




First Day Checklist

	ITEM	INSTRUCTIONS/INFORMATION	CONTACT
<input type="checkbox"/>	Campus ID# Keys, office set up	Your Campus Mustangs ID # will allow you to authenticate into a wide variety of computing and online services. Call Human Resources if you need this information. Your supervisor will make a key request to our Facilities Department. Call to see if they are ready for pick up. Do you need office supplies? Make a list of office supplies or visit our print shop online to order business cards.	Human Resources (940) 397-4221 Office Key Pick up is located in Bridwell Hall Room BH106F or Contact Debby Watson (940) 397-4228
<input type="checkbox"/>	Computer Access Network, Email, Banner	Employees will receive user name and password information regarding your campus email and personal computer log in from Information Technology . Check your personal email for updates. Folder Access: located on the network z-drive. Your supervisor will contact IT Security to turn on your folder access.	IT Help Desk (940) 397-4278 or email Banner.security@msutexas.edu with any security access
<input type="checkbox"/>	Faculty/Staff ID Card	Visit Campus Card Services, located in the Clark Student Center to have your picture made for your ID card. Bring a Photo ID and Campus M#	Campus Card Services (940) 397-4223
<input type="checkbox"/>	Parking	Avoid parking tickets by purchasing your Reserved Parking Hang Tag or Check the Mustang Shuttle Routes or the City Bus Routes website for more ways to ride to campus	Visit online https://www.permitsales.net/MWSU or contact MSU Police Dept (940) 397-4239 3 Eureka Cir. Wichita Falls, TX 76308
<input type="checkbox"/>	Campus Tour	New to Campus? Our Campus Tours are available at the MSU Texas Welcome Center located in Hardin Administration Bldg., South Office 101 or Visit the Virtual Tour Mag for an online experience	MSU Welcome Center (940) 397-6284 visit@msutexas.edu
<input type="checkbox"/>	Let's Eat	  	Check your campus map to view where to eat on campus

We are happy to have you and know you will make a great contribution.

Go Mustangs!

MSU Human Resources Department
Hardin Administration Bldg., Room 210
Phone: (940) 397-4221 Fax: (940) 397-4780