

New Employee Required Training

[SB99101 Information Security](#)

Other training requirements may apply. Contact your department office or ITS Training Services at (909) 537-7425.

Register at [ITS Training Services](#)
<https://www.csusb.edu/its/training>



Contact Numbers

(909) 53 - on campus extension (see below).

Important Numbers

Classroom Tech. Support 75060
Parking and Transportation 75912
Police Department Dispatcher 75165
Technology Support Center 77677

Other Numbers

Academic Technologies & Innovation
Instructional Design Support 77439
Coyote OneCard 77677
Human Resources 75138

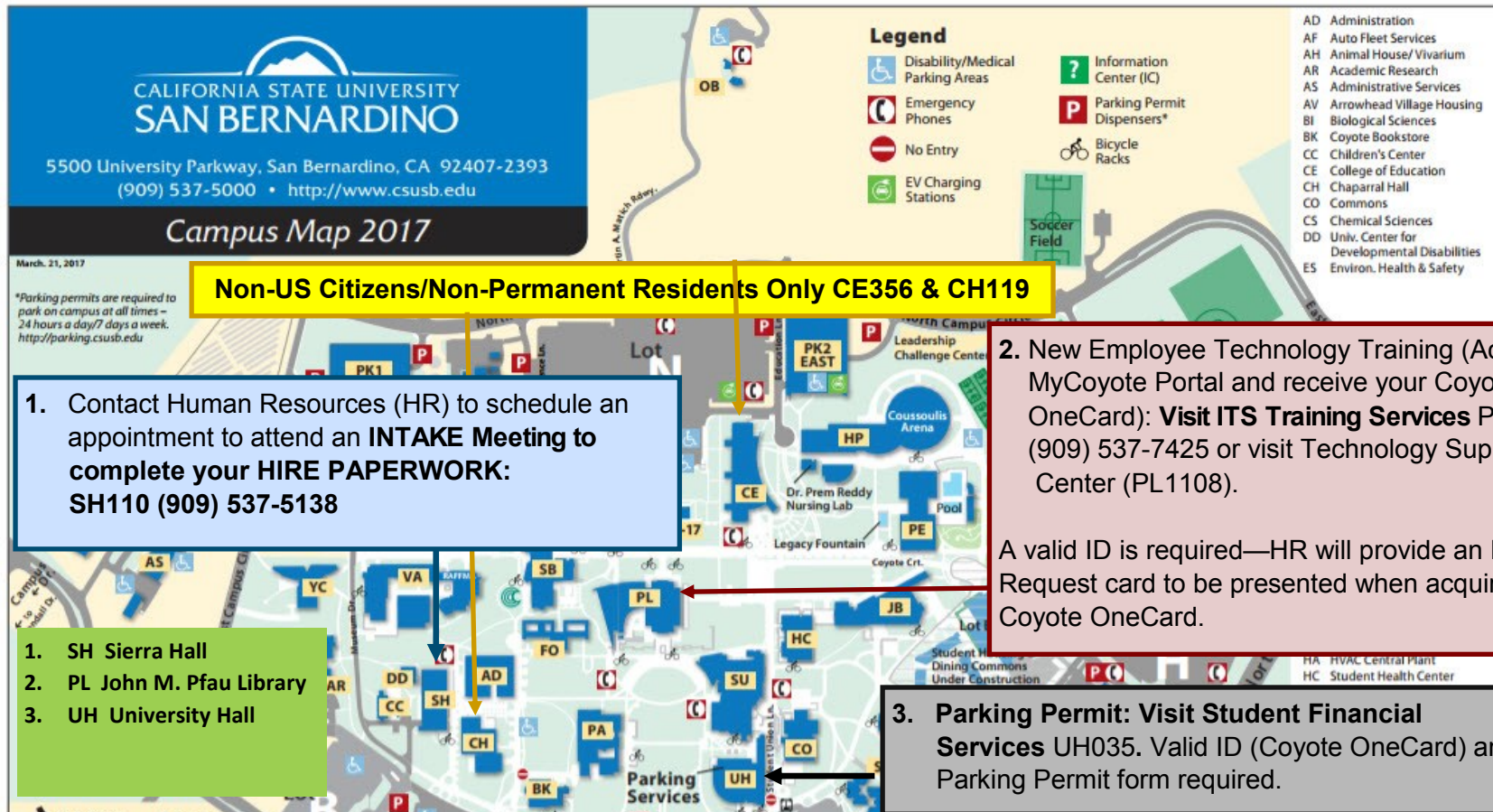
Sponsored by :



Part-Time Faculty (Lecturers), TA, GA and ISA

New Hires Onboarding Process

California State University, San Bernardino




Altered
CSUSB
Campus
Map

1. Non-US Citizens/Non-Permanent Residents please see section called New Part-Time Faculty on Academic Personnel Website under this [LINK](#).
2. Follow “Mandatory First Steps” Onboarding Guide, listed under the link below. Start by Registering for HR New Hire Intake Meeting to attend and sign your pay/hire documents (includes Confidentiality Compliance form). *Human Resources will assist you with signing all necessary documents.*

[Visit Faculty Resource Directory \(FRD\) webpage for additional information.](#)

2. Visit PL1104 for New Employee Technology Orientation * (approx. 30 min. to 1.5 hrs.) Includes: **Activating and receiving your Coyote OneCard** and completing SB99101 Information Security Training (approx. 30 min). Upon completion you will be directed to the Coyote OneCard office (PL1108) to take a photo and receive your Coyote OneCard. Your employee ID/MyCoyote number will be on the bottom left of your Coyote OneCard.

Email: Upon activation your CSUSB email account can be accessed by logging into MyCoyote and opening Office 365 
 Campus standard email address: firstname.lastname@csusb.edu (contact Technology Support Center if you have any questions at (909) 537-7677).

3. **Parking Permit** (if needed): Visit the Student Financial Office to purchase a parking permit (present Parking Permit form and a valid ID card).

* If you are unable to visit ITS Training Services (PL1104) to activate your MyCoyote account, please contact ITS Training Services at (909) 537-7425 or by email: itstrainingservices@csusb.edu for phone or web conference assistance.