

New Faculty and Staff



[Set Up Your Account](#)



[Access Resources](#)



[Access SPU Computers](#)



[Prep Your Work Computer](#)

We're excited you're here and we want to make sure you're prepared for your first day on campus! Accessing the **Banner Information System** as well as your **email account** is essential to your first days on campus. Use the links above to get prepared in advance.

New Employees will have a computer provided by their department. Work with your department's Administrative Assistant or Budget Manager to get set up on the computer provided and other departmental permissions.

Other General Information

Where you save your work is important. Be sure to save your **Documents & Files** in a secure and backed up location. Many departments have a common use multi-function printer as well, that allows you to charge print jobs for work directly to the department. Go to **Fac/Staff Printing** to learn more about our campus printing program.

Access to a **Campus Phone** and **Voicemail** will also be provided by your department.

Classrooms & Events

Lastly, if you're a new faculty member teaching courses at SPU, we strongly encourage you to get familiar with your classroom early. There is a lot of information online about the classroom layout, technology in each room and how to use the equipment. Visit the **SPU Classroom Info** site at web-apps.spu.edu/roominfo and the **Classrooms & Events** page for more information.