like to be the first to welcome you to Mines. We are excited that you have joined our Community and I trust that you mutually excited about your new employment with Mines.

Our goal is to orient you to both the Mines Community and your new job while continuing your new employee onboarding experience. Throughout the onboarding experience, you will learn more about Mines vision, mission and values, as well as the history of Mines, what it means to be a part of the Mines Community, and be an Oredigger. You will also receive important information about your employment, benefits, systems, and policies and procedures.

As you have questions, please ask. Everyone you will meeting during the onboarding experience are here to help and guide you throughout your first day, first week, first month, and beyond.

Again, welcome to Mines.

Stacie P. Altman
Human Resources Director

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Getting Started

PARKING ON CAMPUS

Purchasing your campus parking pass:

1. Complete the parking registration form, except for selecting which permit you want.
2. Email parking@mines.edu with completed form.
3. New employees will automatically be issued a general permit under payroll deduction.
4. You will have one week from your start date to make any necessary changes to parking permit selections.

Types of annual campus parking permits:

- **Commuter** permits allow parking exclusively within all Commuter lots and areas identified on the campus map in yellow.
- **General** permits allow parking within all General lots identified on the campus map in blue, on streets within the campus boundaries, Commuter lots, and along Tangent Way in Mines Park.
- **Reserved** permits allow for parking exclusively in the specific Reserved lot (red on the campus map) that they are assigned, and in Commuter lots. All Reserved permits are currently sold out and must be requested by adding your name to the waitlist for the Reserved lot you are interested in. Employees can be on up to three waitlists at one time.
- **Garage General** permits allow parking in the garage at 1400 Maple St. and in Commuter lots (teal on the campus map).
## Annual campus parking permit rates

Annual campus permit rates for faculty and staff are the same as for students.

<table>
<thead>
<tr>
<th>FACULTY/STAFF PERMIT TYPES</th>
<th>PERMIT COSTS FOR 2020/2021 Fall ACADEMIC YEAR</th>
<th>PERMIT COSTS FOR 2020/2021 Spring ACADEMIC YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUTER PARKING AREAS ONLY</td>
<td>$65.00/semester ($10.83/month)</td>
<td>$65.00/semester ($10.83/month)</td>
</tr>
<tr>
<td>GENERAL PARKING, includes campus streets</td>
<td>$165/semester ($27.50/month)</td>
<td>$165/semester ($27.50/month)</td>
</tr>
<tr>
<td>RESERVED PARKING in designated lot only</td>
<td>$497/year ($41.42/month)</td>
<td>$497/year ($41.42/month)</td>
</tr>
<tr>
<td>GARAGE GENERAL</td>
<td>$237.50/semester ($39.58/month)</td>
<td>$237.50/semester ($39.58/month)</td>
</tr>
<tr>
<td>GARAGE RESERVED (opening Spring 2020)</td>
<td>$800/year ($66.66/month)</td>
<td>$800/year ($66.66/month)</td>
</tr>
</tbody>
</table>

(The monthly rates reflect the monthly payroll deduction amounts for employees as paid over a 12-month period).

Please see the campus parking map located on the next page.
KEYS AND BUILDING ACCESS

Obtaining your Blaster Card:

1. Upload a photo at https://myphoto.mines.edu/myphoto/ following the instructions regarding photo requirements provided there.

2. Once the photo is approved you will receive an e-mail saying that the photo has been approved and to contact rmask@mines.edu for further instructions. Because of the current situation we are trying to keep contact to a minimum, so we have developed several different plans for issuing BlasterCards once they have been printed.

3. If you are an employee that needs the card right away contact Robert Mask at () to set up an appointment to pick the card up at the student center.

4. The Blaster Card office we contact you about shipping/pickup options.

Hard Keys:
Facilities Management Access Services maintains access hardware and keys. Please take Access Request form and your BlasterCard to the key shop during operating hours to pick up hard keys. Key shop is located in the Grounds Shop (west of GRL).

- **Building Access Policy**: This policy establishes guidelines for facilitating access to campus buildings at the Colorado School of Mines.

- **Building Access Request Form**: Online form used to request Building and/or room access using hard keys or a BlasterCard.

- **Lost or Stolen Key Report Form**: Online form to report lost or stolen keys.
## CAMPUS HOLIDAY CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2020</td>
<td>Wednesday</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Monday</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Friday</td>
<td>Independence Day (observed)</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 26, 2020</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 27, 2020</td>
<td>Friday</td>
<td>Day after Thanksgiving (in lieu of Presidents’ Day)</td>
</tr>
<tr>
<td>December 25, 2020</td>
<td>Friday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 28, 2020</td>
<td>Monday</td>
<td>In lieu of Columbus Day</td>
</tr>
<tr>
<td>December 29, 2020</td>
<td>Tuesday</td>
<td>In lieu of Veterans Day</td>
</tr>
<tr>
<td>December 30, 2020</td>
<td>Wednesday</td>
<td>Designated by the President</td>
</tr>
<tr>
<td>December 31, 2020</td>
<td>Thursday</td>
<td>Designated by the President</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>Friday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Monday</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 5, 2021</td>
<td>Monday</td>
<td>Independence Day (observed)</td>
</tr>
<tr>
<td>September 6, 2021</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 25, 2021</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 26, 2021</td>
<td>Friday</td>
<td>Day after Thanksgiving (In lieu of President’s Day)</td>
</tr>
<tr>
<td>December 24, 2021</td>
<td>Friday</td>
<td>Christmas Day (observed)</td>
</tr>
<tr>
<td>December 26, 2021</td>
<td>Monday</td>
<td>In lieu of Columbus Day</td>
</tr>
<tr>
<td>December 27, 2021</td>
<td>Tuesday</td>
<td>In lieu of Veterans Day</td>
</tr>
<tr>
<td>December 30, 2021</td>
<td>Wednesday</td>
<td>Designated by the President</td>
</tr>
<tr>
<td>December 31, 2021</td>
<td>Thursday</td>
<td>Designated by the President</td>
</tr>
</tbody>
</table>

Holiday guidance is specified in the Faculty Handbook, Section 5.4.6 which reads in part:

Mines observes Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Day, Memorial Day and Independence Day as holidays. Other days will be designated annually by the President as school holidays not to exceed twelve days in total.

### Campus Academic Calendar

Please refer to the [Academic Calendar](#) page.
Mines Information

MINES MISSION, VISION, VALUES AND MINES@150

Mission

We, the Colorado School of Mines community, are united by our commitment to our timeless mission of educating and inspiring students from all backgrounds and advancing knowledge and innovations, with the aspiration that our graduates, ideas, actions and innovations will have a transformative impact on individuals and society, leading to shared prosperity and sustainable use of the Earth’s resources.

Vision

- Focused public mission
- Elite institution (but not elitist)
- Challenging practical education and professional preparation
- Collaborative pursuits of use-inspired innovation and discovery
- Connections and partnerships, particularly with industry and mission oriented agencies
- Honest broker of information
- Great people (students, faculty, staff, alumni)
- Immense pride

Values

- Inquiry and Innovation
- Inspiration
- Challenge
- Openness
- Respect
- Diversity
- Compassion
- Collaboration

MINES@150

In 2024+ Mines will be:

- A producer of differentiated and highly desired STEM-educated leaders
- A leader in educating STEM students and professionals
- A go-to-place for use-inspired research and innovation needed for challenges facing industry and society
- Accessible and attractive to qualified students from all backgrounds
- A great community to learn, explore, live and work
- A preferred partner for talent, solutions and life-long learning
- The exemplar for alumni affinity, visibility and involvement
MINES EXECUTIVE LEADERSHIP TEAM

Dr. Paul C. Johnson  
President and Professor

Dr. Richard Holz  
Provost

Dr. Dan Fox  
Vice President of Student Life

Dr. Stefanie Tompkins  
Vice President for Research and Technology Transfer

Kirsten Volpi  
Executive Vice President, Chief Operating Officer and Chief Financial Officer

Anne Walker  
Vice President and General Council
Peter Han
Chief of Staff and Vice President for External Relations

Brian Winkelbaur
President and Chief Executive Officer of Colorado School of Mines Foundation

Dr. Kevin Moore
Vice Provost for Strategic Initiatives and Dean of Integrative Programs

Dr. Michael Kaufman
Vice Provost and Dean

Dr. John Bradford
Vice President of Global Initiatives
Thomas Jorden ’80
Chairman

Timothy Haddon ’70
Vice Chairman

Denise Burgess

Charlie McNeil ’71

Jesus Salazar ’02

Lucinda Sanders
For more information about the Mines leadership team, visit
mines.edu/president/leadership-team/
MINES FOUNDATION

The Colorado School of Mines Foundation strengthens the relationship between the university and the Mines community by connecting them with opportunities to support the school.

The goal of Colorado School of Mines Foundation is to connect donors to Mines through philanthropic opportunities that are meaningful to each donor and make an impact on the university. Donors work with a foundation staff member to ensure that their intentions are properly understood, documented and finalized. Individual staff members are assigned regions and will work with donors who are within their regions.

Mission
The Colorado School of Mines Foundation advances Mines by raising and managing funds and fostering engagement.

Vision
Be the essential partner to the entire Mines community by exemplifying organizational excellence in our service, activity and leadership.

Values
- Mutual Support - help anyone and everyone find success through collaboration
- Service - exceed expectations to colleagues, donors, university and community
- Integrity - be true to your word through honesty and transparency
- Respect - treat others the way you wish to be treated

Leadership
The Board of Governors develops the mission and guiding values of the Colorado School of Mines Foundation, while the President & Chief Operating Officer oversees the foundation's day-to-day operations.

Colorado School of Mines Foundation
1812 Illinois St. Golden, CO 80401 | Mail to: PO Box 4005 Golden, CO 80401 303.273.3000 | csmfoundation@mines.edu

For more information check out the Mines Foundation page.
1-year Strategic Plan Anniversary

Goals:
• Attract, retain, graduate & promote students, faculty, staff
• Cultivate an inclusive campus culture
• Inspire shared responsibility for DI&A

MINES DIVERSITY, INCLUSION & ACCESS

At Mines, we’re all about individuality, and we place a high value on out-of-the-box thinking. After all, that’s how we make scientific breakthroughs and develop game-changing ideas.

By providing support services and resources through the diversity, inclusion and access (DI&A) initiative, we hope to nurture this thinking and work towards a more inclusive and equitable campus environment for students, staff and faculty alike.

MINES COMMUNITY ALLIANCES:

Mines Latinx Community Alliance
• Chair: Ariana Vasquez
• Executive Sponsor: Stefanie Tompkins

Mines Women Community Alliance
• Chairs: Sebnem Duzgun and Annette Pilkington
• Executive Sponsor: Rick Holz

Mines Black Community Alliance
• Chair: Sham Tzegai
• Executive Sponsor: Anne Stark Walker

Mines LGBTQ Community Alliance
• Chairs: Heather Hamilton and Martin Heck
• Executive Sponsor: Dan Fox
MINES CAMPUS SAFETY

Miners Police Department
The Mines Police Department is dedicated to maintaining an environment that is safe and allows our educational mission to occur without disruption.

We are committed to enhancing the quality of life of the campus community and primarily responsible for developing services, programs and strategies for maintaining a safe campus.

It's our mission to make the Mines campus the safest campus in Colorado.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act is a federal law that requires all universities that receive Title IV student financial assistance programs to comply with a variety of different requirements regarding campus safety.

The Campus Security and Fire Safety Report is designed to inform you of Colorado School of Mines's campus crime and fire statistics and related safety and security information.

Annual Security Report: The Mines Police and Campus Administration are committed to making the Colorado School of Mines campus the safest campus in Colorado. For a printable PDF version, download the Campus Security and Fire Safety Report. A printed copy will be sent upon request.

For information on Sex Offender Registration information, please visit the Colorado Bureau of Investigation’s convicted Sex Offender site.

The Mines Alert System keeps you informed in the event of a campus emergency or weather-related closure. This system is an emergency notification service that allows university officials to quickly communicate emergency messages to students, faculty and staff via cell phone text and voice messages, and on-campus email and phone messages.

• Phone numbers and email addresses are automatically uploaded into the system, but we ask that people periodically verify we have the correct information in the system.

• To verify your contact number, log into Trailhead and click on Self Service

• Under the “Personal Information” tab, click on “Mines Emergency Alert System”

• To update your cell phone number, click on the link at the bottom of the page “Update Primary phone.”
**System Accesses**

**TRAILHEAD**

**What is Trailhead?**
Trailhead is the Colorado School of Mines web portal that provides personalized access to various web services. All registered students, faculty and staff have access to course information, campus life, work life, email, and more.

**How do I log in to Trailhead?**
Point your web browser to [https://trailhead.mines.edu/](https://trailhead.mines.edu/) and login using your MultiPass username and password. You must first activate your MultiPass account before you can log into Trailhead.

The Colorado School of Mines portal – Trailhead – is intended to be a client-oriented website that provides access to an assortment of personalized information and services based on the roles and characteristics of each individual user. It should become a focal point for on-line services and be the primary tool individuals select when looking to access on-line services offered by the institution. Therefore, where appropriate, the portal interface and content offerings should be customizable based on the preferences and needs of the user.

**Getting help**
To report problems or to request help with accessing or using the Trailhead portal, take a look at our list of frequently asked Trailhead questions. If the problem persists, please submit a support request to the Mines Help Center or call the Mines Service Center (303.384.2345).

**Self-Service**
Logging in to Self Service Banner (SSB)

SSB is accessed through the CSM web portal “Trailhead”. To login, follow these steps:

1. Go to [http://trailhead.mines.edu](http://trailhead.mines.edu)
2. Enter your login information
3. Click on the Self Service Banner (SSB) icon. This will either be in the upper right hand corner or the far left hand Go Bar when you are logged into Trailhead.

From the From the Main menu of SSB you can access the Personal Information, Employee and Finance menus.
Time Sheets
1. Log on to your trailhead account.
2. Click on the Self Service button in the upper right corner of the screen.
3. Proceed to the Employee tab by clicking on the tab along the top or the link under the menu.
4. Click on the link under the employee menu: Hourly Time Sheet Entry.
5. Select the appropriate position and time period from the drop-down menu under Pay Period and Status, then click on the Time Sheet button.
6. To enter the times you have worked, click on the Enter Hours link under the appropriate day (each day has its own link). Note that the Next button moves you to the end of the pay period (each day has its own link).
7. Input your times, including the minutes (i.e., if you started working at 8 a.m you must input 8:00 a.m., not just 8).
8. Click save when you’re finished with that day.
   a. *note* ALL TIME MUST BE ENTERED AS THE FIRST SHIFT
9. Click on the time sheet button to return to the original time sheet page.
10. After all hours worked during the pay period have been entered, click Submit for Approval (Please note the Submit by Date deadline).
11. Electronic Timesheets are due by the Submit By Date deadline, which is two business days after the end of the work period. For example, a time sheet from Dec. 1-15 must be submitted by Dec. 17 at 11:59 p.m., midnight. If you do not submit your electronic time sheet before the Submit by Date deadline, you cannot submit electronically and will need to complete a paper time sheet. Paper timesheets are subject to distinct rules and may cost your department (if you’re work-study).

Cognos is the Mines reporting tool for Student, Finance, Human Resource, Financial Aid, and Institutional Reporting data. Reports are written from the Operational Data Store (ODS) which contains Banner and Cayuse data. Mines uses this system to pull information from the banner system, such as employee information, student information etc. Access to Cognos is based on an individual’s campus role(s). Form approval from the department head is required to apply for Cognos access.

Requesting the Service
For modified Cognos access, please create a service request by using the “Submit Request” button. For new Cognos accounts, please complete the Cognos Authorization form and create a service request by using the “Submit Request” button. The Cognos Authorization Form can be found in Trailhead under the Staff Resources tab in the Operational Data Store (ODS) channel.

Banner
Completion of Banner Forms is required for employees to be granted access to various parts of the Banner Admin pages. Students do not need to complete any of these forms unless they become student workers. In addition to the forms below, employees may need to complete others (such as confidentiality agreements, etc.) as required by various Mines departments.
Banner Admin Pages Request Forms

- **Banner General System Application** – required for general access to the Banner Admin Pages. All Admin page users will need to complete this form plus one or more of the forms below to get access to specific parts of the Admin pages. (Submit the completed form to ITS.)
- **Banner Finance System Application** – required to access the Finance portion of Banner. (Submit the completed form to the Controller’s Office, which will forward the form to ITS after signing and approving.)
- **Banner Student System Application** – required to access the Student portion of Banner. (Submit the completed form to the Registrar’s Office, which will forward the form to ITS after signing and approving.)
- **Banner HR/Payroll System Application** – required to access the HR/Payroll portions of Banner. (Submit the completed form to HR, which will forward the form to ITS after signing and approving.)

**Banner Document Management Form (BDM)**

**BDM System Application** – required for access to the BDM system for looking up or scanning/indexing of documents. This form is shared by multiple departments and will require a signature from each of the departments for which access is requested.

**Family Educational Rights and Privacy Act (FERPA) Form**

**FERPA Form** – confidential student data information agreement for all employees. For details see the [FERPA information on the Registrar’s page](#).

**Chrome River** is the Travel & Expenses Management system used at Mines. It is Mines credit card system. Whenever anyone uses their purchasing card or need to prepare traveling for Mines business they will do so on the Chrome River system. You will use this system if you become a One Card Holder or need to be reimbursed for out-of-pocket expenses. You may also use this system to approve the expense if you become the financial manager of a budget. Chrome River can be accessed via Trailhead, please note the system uses the same login credentials as your main Mines Account. Please refer to the [Chrome River Handout](#) for more information.

**Travel Services for those with Chrome River**

Create a Travel Expense Report, Create a Pre-Approval, Reconcile One Card Charges, Request Non-Travel Reimbursement, Request Chrome River Access, Request FROSCH access & Request Change to Employee Settings in Chrome River.

**Services for those without Chrome River**

Create a Travel Expense Report, Submit a TE, Create a Travel Authorization, Submit a Travel Authorization, Create a Voucher Request & Submit a Voucher Request.
Purchasing Card
The Colorado School of Mines One Card is a Visa Procurement card issued through US Bank. This card can be used by authorized Mines staff, faculty and graduate students to purchase low-dollar items (maximum $4,500) intended for school use. The authorized cardholder is able to purchase directly on behalf of Mines, thereby allowing Tax-Exempt status. The One Card is the property of Mines and must be used in accordance with all Financial Policies and Procurement Rules.

Applicants can submit a One Card Application by:
Download and complete the appropriate One Card Faculty/Staff Application or One Card Graduate Student Application. These forms include digital signature fields that can allow completion via Adobe Acrobat. After completing this form with your direct supervisor’s signature, select the “Submit One Card Application” service button and attach the form. Only ONE application per ticket. Please note, attaching a completed One Card Form with your direct supervisor’s signature decreases the processing time for your One Card application. For additional information, please review the One Card Handbook.

Team Dynamix
This tool is where employees can submit help with ITS, MAPS, or Trefny Center.

FACILITY WORK ORDERS

Getting started
Submit a work order request for all campus construction, maintenance and environmental health and safety needs. Your request will be routed to the appropriate department based on the request type you select on the request form. Below is a guide to help you choose the correct request type. Please review before submitting your work order. Be sure to review the Guide to Request Types before submitting your request. Use Trailhead credentials to login.

Smaller request work (i.e., office painting, furniture cleaning, etc.) will no longer go through the full estimate process unless specifically asked for in the request. This is work that is expected to cost less than $300 to complete. Communication through the work order system will be used prior to the start of work if the amount is expected to exceed $300, and an estimate will be created. In both cases, an index must be provided on the work order by the requesting department, and the request/index will serve as authorization to begin work. Completed work will be billed to the index automatically on a monthly basis.

Have an emergency?
For medical, fire, or personal safety emergencies, dial 911 to reach Mines Public Safety or Golden Police, Fire and ambulance services.
For hazardous materials incidents (leaks and spills) call the Environmental Health and Safety (EHS) department at 303-273-3316. This number is monitored by EHS personnel on a 24/7/365 basis.

Emergency maintenance requests can be immediately reported to Facilities by calling 303-273-3330, 8 am to 5 pm, Monday-Friday, and after-hours emergencies should be reported to Public Safety at 303-273-3333.

Department contacts:

Office of Design & Construction
Kathy Burris
303-273-3566
kburris@mines.edu

Facilities Management and Environmental Health & Safety
Marlo Fejarang
303-273-3330
mfejarang@mines.edu

PAGEUP

Accessing PageUp
- PageUp Live URL: https://mines.pageuppeople.com
- Login: your multipass/trailhead login
- Password: your multipass/trailhead password. PageUp uses single-sign on (SSO)

Getting started in the system
- The bubbles displayed on the homepage menu will vary, depending on the type of access you have. Contact HR (recruitment@mines.edu) if you have questions regarding what you see on the home screen.

General guidelines for using PageUp
1. Chrome exhibits the most consistent functionality. IE has a few quirks.
2. Turn off pop-up blockers. Instruction below
3. Your session will timeout after 120 minutes of inactivity. SAVE your work.
4. The Back button generally works but may not always be available.
5. The system has a lot of Add, Done, Select, Save, View buttons. If you are not getting the result you want look for one of these buttons.
6. Do not share your login details with any other person.
ONBASE

its.mines.edu/onbase

OnBase is a **document management system**, designed to centralize your documents in one unified location.

OnBase is a **workflow system**, automating business processes across campus:

- Accessing OnBase via Trailhead has the same basic functionality as the client.
- Mac and Linux users will need to access OnBase via Trailhead.
- OnBase Workflows are accessed via Trailhead

**Training**

End User Training for OnBase is scheduled by department to provide specific training for each area. The location for all of the dates is Alderson Hall, Room 240. Email its [aa_team@mines.edu](mailto:aa_team@mines.edu) to reserve your spot.

**Getting help**

To report problems or to request help with accessing or using the Trailhead portal, take a look at our list of [frequently asked Trailhead questions](mailto:aa_team@mines.edu). If the problem persists, please submit a support request to the Mines Help Center or call the Mines Service Center (303.384.2345).

MICROSOFT OFFICE 365

Office 365 is a web-based platform that offers access to a variety of Microsoft applications and services. All current Mines students and employees are provided access to these services as part of the school’s volume license contract.

To access these services, simply browse to [portal.office.com](https://portal.office.com) and log in using your Mines credentials (note that your username must be in the form of [username@mines.edu](mailto:username@mines.edu)). Available services at this time include Office Online, Office 365 ProPlus, and OneDrive for Business.

**How to get Office 365 ProPlus**

Mines students and employees can obtain their free Office 365 Pro Plus download for **up to five personally owned computers** by logging into [portal.office.com](https://portal.office.com) with their Mines credentials and clicking on the “Install Office apps” menu in the upper right-hand corner. (If necessary, first click on the Office365 link at upper left to reach the proper page.)

To install Office, run the downloaded file and follow the on-screen instructions. You must have administrator rights to perform the install.
Teams
Microsoft Teams at Mines lets faculty, staff and students collaborate in a chat-centered environment. It’s part of your school-sponsored Office365 at Mines account.

Teams is offered to faculty, staff, and students on a **self-service basis**. You can access Teams by signing into office.com with your Mines credentials.

- Log into your Mines Office365 account (not into any personal Office365 account you may also have). Under “Apps,” click “Teams.” (Enable third-party cookies, if necessary, to proceed.) You can use the web-based Teams interface or download software for your Windows or macOS computer, or mobile device.
- Join A Team: Any Teams you belong to will show up on the left-hand pane of the Teams app. To join a new team, enter the code you have received from another team member. Or create your own new team (see below).

**OneDrive**
OneDrive for Business is a cloud storage service that is part of Office 365 and therefore available to all active Mines students and employees. Each user will automatically be allotted 1 TB of storage space on the service when their user account is created. OneDrive for Business integrates with current versions of Office, Windows, and macOS, as well as most mobile operating systems.
OneDrive for Business also allows each user to grant view or edit rights to other Mines users, or even grant temporary rights to users outside the university.
OneDrive for Business is a separate service from OneDrive, and it is possible to use both simultaneously.

**WORDPRESS**
Mines uses a WordPress tool called Divi Builder, which is a block-based representation of websites. It allows for a drag and drop page-building experience. We have created and installed several page templates—a homepage and secondary page. They come with some standard features to get you started on your site development journey, but you may customize your site by adding new pages and using the available modules to best suit your user and content needs. For more information, please visit the [WordPress webpage](http://wordpress.com).
MINES SHARED DRIVE

Online shared files and directories are now available at files.mines.edu. Previously separate servers used by academic employees (Talon, ADIT Y: Drive) and administrative staff (AdminFS, ADIT I: Drive) are now gathered in one place. Read ahead to see how you can “map” or “mount” online directories to access the files you need.

Windows computers (written instructions):
This is based on Windows 10, but it is very similar for Windows 7 and 8.
1. Start -> File Explorer
2. Right-click “This PC” -> Map network drive
3. Select drive letter Y
4. Type \files\shared on the “Folder” box
5. Check “Reconnect at sign-in”
6. If you’re not an a PC that is joined to the ADIT domain, check “Connect using different credentials”
7. Click Finish
8. Enter ADIT\username (substituting your user name)
9. Enter your password
10. Check “Remember my credentials”
11. Click OK

Mac (written instructions):
1. Click anywhere on the desktop to make sure you have the Finder menu on the menu bar
2. Click on Go
3. Click on “Connect to Server”
4. Type smb://files/shared on Server Address
5. Click the plus (+) symbol
6. Click on Connect
7. Once the credentials dialog pops up, type adit\username (substituting your username) for Name
8. Type in your password
9. Check the “Remember this password in my keychain” checkbox
10. Click Connect

Voicemail
ITS provides voicemail capability with all Mines phones. Voice mail messages can be forwarded or saved. Users have the ability to record standard, out-of-office, and extended-absence greetings. Voice mail messages can be retrieved from on or off campus. Troubleshooting and training in the use of voice mail are available.
Service Level
All Mines faculty and staff that have a ITS-provided phone that supports voice mail. Voice mail is operational 24/7. Voice mail support personnel are available during regular weekday business hours.

Requesting the Service
Support can also be requested by visiting the Mines Service Center (MSC) or calling x2345 or 303-384-2345 during MSC staffed times. In this case, a Student Consultant will take your information. Or submit a service request here.

Self-service information can be found starting at the ITS homepage
ITS.mines.edu

Colorado School of Mines
BENEFITS AND COMPENSATION
As a Mines employee, you are eligible to participate in a wide range of benefits. Many benefits are the same among all employment classifications, but some depend on the type of position you hold and percentage of full time.

- Academic Faculty Benefits
- Administrative Faculty Benefits
- Classified Benefits

Colorado State Employee Assistance Program (C-SEAP)
C-SEAP provides a multitude of services to state employees. You can find more information by checking out their website.

Training:
- C-SEAP webinars are open to all employees though some information may seem more relevant to managers, supervisors, and HR staff. Webinars are free-of-charge, available on a first-come first-served basis, and some may be provided as an on-site presentation.
- Please visit their website to register for webinars and find other tools/resources including information about workplace traumas or critical incidents, reasonable suspicion, and descriptions of CSEAP services
NEW EMPLOYEE CHECKLIST

Pre-boarding:
■ Submit background check
■ Complete on-boarding forms in PageUp
■ Claim your computer account
■ Upload a photo for your Blastercard via PageUp
■ Sign/submit any system access forms provided by your department.

First Day:
■ Attend required first day New Employee On-boarding
■ Get your Blaster card.
■ Review/acknowledge Worker’s Comp procedures
■ Review/acknowledge Title IX policies

First Week/Month:
■ Attend New Employee On-boarding sessions
■ Pick up office keys
■ Connect with Mines Buddy
■ Schedule/attend meetings with colleagues, campus personnel and key stakeholders.
■ Discuss with supervisor process for performance management and performance planning. Set goals.
■ Discuss work and communication styles with supervisor and colleagues.
■ Review/acknowledge the policies
■ Complete the following trainings
■ Review/Acknowledge the following resources
**IMPORTANT CONTACTS**

**MAPS**  
Guggenheim Hall  
303-273-3166 | maps@mines.edu

**Human Resources**  
Guggenheim Hall  
303-273-3250 | hr@mines.edu

**Lock Shop**  
Grounds Shop - West of GRL  
303-384-2336

**Blaster Card**  
Ben H. Parker Student Center, room E140  
303-384-CARD | rmask@mines.edu

**Title IX**  
Title IX House  
303.273.3260 | titleix@mines.edu

**ITS**  
Center for Technology and Learning Media (CTLM) building  
303.273.3433

**Diversity, Inclusion & Access (DI&A)**  
303-273-3871 | mines.edu/diversity

**Mines Police Department**  
303-273-3333

**Parking Services**  
303-273-3100 | parking@mines.edu

**Legal**  
303-273-3325