

College of Social Science and Public Policy

New Faculty Staff Arrivals

In the event of new employees starting here in the college, the IT staff requires at least 2 weeks' notice prior to the employee's arrival date. This notice should be made via the ticketing system and needs to include the following information:

- Employee's full and official FSU name
- FSU ID (if known)
- FSU email (if known)
- COSSSPP account request if necessary
- New computer setup date if applicable
- Software needs
- Printer connection request (i.e. what departmental network printer will they use)
- Firm arrival date
- Where is the installation location (office number)

Checklist:

- Submit ticket notifying IT department with above mentioned information
- New computer ordered if necessary
- Software list for new machine provided to COSSPP IT
- Identify office location
- Identify printer
- Advance notice for IT department of faculty arrival

You can submit support tickets at: <https://coss.fsu.edu/support/>

Thank you for your cooperation.