New Employee Information

Welcome

Welcome to the Luddy 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 (September 12, 2019)
- Policies and Guidelines for Faculty and Staff
- SICE Organization Chart

Things to do

Get started with IT at IU

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

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 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/

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!