1. **Office**: Contact your department director or chairperson or department secretary for the location of your office.

2. **Office Keys**: Obtain a key request card from your department secretary. This card must be signed by your department director or chairperson and sent to the Public Safety Office, Room L2 (new Building). Your key(s) will be ready within 3 business days from submission of the key request. A $5.00 deposit is required.

3. **College ID Card**: The Office of Public Safety issues photo ID cards on Tuesdays and Wednesdays between the hours of 11:00 am to 2:00 pm and 5:00 pm to 7:00 pm in Room L2. You must present a clearance to work form obtained from the Office of Human Resources to obtain your ID card.

4. **E-Mail** – an email account is requested by Human Resources. Your user identification code is the first initial of your first name followed by your last name followed by @jjay.cuny.edu (e.g. rsingh@jjay.cuny.edu). Your user password is set by default to the last four digits of your social security number preceded by the letters JJ. To begin using email simply go to the college homepage (www.jjay.cuny.edu) click the drop down menu under section headed “Faculty & Staff”, select “email access” and follow the directions presented. If you encounter a problem, call the DOIT help desk at extension 8200.

5. **Once you have obtained your E-Mail, please contact Department of Information Technology to activate your telephone, and computer** at extension 8200 and provide department, room number, position (full-time faculty, adjunct, staff, etc.) and telephone extension (if already assigned by your director or chairperson). DoIT will arrange for the following:

   **Telephone** – will be activated. Your name and extension will be added to the College telephone directory.

   **Computer** – if you do not have a computer, complete and submit a “Computer Equipment Request Form”. Which can be found at https://inside.jjay.cuny.edu/apps/computer_request/index.php. If you have a computer, contact the Help Desk at extension 8200 to schedule an appointment to have your personal profile configured and the computer maintained.

6. **Departmental Mailbox**: Contact your department secretary for the location of departmental mailboxes and to have a mailbox established for you.

7. **Benefits Information**: Your Hiring Packet provides you with an overview of all benefits for which you are eligible. It is important that you select your health plan immediately and your pension plan within the first 30 days of employment. Please feel free to contact Ms. Linda Sarubbi (X8504) or Daniella Donald X, if you have any questions regarding employee benefits.

8. **Building Hours**: All John Jay buildings are open to Faculty members from 6:00 am to midnight, 7 days per week. Except for holidays, Students and Staff have access to the buildings as follows:

   Monday through Thursday: 7 am to 11 pm
   Friday: 7 am to 9 pm
   Saturday and Sunday: 10 am to 6:30 pm

On holidays, the school is closed to everyone except for faculty members. In case of emergency, dial extension 8888 from any college telephone.
9. **Copy/Duplicating**: See your departmental secretary for local copying. The College also has a copy center located in the cellar level of the 899 Tenth Avenue Building at X.

10. **Furniture/Supplies/Non-Computer Equipment**: See your department director, chairperson or secretary. They will contact the appropriate office to assist you.

11. **John Jay Website** – We encourage you to visit the John Jay Website early on. This website is filled with valuable information, policies, procedures, downloadable forms and other information about the College. Visit the website at [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

12. **The CUNY Portal** – The CUNY portal [www.cuny.edu](http://www.cuny.edu) is the gateway to all things CUNY: College Websites, links to information for Prospective and Current Students, Faculty and Staff, Alumni and Visitors, and much more. And if you register on the portal, you will have the ability to customize your view and make future visits to the portal more productive.

**How do I register/login on the CUNY portal?**

Open your web browser and access [www.cuny.edu](http://www.cuny.edu) and click on the Log-in link on the top right on the screen column of CUNY's homepage. If you have previously registered on CUNY's portal, type in your Username and Password and click on the Log-in button.

If you have never registered on CUNY's portal, select the “Register Now!” link. A new page will display six categories for registration: student, faculty, staff, alumni, applicant, or visitor. Select the appropriate link. Students, faculty and staff must enter their last name, social security number and birth date in order to validate their connection with the university.

If you experience any problems registering for the Portal call the John Jay College Help Desk at, 212-237-8200 or email us at helpdesk@jjay.cuny.edu and we will assist you.

**Services currently available:**

- Online registration – [CUNYFirst](http://www.cuny.edu)
- Library resources
- Job postings
- Civil Service Exams
- FAS/FIS flat files
- CUNY News
- Admissions & Financial Aid information
- College Events
- Taking course outside the home college – [e Permit](http://www.cuny.edu)
- Customized personal portal page with links to college services
- Online courses – [Blackboard](http://www.cuny.edu)
- New Centralized email system


**Connecting to WiFi**

Members of the John Jay community can now use their personal laptop computers, tablet devices and smart phone to access the Internet using John Jay Wi-Fi which is now available campus-wide:

- **BMW**
- North Hall
- Westport
- Haaren Hall
- 54th Street Annex
Information on Wireless Access at John Jay

Your laptop must contain a wireless adapter that is WiFi (802.11b compatible) and you must have a John Jay email account.
Please Note: You’re John Jay email username and password is the username and password needed to connect to the wireless network.

Connection Instructions

- **MAC OS X:**
  - Wireless Connection
- **WINDOWS 7:**
  - Wireless Connection

DoIT Technology HelpDesk - (212)237-8200