University of Findlay

Orientation Checklist

Name: _____

Hire Date: _____

- ☐ Email Setup
- ☐ Wireless Setup
- ☐ Printers Oiler Print Release
- ☐ Shared Drives

Phone

- ☐ Directory ☐ Phone Message System

Portals

- ☐ https://www.findlay.edu/ - https://www.findlay.edu/intranet/

  https://apps.findlay.edu/vpn/index.html - https://my.findlay.edu/

- ☐ Skype for Business
- ☐ Apps – Dining, Library, Labs, Mobile
- ☐ Citrix
- ☐ Best Security Practices
- ☐ Borrow Technology

Help Desk

- ☐ Entering a ticket
- ☐ Solutions
- ☐ Contacting ITS/Knowledge Bar Hours

- ☐ IT Services
- ☐ Business Card Order Form
- ☐ Organizational Chart
- ☐ Maintenance Request Form
- ☐ Training Schedule
- ☐ Parking Pass

For technology help, please contact **Technology Support Services** at:
Phone: 419-434-4357 (On Campus x4357)
Email: helpdesk@findlay.edu