

# TOP 10 THINGS

TO DO

New to

If You Are

# STANFORD

1. Meet with your department administrator to set up payroll & office
2. Acquire your Stanford network identity (SUNet) & set up your Stanford email account
3. Set up your voicemail & check your directory information (Stanford Who)
4. Enroll in benefits plans
5. Get your ID card \*Your ID card will give you access to libraries, recreational facilities, and possibly your building (depending on the security system).
  - a. The Stanford Card Office issues ID cards. Check the Card Office's website (<https://itservices.stanford.edu/service/campuscard>) to identify their contact information. You may wish to call ahead to make sure your record is "in the system" so you can get your ID card before going to the ID Card Office location.
    - i. Courtesy cards can be issued for a fee and enable access to libraries, recreational facilities, discounted event tickets, etc.; review the guidelines on the Card Office website.
  - b. Go to the ID Card office to have your photo taken and be issued your card.
    - i. School of Medicine (SoM) employees need to obtain an additional ID card for the Medical Center.
6. Plan your commute, get a parking sticker if needed and/or research FREE Caltrain, Marguerite bus commute
7. Register your portable devices for campus wifi and/or get/change cell phone to take advantage of Stanford discounts
8. Checkout what the WorkLife office has to offer: programs, babysitting list, elder care, etc.
9. Campus bike shop
10. Stanford dining

## Useful links:

- Visitor Information: <http://www.stanford.edu/dept/visitorinfo/>
- Parking & Transportation Services: <http://transportation.stanford.edu/>
- Benefits: <http://benefits.stanford.edu/cgi-bin/>
- StanfordWho (online directory): <https://stanfordwho.stanford.edu/>
- The Faculty and Staff Help Center - Counseling services, support groups, and workshops at no cost: [www.stanford.edu/dept/helpcenter](http://www.stanford.edu/dept/helpcenter)
- The WorkLife Office: Need help to identify day care or elder care options? Or to apply for the Child Care Subsidy Grant or Adoption Assistance Programs? Resources to help you balance work and personal lives: <http://worklife.stanford.edu>
- Campus Bike Shop: <http://campusbikeshop.com/>
- Stanford Dining: <http://www.stanford.edu/dept/visitorinfo/activities/dining.html>