Rev. 11/5/26 **GENERAL INFO**

If you were recently hired, do not pressure yourself to learn everything at once! After training with the Administrative Assistant you are replacing, please ask any of the other AA's for help. We function as a team and will be happy to help!

Hannah Cross, hcross@mit.edu, 617-258-0398

General Onboarding Checklist:

During your first week, the Administrative Assistant (AA) you are replacing should:

1. Introduce you to the faculty you will be supporting.
2. Introduce you to your ChemE Finance contact(s)- each faculty member has an assigned finance staff person that you will work with.
3. Give you a list of cost objects (account numbers) assigned to each of your faculty.
4. Give you a list of all lab members supported by your faculty, including names and appointment types (grad student, postdoc, visitor, etc), including any incoming people who will be joining the lab and the status of any applications that are in progress.
5. Provide you with a contact name from each lab who can help answer your lab-specific questions.
6. Show you where the mailroom is, and what the system is for mail delivery to your faculty/labs. For Building 66, the door code is 351#; for Building 56 use ID card access. For E17, the door code is 1-1-5
7. Show you how to create a Request for Payment (RFP) and a Concur Travel Report.
8. Send you important files for your faculty, including the Word version of your faculty's MIT letterhead, their bio/CV, and any financial or personal information kept on file
9. Explain how Procards and Travel cards work and your responsibility to provide backup for each charge. Write to Kim Harmon (kharmon@mit.edu) and ask that to be set up to receive email notifications whenever faculty use their ProCard. This is the only way you will know to ask for a receipt for the charge. See Financial Guide for more information.
10. Give you access to the mailing lists, slack workspaces, calendars, and any other online organization tools used by your labs, as well as physical keys to labs and faculty offices.

Once you receive your laptop, you will need to set up the following accounts and authorizations.

1. **Apply for a Procurement Card (ProCard) in your Name:**

   https://vpf.mit.edu/new-procard-application-available

   Follow the directions on the site above, take the Pcard training, and email your completed form to Shibani Joshi (joshis@mit.edu) for approval. She will send your application to procard@mit.edu, and you should receive your Visa within 10 business days. General questions about the ProCard should be directed to Kim Harmon (kharmon@mit.edu).

2. **Set up a Concur (Travel) Account**. Write to travelsupport with the following info:
   - Name of each faculty you support.
   - Ask that a delegate account be set up under your name.
   - Include a default cost object to set this up (the account will not be charged).

3. **Set up a Federal Express Account**
   - Complete the FedEx New Account Request Form and return it as instructed on the form. You will receive an email with your account number and info within 4-7 business days.
   - Fed Ex bills are only available online for 120 days. After that, poof! Make sure to download the invoices for future reference.

4. **Request Gatekeeping (Room Access) Authorization through Physical Security.** Write to physicalsecurity@mit.edu and request permission to manage ID card access to the labs belonging to faculty you support. (cc Bori on this email so she can confirm).

5. **Request Authority to Book Rooms.** Ask Jim Hardsog (hardsog@mit.edu) to set up authorization so you can book rooms for meetings.

6. **Check Your Address:** Make sure you have added the correct address in the MIT Directory and Coupa for shipping (see next page).

Address Changes to your MIT Directory Listing and Shipping Address:

- MIT Directory: Atlas > About Me > Personal Information > edit Work Address.
- Shipping Address: Coupa > Your name > Settings > Address book > Choose building.
- For assistance, call Information Systems and Technology (IS&T) at 253-1101.

Atlas: can refer to either the Atlas Service Center, a help center located at 40 Ames St/E17 where new hires go to get their ID cards and fill out paperwork, OR to the website atlas.mit.edu, where you can handle your personal info and financials, take trainings, process reimbursements, and many other things.

Booking Rooms (ChemE): Outlook Mail > Calendar > choose room number > If the room is free, click "New Appointment" on top left. (**also see "Conference Rooms" below**).

Cleaning Services: For office vacuuming/cleaning, search for "Service Requests" at atlas.mit.edu.

Computer Assistance: Write to cheme-computer@mit.edu (Jim Hardsog, Ricka Bazelais).

Conference Rooms:

Room #	Code	Maximum Capacity, Other Notes
66-269:	6269#	8 maximum, permanent Owl
66-319:	6319#	20 maximum
66-360:	6360#	35 maximum, book by emailing Timothy Elizabeth
66-480:	9360#	15 maximum, permanent Owl
E17-502:	no code	8 maximum, enter through Gwen Wilcox office (E17-504)
E17-517	265358	30 maximum, book by emailing Timothy Elizabeth
E19-506:	3629#	7 maximum, permanent Owl
56-167:	Unlocked	Nice option, book through: registrar.mit.edu/classrooms

The department uses video conferencing cameras called Owls for hybrid meetings. For rooms without permanent Owls, contact cheme-computer@mit.edu to book an Owl for your meeting if you have remote attendees.

Copy Machine Repairs and Supplies: Contact icp-help@mit.edu.

Courier Service (within MIT): MIT has a campus-wide courier service for a $10 fee (253-6000).

Customs: Carmichael International Service (Chelsea, MA) can help with international and customs problems (Christopher Monaco can assist). Contact James Shoreman at 617-887-1600.

Department Directory: https://cheme.mit.edu/people/staff/
Staff hybrid schedules:
https://wikis.mit.edu/confluence/display/chemekb/ChemE+All+Staff+Hybrid+Schedule

Discounts and Perks: https://hr.mit.edu/benefits/perks.

Keys: Atlas > Service Request > Create Request > Keys. Use Chris Monaco as the approver. They will email you to pick them up when ready. Phone number 253-4948; Email address dof-csc@mit.edu.

Lab Coats (Blanket PO): http://labcoats.mit.edu/faqs. The two vendors are Cintas and NorthStar. For Cintas, contact Matthew Brousseau (brousseaum@cintas.com), or call Customer Service at 833-711-5957. Once you have an account, contact Ronald Hauswirth for help with deliveries to Building 56 and 66, he is very responsive.

Lab Access (Physical Security): You can control who has card ID access to the lab at https://physicalsecurity.mit.edu. There is a separate list for UROPs (access is M-F, 9-7, supervised). Visiting undergrad students, interns, etc. should be added under the UROP category; Postdocs and Grad Students should get full access. They must first be trained in lab safety by Brian Smith, but it's up to faculty to be sure it has been completed (you can ask Brian if you are not sure, but if faculty tell you to add someone, then go ahead and do it).

Libraries: You can order copies of articles, books, find online reprints, and much more:

- Main Link: https://libraries.mit.edu/. ChemE-related books and publications are generally located in the Hayden Library.
- Theses and Dissertations: https://lib.mit.edu
- Document Service (to order/purchase publications): https://libraries.mit.edu/docs/.
- WorldCat: https://mit.worldcat.org/.

Mail (Ordering/Receiving):

- To look up the mailing address of any building and room: http://web.mit.edu/facilities/services/mail/addresses.html

Mailrooms (Take the elevator to the basement):

- Building 56: Room 56-015. Use your MIT ID card.
- Building 66: Room 66-017. From elevator, go right, first door on the right. Door code is 351#. Follow hallway and the mailroom is the first door on your left.
- Building E17: Room E25-175, door code is 1-1-5. The room is located in the back corridor near the Avantor/VWR Solvents Room.

Shipping Address for Receiving Goods:

Building 56 & 66: 32 Vassar Street, Room xx-xxx, Cambridge, MA 02139
Building E17-19: 400 Main Street, Room xx-xxx, Cambridge, MA 02142

Mail (Shipping):

- **To send a letter** using an MIT account/cost object, write the cost object on the top right of letter (where you would normally put a stamp) and put in a mailbox marked "Domestic Mail - To Be Processed". There's one in the building 66 lobby, and one in the first-floor hallway of E18.

- **How to ship a package:**
  You must complete the "**Introduction to Shipping at MIT**" training on Atlas before shipping anything other than a letter!
  - Any shipment of research materials, or that includes batteries or battery-operated devices, must be shipped via Eship Global
  - Any international shipment must be shipped via eship Global
  - Domestic shipments that do not contain research materials or batteries may be shipped via FedEx. This should be done with an MIT FedEx account; if you don't have one set up yet, you may be able to use the account of another admin.

- **Where to ship a package**:
  - The shipping department for Buildings 56/66 is at Vassar Street, Building 32, 253-4744
    - Directions from Building 66: Go to the basement and then walk towards Building 56. At end (Building 16) go right and then take another right onto the ramp. Take first left, and the loading dock will be on your right.
  - The shipping department for Building E17 is the E19 shipping/receiving room. There is a sign for it on the 1st floor of E19. You will go briefly outside for a few steps, then back inside through the double doors to the shipping office.
  - There is a FedEx dropbox in the lobby of E25

MIT Campus Map: http://whereis.mit.edu/

Moira Email Lists: You can create an email address that incorporates multiple recipients (for instance, an email address that that includes all of the faculty you support).

- Link: http://ist.mit.edu/email-lists.
- Under Getting Started, click "create an Athena/Moira List".
- At bottom of page, type of list, click "Moira".
- Create the NAME of list (do not add @mit), all lowercase.
- Description (this is for you).
- Created by: Use your email address, without @mit.
- To add someone from MIT, type name and their email address will automatically pop up.
- For non-MIT members, type the person's full email address. When you see the address highlighted, you will have the option to add it to your list.
- To delete a Moira list you have created, you must ask IS&T to remove it (call 253-1101).

Odyssey: system used to enter graduate student appointments and funding every semester. This is typically handled by the finance team. https://odyssey.mit.edu/.

Parking Passes for Guests

Link: http://web.mit.edu/facilities/transportation/parking/visitors/public_parking.html

- **Non-MIT Parking:** In addition to the link above, there is a lot at the Marriott (50 Broadway, ~$55.00 per day) and the Kendall Center Green Garage (90 Broadway, ~$31 for two hours). Make sure the guest calls the location to confirm parking will be available when they arrive and the current cost.
- **Same-Day Parking at MIT:** After 2:30pm, cheap ($11) public parking is available in the Albany, Sloan, and Westgate lots.
- **Visitor parking passes can be purchased ahead of time for $34/day**

  There are three possible garages for visitors:
  E62 East garage
  139 Mass Avenue
  600 Memorial Drive

- You can either create a parking pass yourself at https://parking.mit.edu/manage > "Request visitor permit", or email your request to **Kathleen Briana** 24 hours in advance and include the date, time in/out, name of guest, purpose of visit, and cost object.
- For special requests (i.e, parking a large truck), call Atlas at 253-3000.

Patent Search: MIT's Technology Licensing Office (TLO), https://tlo.mit.edu.

Phone Issues: If your phone is not working, contact cheme-computer@mit.edu.

Physical Security: See "Lab Access" above.

Power Point: A good online training site is https://www.youtube.com/watch?v=TZfcVbKJs1E.

Procurement Card: Often called "ProCard", this is a corporate credit card that can be issued to faculty and admins. See Financial Guide.

Quickbase: mit.quickbase.com, a website used for:
-documentation for charges on MIT ProCards
-Appointment requests for new postdocs or visitors in your lab

RFP: Request for payment. See Financial Guide.

Vacation Time: Before going on vacation inform your faculty. Once they have all acknowledged your intentions, send an email confirming the dates to your faculty and cc Barb and Bori. For longer trips, try to get another AA to cover for you- if there is currently a Floater in the department, this is part of their job. Don't forget to set up your automated reply on your Outlook email account and mark yourself as away on Slack before you leave!

Who's Who / Resources / I have a question about something else…?

IT or A/V issues – cheme-computer@mit.edu

Printers/copiers – icp-help@mit.edu

HR questions (work schedule, pay, benefits, hiring) – Bori Stoyanova, bori@mit.edu or cheme-hr@mit.edu

DEI – Christelle Hayles, cmhayles@mit.edu

Physical building/room questions/keys – Chris Monaco, monacoc@mit.edu

Hazardous materials/lab safety – Brian Smith, bssmith@mit.edu

Mailing lists – Jim Hardsog, hardsog@mit.edu

Visiting students, UROPs – Bryn van Dommelen, bvandomm@mit.edu

Conference room booking – Timothy Elizabeth Xavier, xaviert@mit.edu

Advertising events – Kathy Briana, kbriana@mit.edu

General admin assistant procedures/duties – Gwen Wilcox, gwilcox@mit.edu

Communications – Melanie Kaufman, melmils@mit.edu

Lab Websites – Rebecca Hailu, rhailu@mit.edu

Lab supplies/services/equipment – Jim Bagley, jbagley@mit.edu

Career and communication training for students/postdocs – Caitlin Stier, cstier@mit.edu

Your personal information, benefits, and paystubs – atlas.mit.edu

**Join the slack channels for MIT Assistants, MIT ChemE Support Staff, and optionally MIT Event Planners (depending on your duties), these are a great resource for miscellaneous questions! Ask Hannah for invites if you need them.