

**This form is **not** to be used for student employees**

**University of Massachusetts at Lowell**  
**Access Services Office**  
**South Campus Dining Hall**  
**978 / 934-2113**

Office Use Only		
Issue date	_____	
Initials	_____	
New entry?	Yes	No

## New faculty/staff request for services

This completed form may be used to obtain services\**prior*\* to the new employee being reflected in the HR database. It can also be used for vendors or visitors needing services.

### To be completed by the supervisor

Employee name\*\*: First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Job Title \_\_\_\_\_

Home Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Department name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Alternate Email Address \_\_\_\_\_

\*\*The name on this form must be the same name used for all legal documents issued by the campus - including but not limited to documents and information provided to: Social Security Administration, Federal and State Tax Agencies.

- |                                 |  |                                  |                                  |   |
|---------------------------------|--|----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Not eligible for benefits | <input type="checkbox"/> Faculty | <input type="checkbox"/> Vendor  | <input type="checkbox"/> Needs UML email address      |
| <input type="checkbox"/> Male   | <input type="checkbox"/> Eligible for benefits     | <input type="checkbox"/> Staff   | <input type="checkbox"/> Visitor | <input type="checkbox"/> Distance Learning/No ID card |

Start/Contract date  End Date (if known)

By my signature below, I certify the named person above has been hired at the University of Massachusetts Lowell to start on the date indicated.

\_\_\_\_\_  
 Name of department head or designee Signature of department head or designee

\_\_\_\_\_  
 Phone number of department head or designee Date

### Instructions for the new faculty/staff member (ask your supervisor for assistance with the items below)

<p><b>Do this FIRST</b></p>	<p><b>Take this completed form to the Access Services Office to obtain your ID Card.</b> Be ready to provide your Social Security number and date of birth. Your new ID Card is necessary to take advantage of many UML services such as campus staff parking lots and the Campus Recreation Center.</p> <p style="text-align: center;">UMS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
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**Email:** After you get your ID Card the Access Services Office will forward your information to the Email Office to have an email account created. Your email account will take the form of Firstname\_Lastname@uml.edu. Your first name and last name on record in the ISIS database will be used. Your initial password is your ISIS ID and can be changed via Outlook Web Access. This account should be available for your use within 2 business days. Please go to <http://email.uml.edu> for more information.

**Parking Stickers:** Bring your vehicle registration with you when you go to the Access Services Office in order to get a parking permit. If you forget your registration you can request a parking sticker online via the following website <http://parking.uml.edu>.

**Libraries:** Bring your ID Card to the Circulation Desk at either O'Leary or Lydon Libraries to activate your UML library borrowing and BLC Virtual Catalog privileges. Off-Campus electronic journal database search privileges are activated within one month of the start of semester. Contact 978-934-4550 for more information or go to <http://library.uml.edu>.