

# New Employee Information

## Welcome

**Welcome to the School of Informatics and Computing!** It is easy to get overwhelmed when coming into a new environment, with the goal of easing the on-boarding process, summarized below are some key resources that will be of assistance. The school is fortunate to have staff with years of experience to assist you.

- [New Faculty Checklist](#) (July 23, 2018)
- [Faculty and Staff Handbook](#) (April 30, 2019)
- [Policies and Guidelines for Faculty and Staff](#)
- [SICE Organization Chart](#)

## Things to do

### Create a profile on our SICE website:

1. We would like to add you to our SICE website people directory found here: <https://sice.indiana.edu/contact/people-directory.html?>
2. To create a web profile, follow this link and the directions under '*Adding a New Profile Page*' <https://uisapp2.iu.edu/confluence-prd/x/H4ByBQ>
3. You can either upload a favorite photo, or our staff photographer is happy to take your picture for the website. Once you complete the information, a staff member will contact you when your profile is online.

### Explore SICE Knowledge Base (KB)

- Search our KB for questions related to school policies, guidelines, how to schedule a meeting room, and much more! [SICE KB](#) .
- SICE Account Security Recommendations <https://uisapp2.iu.edu/confluence-prd/x/NwLyF>
- Need help? Send an email to [sicehelp@indiana.edu](mailto:sicehelp@indiana.edu) or complete a Service Request, a link to which can be found in the footer of the SICE website - <http://www.sice.indiana.edu/>

## Things to know

### Your role in data stewardship

1. All at IU must be vigilant guardians of data security. Learn how IU classifies data <https://datamanagement.iu.edu/types-of-data/classifications.php>
2. Learn how to store and share IU data - explore IU's Data Sharing and Handling Tool <https://datamanagement.iu.edu/tools/data-storage-and-handling.php> Select a data domain from the pull-down and the tool will guide you to the best practice for storing and sending data.
3. Be aware of phishing scams <https://phishing.iu.edu/>

### Get started with IT at IU

- University IT Services (UITS) Getting Started Guide: <https://uits.iu.edu/facultyguide>

### One.IU - a portal for everything

- One.IU is the access portal to most IU services like payroll, benefits, and classified ads: <https://one.iu.edu/> sign-in and start searching for more information!