

In order to help you get acclimated to the Babson environment, here are a few things you can do. **Click on a topic below to find instructions on how to complete the task.**

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## Get Parking Decal

You can stop by our Public Safety building or register for a parking decal online from the [Public Safety Website](#). You will need your OneCard ID number in order to fill the form out completely. Questions about parking decals can be directed to ext. 5598.

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## Get Babson OneCard

Most new faculty members get a OneCard as part of New Faculty Orientation. The OneCard Office is located on the 2nd floor of the Donald W. Reynolds Campus Center. All employees need a Babson OneCard and should get it as soon as possible. If you previously had a OneCard, please be sure to get an updated ID. Questions about the Babson OneCard can be directed to ext. 5647.

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## Get Office Keys

Most likely, your division coordinator will have office keys for you. However, in the event that you have to obtain keys yourself, find the *Smart Tools* portlet on the Babson Portal and click on [Facilities Web Request](#) under the Administrative section to submit your request.

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## Order Business Cards (if applicable)

Most often, the Administrative Assistant or Office Manager will handle ordering your business cards from E-Way by Staples, our office supply partner. However, if you are asked to order your own, you will need to contact the Purchasing department, ext. 5588, for access to the E-Way site.

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## Watch Babson History

To learn more about Roger Babson and our college's past [watch our voice-guided history](#). Questions about the Babson History can be directed to HR, ext. 4128 or [hr@babson.edu](mailto:hr@babson.edu).

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## Review Mission, Vision & Strategy

Visit the [President's Website](#) to learn more about our 12<sup>th</sup> president, Len Schlesinger, and his mission, vision and strategy for Babson College.

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## Activate Your Babson Account

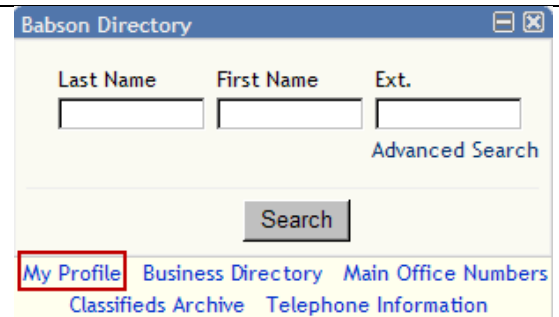
If you haven't done so already, log on to <http://portal.babson.edu> and enter the username and password that were sent to you. The Portal will automatically walk you through your account activation. Questions about activating your account can be directed to ITSD, ext. 4357 or [support@babson.edu](mailto:support@babson.edu).

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## Edit Babson Profile

Keeping your contact information up-to-date is essential for keeping in touch with your customers and colleagues.

Log in to the [Babson Portal](#). Click on the “My Profile” link under the *Babson Directory* portlet.



Click on any item in the “Edit My Info” section on the left side of the page. A few of the items are essential for staff:

**Preferred Name** - You may want to edit this if you commonly go by a different name. Using this may help others find your contact information more easily and it will be displayed in many of Babson’s online applications (e.g. Blackboard, Babson Directory).

**Office Address** - This information will be displayed in directory search results.

**Emergency Contact** – Keeping this information up-to-date will help in the case of a personal emergency.

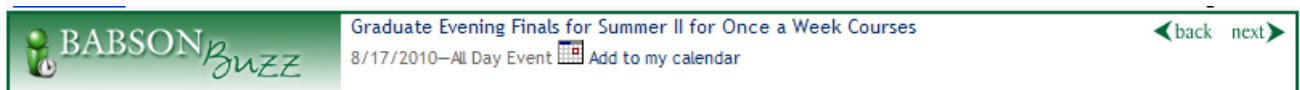
**Emergency Notification** – This information is kept strictly confidential and will only be used in the case of a campus emergency.



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## Read the Buzz

The Babson Buzz includes announcements and upcoming events relevant to Babson’s faculty, staff and students, can be found at the top of the Portal and is updated every day. Check the Buzz regularly to get important information from individuals and groups throughout the College and to learn what is happening around campus.



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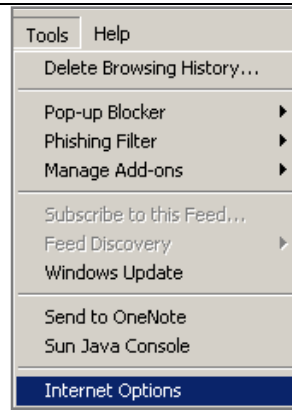
## Make the Babson Portal Your Home Page

Having the Portal as your home page will help keep you informed of upcoming events and important announcements.

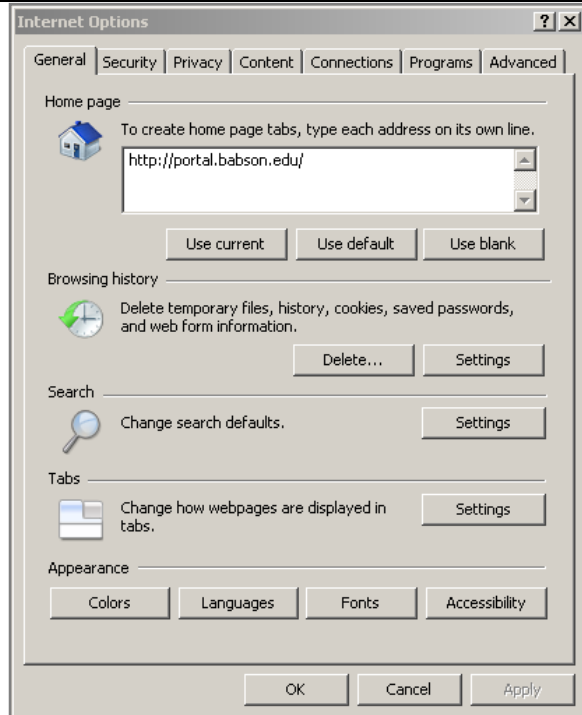
Open Internet Explorer.



Select "Internet Options" from the Tools Menu.



Enter <http://portal.babson.edu> into the Home page box at the top and click OK.



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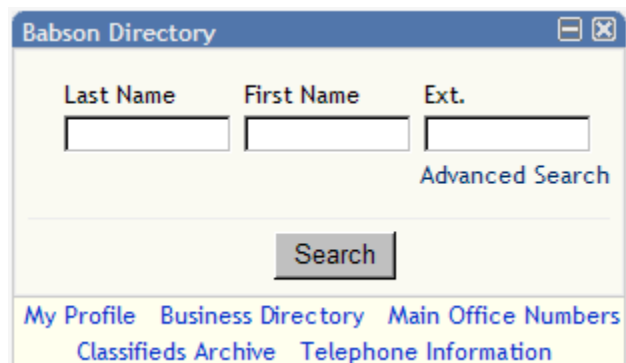
## Customize the Portal

Customizing the Portal will help give you quick access to the websites and resources needed to do your job. Visit the [IT website](#) to learn more about customizing the Portal.

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## Learn About the Babson Directory

The **Babson Directory** Portlet is a useful resource found on the Portal which allows you to look up other members of the Babson community including faculty, staff and students by their last name, first name, department, or phone extension. Simply type the information into the appropriate field and you will be given a listing of everyone who matches that search criteria. You can search for people



using one or more fields and a full name is not necessary in order to find someone (i.e. if you are looking for Smith, you may type in the first few letters: Smi and everyone whose first three letters are Smi will appear-this includes both first and last names).

The **Advanced Search** feature allows for broader search options which include searching by division and student type (undergraduate or graduate).

Click on **My Profile** and you will be able to see the information that is available to other members of the Babson community when they search for you through the Directory.

Click on the **Business Directory** and you will be able to search for information regarding businesses that have professional relationships with Babson. Use this feature as you would the regular Directory.

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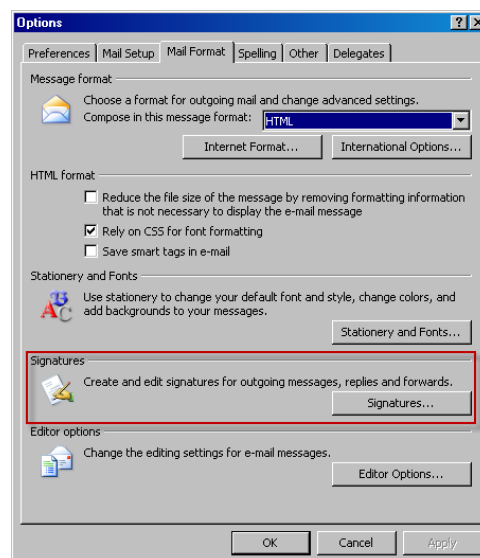
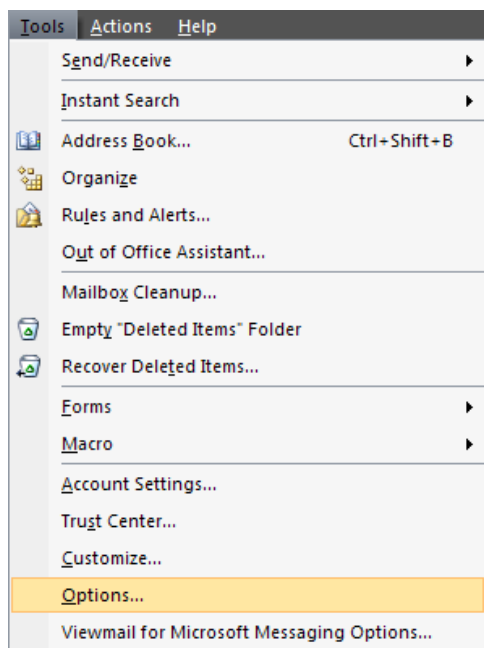
## Set-Up Microsoft Outlook

Having Outlook installed on your laptop or desktop machine provides functionality that our webmail client (<http://mail.babson.edu>) cannot, such as archiving. Our IT department has created setup instructions that work regardless if you're on a desktop, laptop, on campus or off campus. Visit the [IT website](#) to learn more,

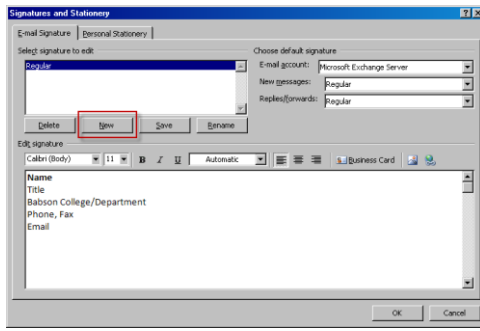
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## Create Your Email Signature

1. Within the desktop version of Outlook, select Options from the Tools menu.
2. Click the Mail Format tab and then select the Signatures button.






3. Click New then create your signature. Things you may want to include: name, title, college, department, phone, fax, email, etc.



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## Install Default Printer

Almost all employees have printing needs on a regular basis. Choosing a network copier instead of a printer can substantially reduce Babson's printing costs and our impact on the environment by being able to easily print double-sided.

<ol style="list-style-type: none"> <li>1. Find the name and location of your default copier/printer. All network printers and copiers on campus have a tag that gives you all the information you need.</li> <li>2. Go to <a href="http://www.babson.edu/printing">http://www.babson.edu/printing</a></li> <li>3. Select the building and then the printer(s).</li> </ol>	<p><b>For Assistance Contact: Canon</b>  <i>Phone #: Ext. 5300</i></p> <hr/> <p><b>When calling for service, please reference the Printer ID#</b></p> <p><i>PRINTER ID#</i>            <b>P457</b>  <i>PRINTER QUEUE</i>      \\Pharosprint02\Nichols-P457-C3235Q  <i>MODEL</i>                    IR3235i  <i>LOCATION</i>                  Nichols – Human Resources</p> <p><b>BABSON GREEN</b>                       <b>BUSINESS SERVICES DIVISION</b>                      </p> 
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## Learn to Use Your Phone and Voicemail

Visit the [Telephone Information](#) link off the *Babson Directory* portlet to learn about our emergency telephone procedures, phone features, telephone user guide, speed dial setup, voicemail, and voicemail shortcuts. Questions about setting up your voicemail can be directed to ITSD, ext. 4357 or [support@babson.edu](mailto:support@babson.edu).

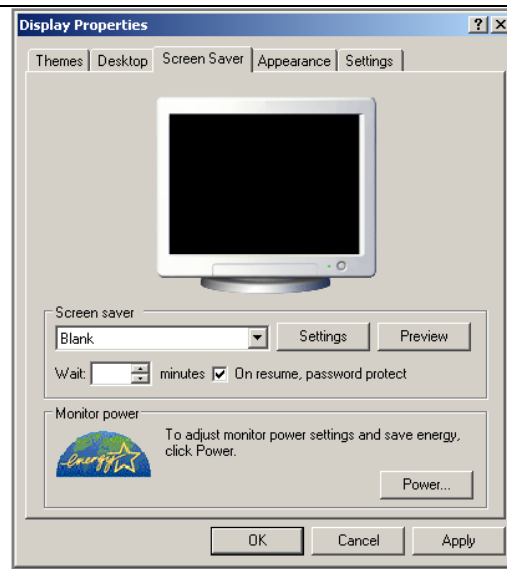
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## Set-Up Computer Screen Lock

Similarly to locking your office door at night, locking your computer screen when you're away from your desk keeps Babson's information safe.

<p>Right-click on your desktop. Select Properties.</p>	
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Select the Screen Saver Tab. Please keep “Blank” as the screen saver setting as it uses less energy and therefore, is the most sustainable option. Select the Wait time (how long your computer needs to be idle before the screen saver will activate), select the “On resume, password protect” checkbox, and then click OK.



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## Sign-Up for a Qualtrics Account

Babson College has an academic site license for Qualtrics, a survey software product that allows current faculty, staff and students to create and conduct surveys online for authorized purposes.

### Account Creation Procedures

*Faculty and Staff* – All Qualtrics accounts are created by request only. [Click here](#) to create an account. Faculty and Staff must agree to the *Terms of Use* before an account is created.

*Students* – All Qualtrics accounts are created by request only. Student accounts have the following restrictions:

1. Each student requesting a Qualtrics account must have a faculty/administrative sponsor. The sponsor must agree to screen student surveys for compliance with the *Terms of Use*. Students must agree to the *Terms of Use* before an account is created. To act as a sponsor, [click here](#).
2. Student accounts are initially limited to 20 surveys. To increase these limits, the faculty/administrative sponsor must contact a Babson Survey Software Administrator\*.
3. Students are required to use a special student template and do not have access to the regular Babson template.
4. Students do not have access to panel (named-user) surveys.
5. Student accounts will expire after six (6) months. To increase this limit, the faculty/administrative sponsor must contact a Babson Survey Software Administrator\*.

### Terms of Use

Current Babson faculty, staff and students can obtain a license only if the user agrees to abide by the *Terms of Use*. Violations will be treated as infractions of College policy and may result in disciplinary action or judicial review.

1. **The terms of our Qualtrics license specify that the survey software may not be used for a for-profit business or project.**
2. Babson's Computer Code of Ethics / Acceptable Use of Campus Network and Computing Systems. <http://www3.babson.edu/Offices/ITSD/about/Policies.cfm>.
3. Federal regulations and College policy mandate that prior to their initiation, all surveys be reviewed and approved by the IRB, unless the survey is for internal purposes and the results will not be disseminated outside the College. It is the responsibility of individual sponsors to be certain that student surveys under their supervision are in accordance with IRB guidelines. Faculty must get a one-time IRB approval for assignments involving surveys. Honors theses involving surveys must be individually approved by the IRB. Information on IRB procedures can be found on the Babson portal at:  
<https://fusionmx.babson.edu/Fusebox/index.cfm?method=InstitutionalReview.ShowHome>
4. All other College policies and regulations.

**\* Babson Survey Software Administrators:**

- Alexa D'Agostino at extension 4128 or [adagostino@babson.edu](mailto:adagostino@babson.edu).
- Elizabeth Schirick at extension 4492 or [eschirick@babson.edu](mailto:eschirick@babson.edu)

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## **Schedule Benefits Orientation (if applicable)**

If you are benefits eligible, you will be contacted to schedule a one-on-one Benefits Orientation, most likely during your first week of employment. Questions about Benefits Orientation can be directed to HR, ext. 5498.

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## **Attend Employee Coffee Event**

The President and Cabinet members are pleased to invite all Faculty and Staff to join in the monthly Employee Coffee Events. These gatherings are a way for the Babson Community to get together and welcome new faculty and employees. Employee Coffees will take place from 9–10AM on the first Wednesday of every month. Light refreshments and treats will be served. Check the Babson Calendar on the Portal or Announcements on the Buzz for location details.

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## **Sign-Up for Direct Deposit**

Babson requires direct deposit for all employees. Your paycheck is directly deposited into the bank account of your choice (you may allot portions of your paycheck to different accounts at different banks), as long as the bank is a member of the NEACH (New England Automatic Clearing House) automatic deposit system. The vast majority of banks are on this direct deposit system.

If you are depositing directly to a checking account, please send a canceled or voided check along with the Direct Deposit Form so the Payroll department can verify your bank account and transit numbers. Please note that it will take one pay period for the direct deposit to take effect once you turn in the form. You can find the Direct Deposit Form on the [HR Website](#).



## **Login to HR Info to View Paystub**

The HR Info website houses information regarding pay schedules, holidays, and electronic paystubs. Our Perks@Work, a listing of discounts available to Babson employees, can also be found there. Login information for HR Info is different than the regular Babson login. Your login info has been sent to your division coordinator. For more information about HR Info, contact HR, ext. 4128 or [hr@babson.edu](mailto:hr@babson.edu).

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## **Return Necessary Paperwork**

The Office of Human Resources sends new faculty a number of forms that must be returned as soon as possible. If you have not completed your W-4, I-9, Direct Deposit and Personal Data Form, and provided appropriate identification and supporting materials; please do so right away. Questions about this paperwork can be directed to HR, ext. 4128 or [hr@babson.edu](mailto:hr@babson.edu).

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## **Complete Harassment Training**

Every employee is responsible for completing the Unlawful Harassment Training provided online through Workplace Answers. New faculty will receive an email from Workplace Answers within their first week at Babson. This email will include a customized link to the online workshop. Supervisors are also responsible for completing the supervisor supplement in addition to the standard workshop. Questions about Unlawful Harassment Training can be directed to HR, ext. 4128 or [hr@babson.edu](mailto:hr@babson.edu).

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## **Review Faculty & Staff Handbooks**

You can find the Employee Handbook by logging in to the [HR website](#). Faculty Handbooks can be found on the *Academic Affairs Info* portlet on the Babson Portal (full-time available now, part-time available soon). Questions about the Employee Handbook can be directed to HR, ext. 4128 or [hr@babson.edu](mailto:hr@babson.edu) and those regarding the Faculty Handbooks can be directed to the Provost's Office, ext. 4378.

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## **Visit Be Well@Babson Website**

Be Well@Babson is a program designed to educate, promote, and empower members of the Babson community to make healthier lifestyle choices through a variety of physical, mental and nutritional programs and activities. Be Well@Babson encourages participants to learn about the many ways in which they can start and continue to Be Well, at Babson and throughout their lives. Visit the [Be Well@Babson](#) website for more details.

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## **Learn about Our Employee Assistance Program**

Babson College offers an Employee Assistance Program (EAP) of counseling, consultation, education, childcare and eldercare referrals, and financial and legal advice for Babson employees, their spouses/partners, dependent children, and other household members.

This is a pre-paid, FREE benefit and is provided through The Wellness Corporation, which has been offering help to employees working in a wide range of industries since 1984. The EAP is staffed with licensed counselors who respond quickly to requests for help in a caring, respectful, and confidential manner.

General information is available on their members-only website. You can create an account using "Babson College" as your company when you [register here](#).

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## **Hire Student Employees**

If you need to hire a student worker to assist you with projects or research, please work with your division coordinator to facilitate the hiring process. The Division Coordinator will ensure that the student has the required paperwork from HR in order to be cleared to work and paid by payroll. This paperwork must be complete before any work can begin. This is a federal requirement and has severe implications for the student if the forms have not been returned to HR before any work has started. Questions about student employment can be directed to HR, ext. 4128 or [hr@babson.edu](mailto:hr@babson.edu).

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