



# Getting Started

## @ John Jay: A Guide for New Employees

2023

1. **Office:** Contact your department director or chairperson or department secretary for the location of your office.
2. **Office Keys:** To obtain a key for any room, a key request form must be completed electronically by the requester. The request must then be approved by the Chairperson or Director in charge of that Department space also via the electronic key request <http://inside.jjay.cuny.edu/apps/key/index.php?uid>. Once approved, the key(s) requested are ready for pickup three (3) business days from date of approval. There is no deposit or fee for keys issued for the first time. However, there is a non-refundable \$10.00 fee for duplicate keys. Keys can be picked up in the Department of Public Safety, Room L2.61, during the office hours of: Monday - Friday, 9:00 am – 9:00 pm and Saturdays and Sundays, 10:00am - 6:00pm.
3. **College ID Card:** The Department of Public Safety issues photo ID Cards are issued Monday through Friday from 8:00am to 8:00pm in Room L2.61. To obtain your ID card, you must present a clearance to work form as well your Employee ID number, which is provided to you by the Office of Human Resources.
4. **E-Mail:** An email account is requested by the Office Human Resources. Your user identification code is usually the first initial of your first name, followed by your last name, followed by @jjay.cuny.edu (e.g.ofraser@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](http://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. **Telephone:** Telephone set up and activation is requested by the Office of Human Resources. Your name and extension will be added to the College telephone directory.
6. **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](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.
7. **Departmental Mailbox:** Contact your department secretary for the location of departmental mailboxes and to have a mailbox established for you.
8. **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 Keisha Pottinger-Moore at extension 1152, Christina Lee at extension 8504, or the Benefits inbox at [Benefits@jjay.cuny.edu](mailto:Benefits@jjay.cuny.edu) if you have any questions regarding employee benefits.

9. **Building Location and 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:

<b><u>New Building</u></b>	<b><u>Haaren Hall</u></b>	<b><u>Westport</u></b>	<b><u>BMW</u></b>
524 W. 59th Street NY, NY 10019	899 Tenth Avenue NY, NY 10019	500 W. 56 <sup>th</sup> Street NY, NY 10019	555 W 57 <sup>th</sup> St- 6 <sup>th</sup> Floor NY, NY 10019
Mon-Th:7am-11pm Fri:7am-9pm Sat:7am-6:30pm Sun:8am – 5:30pm	Mon-Th:7am–11pm Fri:7am–9pm Sat:7am–6:30pm Sun:8am–5:30pm	Mon-Th:7am–11pm Fri:7am–9pm Sat:7am–6:30pm Sun: Closed	Mon-Th:7am–11pm Fri:7am–9pm Sat:7am–7pm Sun: Closed

In case of emergency, dial extension 8888 from any college telephone.

10. **Copy/Duplicating:** See your departmental secretary for local copying. The College also has a copy center located in the cellar level of the Haaren Hall Building, located at 899 Tenth Avenue.
11. **Furniture/Supplies/Non-Computer Equipment.** See your department director, chairperson or secretary. They will contact the appropriate office to assist you.
12. **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).
13. **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, contact the John Jay College Help Desk at 212-237-8200 or via email at [helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu) for assistance.

**Services currently available:**

- Online registration – **CUNYFirst**
- 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 – **ePermit**
- Customized personal portal page with links to college services
- Online courses - **Blackboard**
- New Centralized email system

14. **Wireless Network Access:** Wireless Network Access for laptop computers is now available in campus wide.

### **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.

### **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**