

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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***Bolded Items Are Very Important**

New Faculty Checklist and Instructions: <http://hr.babson.edu/neo/neopdfs/newfacultychecklist.pdf>

GET PARKING DECAL



If you'll be driving to campus, you'll need a parking decal. Please take a couple minutes to [register your vehicle with Public Safety](#) in order to receive a parking decal.

Please be sure to 1) read the parking rules and regulations and 2) click on the “Apply online for a parking decal” link which will allow you to submit your information. **Your parking decal can be mailed to your office or picked up at Public Safety.**

We are also supportive of alternative commuting methods. Cyclists have bike rack options across campus as well as access to showers and lockers at the Webster Center. Contact the [Sustainability Office](#) for information on other initiatives.

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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 so they can use the library, access certain buildings, visit the Webster Center, receive faculty discounts at Trim Dining Hall, and use the shuttle. 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, complete a [Work Order](#).

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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

We are where we are today thanks to our many wonderful leaders, students, staff, and faculty – and most importantly, Roger Babson. Please take about 10 minutes to [learn more about our history](#) and acclimate yourself to who we are, what we've done, and where we are going. This will give you a good foundation for understanding our strategy and how you and your role fit in to Babson's bigger picture. Questions about the Babson History can be directed to HR, ext. 4128 or hr@babson.edu.

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REVIEW MISSION, VISION & STRATEGY

Visit the [President's Website](#) to learn more about our 13th president, Kerry Healey, and her mission, vision and strategy for Babson College.

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ACTIVATE YOUR BABSON ACCOUNT

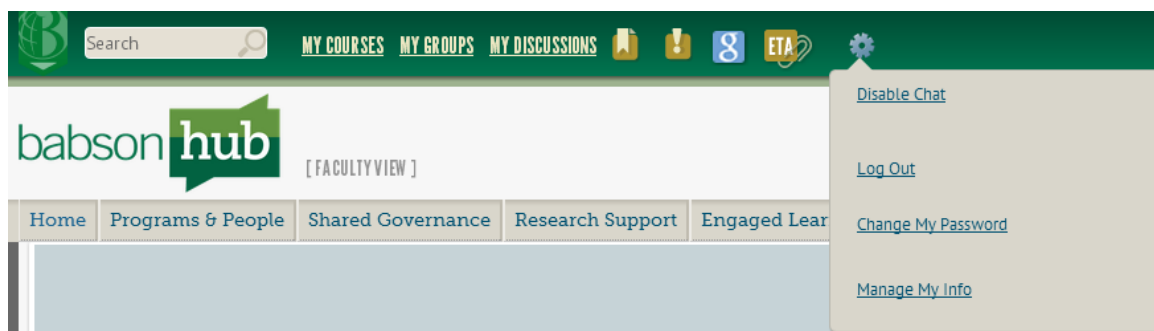
If you haven't done so already, log on to <http://hub.babson.edu> and enter the username and password that were sent to you (or your division coordinator might have them for you). The HUB will automatically walk you through your account activation. Questions about activating your account can be directed to ITSD, ext. 4357 or 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 [HUB](#). Click on the gear icon at the top of the page and select "Manage My Info"



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.

Edit My Info
Preferred Name
Contact Me
Biography
Home Address
Office Address
Emergency Contact
Emergency Notification

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READ THE ANNOUNCEMENTS

The Announcements, found at on the bottom left of the HUB, includes information and upcoming events relevant to Babson's faculty, staff and students. Check it 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 HUB YOUR HOME PAGE

Having the Hub as your home page will help keep you informed of upcoming events and important announcements. Here are instructions for setting your home page in [Internet Explorer](#) and [Google Chrome](#).

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FIND PEOPLE IN THE BABSON DIRECTORY

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

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SET-UP MICROSOFT OUTLOOK

Having Outlook installed on your laptop or desktop machine provides functionality that our webmail client (<http://email.babson.edu/>) cannot, such as archiving. From campus, just click on the Outlook icon on your computer, and it will automatically recognize your login credentials. Questions about setting up Outlook can be directed to ITSD, ext. 4357 or support@babson.edu.

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CREATE YOUR EMAIL SIGNATURE

As an ambassador of the Babson brand, you can be sure that people with whom you are communicating know not only how to contact you, but also about the College. Learn how to [edit your signature](#) and see what Marketing suggests [adding to your signature](#) to help promote the College.

INSTALL DEFAULT PRINTER

One of our many sustainability initiatives is to encourage all community members to **“Think Before We Print”**. From time to time, you’ll even be notified of your printer use. When you do have to print, we strongly encourage you to **select a multifunction device** (copier, scanner, printer all-in-one) as your default printer as both the toner and the automatic double-sided printing are more eco-friendly. Our IT department has put together a simple process to [install a printer](#).

If at any point you are in need of assistance with technology, feel free to contact our Information Technology department, ext. 4357 (HELP), support@babson.edu, or <http://www.babson.edu/offices-services/itsc/GetHelp/Pages/Help-Desk.aspx>.

LEARN TO USE YOUR PHONE AND VOICEMAIL

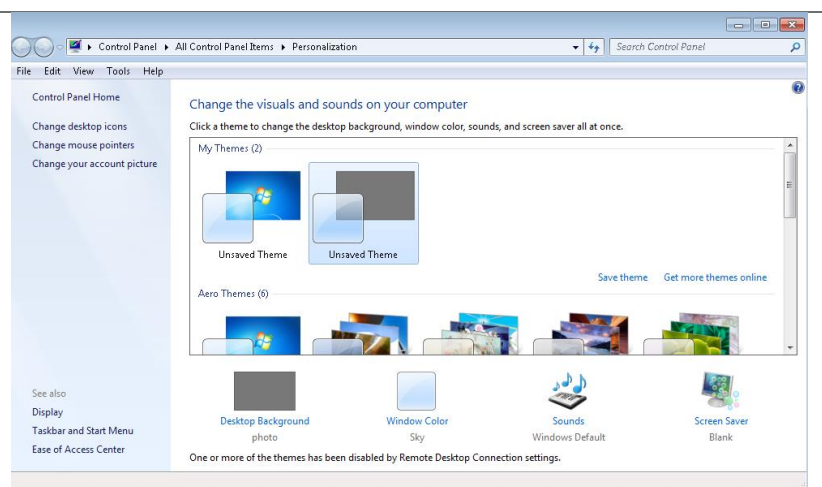
Every organization’s phone system has its own quirks and nuances. Did you know that you have to dial 8 to get an outside line at Babson? This guide includes other important information like that and will walk you through all the options and steps on how to [set up your phone and voicemail](#) in minutes!

If at any point you are in need of assistance with technology, feel free to contact our Information Technology department, ext. 4357 (HELP), support@babson.edu, or <http://www.babson.edu/offices-services/itsc/GetHelp/Pages/Help-Desk.aspx>.

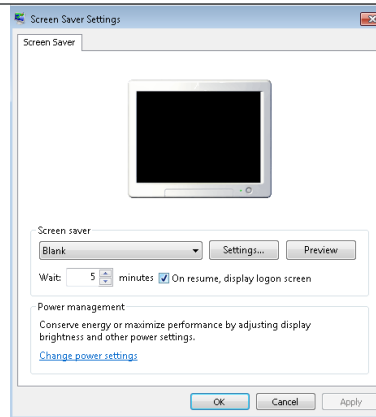
SET-UP COMPUTER SCREEN LOCK

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

Right-click on your desktop. Select Personalization, then Screen Saver.



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](#).

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:**

- Tova Duby at extension 4516 or tduby@babson.edu
- Jermia Starwood at extension 4384 or jstarwood@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. 4445.

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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 for location details.

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VOLUNTEER FOR CONTINUOUS LEARNING

One of our core values is Excellence and what better way to express it than with continuously growing and learning, not only for students, but for faculty and staff too! The Learning and Development Office proudly partners with subject matter experts across campus to create a multitude of continuous learning opportunities all year round. Specifically, we have a semi-annual event know as Community Learning Day where we dedicate the day to learning of all sorts from tai chi to summer grilling to improving communication. [Volunteer to present or suggest ideas for continuous learning sessions.](#)

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SIGN-UP FOR DIRECT DEPOSIT

Babson's Payroll department, part of the Finance division, 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 stop by Payroll in Nichols with a canceled or voided check, and fill out the Direct Deposit Form so they 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.

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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. For your login information, contact HR, ext. 4128 or hr@babson.edu.

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RETURN NECESSARY PAPERWORK

The Talent Acquisition Office within 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 Talent Acquisition, ext. 4128.

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COMPLETE TITLE IX TRAINING

Every employee is responsible for completing the Title IX training provided online through WeComply. New faculty will receive an email from WeComply within their first few months at Babson. This email will include a customized link to the online workshop. Questions about this training can be directed to HR, ext. 4492.

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REVIEW EMPLOYMENT GUIDELINES

To learn about common policies and practices review the [Employment Guidelines](#). Faculty specific handbooks can be found under the Shared Governance section of the Hub. Questions about the Employment Guidelines can be directed to HR, ext. 4128 or hr@babson.edu and those regarding the Faculty Handbooks can be directed to the Provost's Office, ext. 6476.

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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, financial and legal advice, and more for Babson employees, their spouses/partners, dependent children, and other household members.

This is a pre-paid, FREE benefit and is provided through KGA. 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 [visit Babson's KGA site](#) to learn more.

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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.

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PERKS@WORK

Perks@Work is a listing of discounts we receive just for being Babson employees. The Perks listing is located in HR Info under the *My Company: Company Info* section. Many of the companies listed are local to the Wellesley community and many are owned or operated by Babson alumni. Questions about Perks@Work can be directed to HR, ext. 4128 or hr@babson.edu.

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